

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Meeting Materials November 8, 2017

Open Session – Public meeting materials

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 250 pages are the Open Session – Public meeting materials presented at a meeting duly called, noticed and held on the 8th day of November, 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, November 7, 2017
Executive Conference Room, 2nd floor, Norbert Hill Center

Regular Meeting
8:30 a.m. Wednesday, November 8, 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 Commemoration – Oneida Child Protective Board – 35 years of service**
Requestor: Bobbi Webster, PR Director/Intergovernmental Affairs & Communications Dept.
Sponsor: Nathan King, Director/Intergovernmental Affairs & Communications Dept.

III. ADOPT THE AGENDA

IV. OATHS OF OFFICE

- A. Finance Committee Community Elder Position – Shirley Barber**

V. MINUTES

- A. Approve October 25, 2017, regular meeting minutes**
Sponsor: Lisa Summers, Secretary
- B. Approve October 26, FY '17 4th quarter reports meeting minutes**
Sponsor: Lisa Summers, Secretary

VI. RESOLUTIONS

- A. Adopt resolution entitled Implementing Constitutional Amendments**
Sponsor: Lisa Summers, Secretary

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

Chair: David P. Jordan, Councilman

1. **Accept October 4, 2017, Legislative Operating Committee meeting minutes**

B. Finance Committee

Chair: Trish King, Treasurer

1. **Approve October 30, 2017, Finance Committee meeting minutes**

C. Quality of Life Committee

Chair: Brandon Stevens, Vice-Chairman

1. **Accept September 14, 2017, Quality of Life Committee meeting minutes**

VIII. APPOINTMENTS**A. Approve recommendation to appoint Kathy Hughes to Oneida Airport Hotel Corp. Board**

Sponsor: Tehassi Hill, Chairman

B. Approve recommendation to appoint Christine Klimmek to Oneida Nation Arts Board

Sponsor: Tehassi Hill, Chairman

C. Approve recommendation to appoint Carmelita Escamea to Pardon and Forgiveness Screening Committee; and re-post two (2) remaining vacancies

Sponsor: Tehassi Hill, Chairman

D. Approve recommendation to appoint Melinda K. Danforth to Oneida Library Board

Sponsor: Tehassi Hill, Chairman

E. Approve recommendation to appoint Diane Hill to Southeastern Oneida Tribal Services Advisory Board

Sponsor: Tehassi Hill, Chairman

IX. NEW BUSINESS**A. Approve activation of \$400,000 from approved FY '18 CIP Funds for project # 23-005 – Residential Homes Sites**

Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.

Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development

B. Approve three (3) actions regarding CIP project # 05-013 – Elder Services/Apartments

Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.

Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development

C. Approve activation of \$550,000 from approved FY '18 CIP Funds for project # 07-002 – Social Services Building Remodeling-Phase V

Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.

Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development

- D. Approve activation of \$30,000 from approved FY '18 CIP Funds for project # 07-013 – Maple Sugar Camp**
Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.
Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development
- E. Approve activation of \$311,000 from approved FY '18 CIP Funds for project # 15-003 – Norbert Hill Center Remodeling-Phase VIII**
Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.
Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development
- F. Approve activation of \$805,000 from approved FY '18 CIP Funds for project # 16-005 – Casino Exterior Enhancements**
Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.
Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development
- G. Approve three (3) requests regarding CIP project # 16-008 – Oneida Family Fitness Improvements**
Requestor: Paul Witek, Senior Tribal Architect/Engineering Dept.
Sponsor: Troy Parr, Asst. Division Director/ Community & Economic Development
- H. Post eight (8) Oneida Election Board alternate positions for 2017 Special Election on December 2, 2017**
Chair: Racquel Hill
Liaison: Tehassi Hill, Chairman
- I. Post one (1) vacancy on Oneida Police Commission with a term end date of 7/31/21**
Requestor: Brooke Doxtator, Boards, Committees, Commissions Supervisor/BC Support Office
Sponsor: Lisa Summers, Secretary
- J. Approve OBC SOP entitled Community Complaints and/or Concerns**
Sponsor: Lisa Summers, Secretary
- K. Approve revised OBC SOP entitled Conducting Electronic Voting (E-Polls)**
Sponsor: Lisa Summers, Secretary
- L. Approve OBC SOP entitled Constitutional Amendment by the Oneida Business Committee; and direct the SOP be reviewed in one (1) year**
Sponsor: Lisa Summers, Secretary
- M. Approve OBC SOP entitled Constitutional Amendments by Petition; and direct the SOP be reviewed in one (1) year**
Sponsor: Lisa Summers, Secretary
- N. Enter E-Poll results into the record in accordance with OBC SOP Conducting Electronic Voting:**
Sponsor: Lisa Summers, Secretary
- a. Failed approval of memorandum to Oneida Nation employees regarding various support for Enough is Enough initiative, due to insufficient responses**

X. TRAVEL**A. Travel Reports**

1. **Approve travel report – Treasurer Trish King – Federal Lobbyist and Oneida Environmental Science and Construction (OESC) Corp. meetings – Milwaukee, WI – October 19-20, 2017**

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

1. **Accept Retail Enterprises FY '17 4th quarter report (1:30 p.m.-1:50 p.m.)**
Sponsor: Michele Doxtator, Area Manager/Retail Profits
2. **Accept Environmental Health & Safety Division FY '17 4th quarter report (1:50-2:10 p.m.)**
Sponsor: Patrick Pelky, Division Director/Environmental Health & Safety
3. **Accept Division of Land Management FY '17 4th quarter report (2:10 p.m.-2:30 p.m.)**
Sponsor: Patrick Pelky, Division Director/Land Management
4. **Accept Comprehensive Housing Division FY '17 4th quarter report (2:30 p.m.-2:50 p.m.)**
Sponsor: Dana McLester, Division Director/Comprehensive Housing
5. **Accept Human Resources Department FY '17 4th quarter report (2:50-3:10 p.m.)**
Sponsor: Geraldine Danforth, Area Manager/Human Resources
6. **Accept Internal Services Division FY '17 4th quarter report (3:10 p.m.-3:40 p.m.)**
Sponsor: Joanie Buckley, Division Director/Internal Services

B. Unfinished Reports

1. **Accept Land Commission FY '17 4th quarter report**
Chair: Rae Skenandore
Liaison: Trish King, Treasurer

EXCERPT FROM OCTOBER 26, 2017: Motion by David P. Jordan to defer the Oneida Land Commission FY '17 4th quarter report to the November 8, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

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 Leah Sue Dodge – Law firm for GTC

1. Accept legislative analysis progress report

Sponsor: David P. Jordan, Councilman; Legislative Operating Committee Chair

B. Petitioner Gina Powless – Banishment Law resolution

1. Accept legislative analysis progress report

Sponsor: David P. Jordan, Councilman; Legislative Operating Committee Chair

C. Reschedule February 19, 2018, inclement weather date for 2018 Annual GTC meeting

Sponsor: Lisa Summers, Secretary

D. Approve 2018 Annual GTC meeting agenda; and direct back-up meeting materials be submitted by 4:30 p.m. on Friday, December 8, 2017, to the Tribal Secretary e-mail

Sponsor: Lisa Summers, Secretary

E. Schedule special GTC meeting on Saturday, February 24, 2018

Sponsor: David P. Jordan, Councilman; Legislative Operating Committee Chair

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

A. Reports

1. Accept Retail Enterprises FY '17 4th quarter report (8:30 a.m.- 9:00 a.m.)

Sponsor: Michele Doxtator, Area Manager/Retail Profits

2. Accept Chief Counsel report – Jo Anne House, Chief Counsel

a. Approve Ater Wynne LLP. second contract amendment – file #2015-0692

B. Standing Items

1. Land Claims Strategy (No Requested Action)

C. Unfinished Business

1. Defer follow-up regarding complaint # 2017-DR11-01 for thirty (30) days

Sponsors: Brandon Stevens, Vice-Chairman; Jennifer Webster, Councilwoman

EXCERPT FROM SEPTEMBER 13, 2017: Motion by Lisa Summers to defer the follow-up regarding complaint # 2017-DR11-01 for thirty (30) days, seconded by Trish King. Motion carried unanimously.

EXCERPT FROM AUGUST 9, 2017: Motion by David Jordan to assign OBC members Brandon Stevens and Jennifer Webster for follow-up; and for this item to be brought to the September 13, 2017, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously.

EXCERPT FROM JULY 27, 2017: (Reconvened from July 26, 2017) Motion by Jennifer Webster to direct Vice-Chairwoman Melinda J. Danforth to complete the follow-up on behalf of the OBC Officers; and to direct that the report from Comprehensive Health be due at the

August 9, 2017, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM JULY 12, 2017: Motion by Motion by Jennifer Webster to defer this item to the Oneida Business Committee Officers for follow up with the Comprehensive Health Operations Division Director; and for a report to be brought back to the July 26, 2017, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

2. Accept close-out report regarding Language Department transition (Not Submitted)

Chair: Debra Danforth

Liaison: Brandon Stevens, Vice-Chairman

EXCERPT FROM OCTOBER 25, 2017: Motion by David P. Jordan to defer this item to the November 8, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM AUGUST 9, 2017: Motion by Lisa Summers to adopt resolution #08-09-17-D Transfer of Language Department to Oneida Nation School System, seconded by Tehassi Hill. Motion carried unanimously.

3. Review job descriptions for Direct Reports # 03, 04, and 09

Sponsor: Jennifer Webster, Councilwoman

EXCERPT FROM OCTOBER 25, 2017: Motion by Jennifer Webster to accept the report as information; and to defer the job description to the November 8, 2017, regular Business Committee meeting, seconded by Trish King. Motion carried with one abstention.

EXCERPT FROM SEPTEMBER 27, 2017: Motion by Lisa Summers for the Oneida Business Committee sub-teams to provide an update on the transitions of the Public Works Division, Land & Environment Division and Community & Economic Division and that the Direct Reports for these areas be included for the discussion, noting that Councilwoman Jennifer Webster's Office will be in charge of coordinating the update, seconded by Trish King. Motion carried unanimously.

D. New Business

1. Review complaint # 2017-DR01-01 and determine next steps (11:30 a.m.-12:00 p.m.)

Sponsor: Lisa Summers, Secretary

XIV. ADJOURN

Posted on the Oneida Nation's official website, www.oneida-nsn.gov, at 2:00 p.m., Friday, November 3, 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: 11 / 08 / 17

2. General Information:

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

Other - type reason

Agenda Header: Announcement/Recognition

Accept as Information only

Action - please describe:

Recognition of the Oneida Child Protective Board with a plaque

3. Supporting Materials

Report Resolution Contract

Other:

1. Proclamation on plaque

3.

2. Plaque for presentation

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Nathan King, Director/IGAC

Primary Requestor/Submitter: Bobbi Webster, PR Director
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

This is for recognition of the 35 years of service by the Oneida Child Protection Board. A presentation of the plaque and reading of the framed recognition by a member of the Business Committee.

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 October 25, 2017, regular meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="October 25, 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, October 24, 2017****Executive Conference Room, 2nd floor, Norbert Hill Center****Regular Meeting****8:30 a.m. Wednesday, October 25, 2017****BC Conference Room, 2nd floor, Norbert Hill Center****Minutes – DRAFT****EXECUTIVE SESSION**

Present: Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Treasurer Trish King, Secretary Lisa Summers (excused for afternoon session), Council members: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster;

Not Present: ;

Arrived at: Councilman Daniel Guzman King at 8:44 a.m. (excused at 12:30 p.m.);

Others present: Jo Anne House, Ralinda Ninham-Lamberies, Jeff House, Jackie Zalim, Jeff Bowman, Nathan King, Pete King, Joe Knicks, Steven Ninham, Janice Hirth-Skenandore, Mary Shaw, Kelly Losey, Justin Fox, Kelly Mcnelly, Josh Doxtator;

REGULAR MEETING

Present: Chairman Tehassi Hill (excused for afternoon session), Vice-Chairman Brandon Stevens, Treasurer Trish King, Secretary Lisa Summers (excused for afternoon session), Council members: David P. Jordan, Ernie Stevens III, Jennifer Webster;

Not Present: Councilman Daniel Guzman King, and Councilman Kirby Metoxen;

Arrived at: ;

Others present: Geraldine Danforth, Loretta Metoxen, Patrick Stensloff, Rhiannon Metoxen, Jeanette Ninham, Carmen Danforth, Marianne Close, Jo Anne House, Tim Ninham, Jessica Wallenfang, Brooke Doxtator, Heather Heuer, Evander Delgado, Yasiman Metoxen, Lee Cornelius, Jen Falck, Ravinder Vir, Patrick Pelky, Debra Danforth, George Skenandore, Sharon Mousseau, Marsha Danforth, Eliza Skenandore, Rebecca Schommer, Loucinda Conway, Mary Graves, Cody House, RaLinda Ninham-Lamberies, Tonya Webster, Theresa Schuman, Rosa Laster, Bobbi Webster, Michael Troge, Joshua Hicks, James Petitjean, Jacque Boyle, Troy Parr, Racquel Hill, Richard Elm-Hill;

I. CALL TO ORDER AND ROLL CALL by Chairman Tehassi Hill at 8:30 a.m.

For the record: Councilman Daniel Guzman King is out of the office on personal/funeral time. Councilman Kirby Metoxen is out of the office attending the inauguration for the newly elected committee members of Lac Du Flambeau.

II. OPENING by Chairman Tehassi Hill

- A. Special Recognition for years of service** – Twenty-five (25) Oneida Nation employees
Sponsor: Geraldine Danforth, Area Manager/Human Resources Dept.

DRAFT

Special Recognition by Reggie Doxtator of Loretta Metoxen(30 years); Special Recognition by Brenda Buckley-Mendolla of Julie Clark(30 years); Special Recognition by Mary Graves and Loucinda Conway of Rebecca Schommer (30 years); Special Recognition by Andrew Doxtator of Carmen Danforth (30 years); Special Recognition by Cody House of Kerry Cornelius (25 years); Special Recognition by Delia Smith of Margaret Kruse (25 years); Special Recognition by Mary Wasurick of Garth Webster (25 years); Special Recognition by Todd Graves of Lloyd Zeise (25 years); Special Recognition by Eric Krawczyk of Susan Higgs (25 years); Special Recognition by Susan Doxtator of Jeff Witte (25 years); Special Recognition by Cody House of Sherry Flauger (25 years); Special Recognition by Marianne Close of Victrietta Hensley (25 years); Special Recognition by Yvette Peguero of Deanna Stevens (25 years); Special Recognition by Kim LaLuzerne of Rickey Denny (25 years); Special Recognition by Patrick Stensloff of Tonya Webster (25 years); Special Recognition by Patrick Pelky of Sylvia Cornelius (25 years); Special Recognition by Frank Cornelius of Blair Braaten (25 years); and Special Recognition by Patrick Pelky of Shad Webster (25 years). Special Recognition for the following individuals who could not be present: Dianne Boex for 30 years of service; Mercie Danforth for 30 years of service; Dale Metoxen for 25 years of service; Karen Nolan for 25 years of service; Simone Decoteau-Patterson for 25 years of service; Kristine Hill for 25 years of service; Janice Jourdan for 25 years of service; June Wommack for 25 years of service; Helen Huff for 25 years of service; Jodi Skenandore for 25 years of service; and Jack Denny for 25 years of service.

III. ADOPT THE AGENDA (00:44:45)

Motion by Brandon Stevens to adopt the agenda as presented, seconded by David P. Jordan. Motion carried unanimously:

Ayes:	David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present:	Daniel Guzman King, Kirby Metoxen

IV. OATHS OF OFFICE (00:45:05) by Secretary Lisa Summers

- A. Pardon & Forgiveness Screening Committee** – Jeanette Archiquette-Ninham
- B. Anna John Residential Centered Community Board** – Joshua Hicks
- C. Finance Committee Community Elder Position** – Shirley Barber (*Not Present*)

V. MINUTES**A. Approve October 11, 2017, regular meeting minutes (00:47:35)**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to approve the October 11, 2017, regular meeting minutes, seconded by David P. Jordan. Motion carried unanimously:

Ayes:	David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present:	Daniel Guzman King, Kirby Metoxen

B. Approve October 13, special meeting minutes (00:47:56)

Sponsor: Lisa Summers, Tribal Secretary

Motion by David P. Jordan to approve the October 13, special meeting minutes, seconded by Lisa Summers. Motion carried unanimously:

DRAFT

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

VI. RESOLUTIONS**A. Adopt resolution entitled Zero Suicide Initiative (00:48:14)**

Requestor: Mari Kriescher, Director/Oneida Behavioral Health
 Sponsors: Ravinder Vir, Medical Director/Comprehensive Health; Debra Danforth, Division Director/Comprehensive Health – Operations

Motion by Lisa Summers to adopt resolution # 10-25-17-A Zero Suicide Initiative, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

B. Adopt two (2) resolutions regarding State Street Bank and Trust Company agreement – file # 2017-1250 (00:53:00)

Sponsor: Larry Barton, Chief Financial Officer

1. Resolution entitled Appointing State Street Bank and Trust Company to Act as Trustee for the Oneida Nation Enterprise 401(k) Plan

Motion by David P. Jordan to adopt resolution # 10-25-17-B Appointing State Street Bank and Trust Company to Act as Trustee for the Oneida Nation Enterprise 401(k) Plan, seconded by Lisa Summers. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

2. Resolution entitled Appointing State Street Bank and Trust Company to Act as Trustee for the Oneida Nation Governmental 401(k) Plan

Motion by David P. Jordan to adopt resolution # 10-25-17-C Appointing State Street Bank and Trust Company to Act as Trustee for the Oneida Nation Governmental 401(k) Plan, seconded by Lisa Summers. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

C. Adopt resolution entitled Opposition to 2017 Senate Bill 395 Regulation and of Nonferrous Metallic Mineral Prospecting and Mining (00:54:47)

Sponsor: Tehassi Hill, Tribal Chairman

Motion by Lisa Summers to adopt resolution # 10-25-17-D Opposition to 2017 Senate Bill 395 Regulation and of Nonferrous Metallic Mineral Prospecting and Mining, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT**D. Adopt resolution entitled Fiscal Years 2019 to 2022 Triennial Strategic Fiscal Planning**Sponsor: Trish King, Tribal Treasurer **(00:56:51)**

Motion by Trish King to adopt resolution # 10-25-17-E Fiscal Years 2019 to 2022 Triennial Strategic Fiscal Planning, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

E. Adopt resolution entitled Third Extension of the Effective Date of the Community Support Fund Law (1:04:50)

Sponsor: David P. Jordan, Councilman; Legislative Operating Committee Chair

Motion by Lisa Summers to adopt resolution # 10-25-17-F Third Extension of the Effective Date of the Community Support Fund Law, seconded by Trish King. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

VII. STANDING COMMITTEES**A. Finance Committee**

Chair: Trish King, Tribal Treasurer

1. Approve October 16, 2017, Finance Committee meeting minutes (1:09:45)

Motion by David P. Jordan to approve the October 16, 2017, Finance Committee meeting minutes, seconded by Brandon Stevens. Motion carried with one abstention:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers

Abstained: Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

VIII. NEW BUSINESS**A. Approve Power Purchase Agreement between Oneida Nation and Oneida Nation Solar LLC. – file # 2017-0873 (1:10:46)**

Requestor: Michael Troge, Project Manager

Sponsor: Ernie Stevens III, Councilman

Motion by Lisa Summers to approve the Power Purchase Agreement between Oneida Nation and Oneida Nation Solar LLC. – file # 2017-0873, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT**B. Schedule a special executive Business Committee meeting on December 15, 2017, at 9:00 a.m. for the purpose of reviewing and approving Year End Financial Statements from RSM US and forward to the Annual GTC meeting (1:15:42)**

Requestor: Loucinda Conway, Manager/Internal Audit

Liaison: David P. Jordan, Councilman; Audit Committee Chair

Motion by Jennifer Webster to schedule a special executive Business Committee meeting on December 15, 2017, at 9:00 a.m. for the purpose of reviewing and approving Year End Financial Statements from RSM US and forward to the Annual GTC meeting, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

IX. TRAVEL**A. Travel Reports****1. Accept travel report – Treasurer Trish King – Native American Finance Officers Association (NAFOA) Fall Finance & Tribal Economies conference – Tulsa, OK – October 1-4, 2017 (1:16:16)**

Motion by Ernie Stevens III to accept the travel report – Treasurer Trish King – Native American Finance Officers Association (NAFOA) Fall Finance & Tribal Economies conference – Tulsa, OK – October 1-4, 2017, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

Motion by David P. Jordan to recess at 9:54 a.m. until 1:30 p.m., seconded by Ernie Stevens III. Motion carried unanimously: (1:24:33)

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

Meeting called to order by Vice-Chairman Brandon Stevens at 1:32 p.m.

Chairman Tehassi Hill, Councilman Daniel Guzman King, Councilman Kirby Metoxen, and Secretary Lisa Summers not present.

X. OPERATIONAL REPORTS**A. Accept Comprehensive Health Division FY '17 4th quarter report (1:25:08)**

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

Motion by David P. Jordan to accept the Comprehensive Health Division FY '17 4th quarter report, seconded by Trish King. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster
 Not Present: Tehassi Hill, Daniel Guzman King, Kirby Metoxen, Lisa Summers

DRAFT**B. Accept Community & Economic Dev't Division FY '17 4th quarter report (1:54:00)**

Sponsor: Troy Parr, Assistant Division Director/Community & Economic Development

Motion by David P. Jordan to accept the Community & Economic Development Division FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster
 Not Present: Tehassi Hill, Daniel Guzman King, Kirby Metoxen, Lisa Summers

C. Accept Public Works Division FY '17 4th quarter report (2:04:34)

Sponsor: Jacque Boyle, Interim Assistant Division Director/Public Works

Motion by David P. Jordan to accept the Public Works Division FY '17 4th quarter report, seconded by Trish King. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster
 Not Present: Tehassi Hill, Daniel Guzman King, Kirby Metoxen, Lisa Summers

D. Accept Governmental Services Division FY '17 4th quarter report (2:10:21)

Sponsor: George Skenandore, Division Director/Governmental Services

Motion by Jennifer Webster to accept the Governmental Services Division FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster
 Not Present: Tehassi Hill, Daniel Guzman King, Kirby Metoxen, Lisa Summers

XI. EXECUTIVE SESSION**A. Reports****1. Accept Bay Bancorporation, Inc. FY '17 4th quarter report (1:17:00)**

President: Jeff Bowman
 Liaison: Trish King, Tribal Treasurer

Motion by Trish King to accept the Bay Bancorporation, Inc. FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

2. Accept Oneida ESC Group, LLC. FY '17 4th quarter report (1:17:24)

Chair: Jackie Zalim
 Liaisons: Lisa Summers, Tribal Secretary; Ernest Stevens III, Councilman

Motion by David P. Jordan to accept the Oneida ESC Group, LLC. FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT**3. Accept Oneida Seven Generations Corporation FY '17 4th quarter report (1:17:44)**

Agent: Pete King III

Liaison: Brandon Stevens, Tribal Vice-Chairman

Motion by David P. Jordan to accept the Oneida Seven Generations Corporation FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

Motion by David P. Jordan to accept the verbal litigation update dated October 24, 2017, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

4. Accept Oneida Airport Hotel Corporation FY '17 4th quarter report (1:18:24)

Agent: Janice Hirth-Skenandore

Liaisons: Kirby Metoxen, Councilman; Daniel Guzman King, Councilman

Motion by Jennifer Webster to accept the Oneida Airport Hotel Corporation FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

5. Accept Oneida Golf Enterprise FY '17 4th quarter report (1:18:40)

Agent: Janice Hirth-Skenandore

Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to accept the Oneida Golf Enterprise FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried with one abstention:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Jennifer Webster

Abstained: Lisa Summers

Not Present: Daniel Guzman King, Kirby Metoxen

6. Accept Chief Counsel report – Jo Anne House, Chief Counsel (1:19:02)

Motion by Jennifer Webster to accept the Chief Counsel report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

a. Approve Hobbs Straus Dean and Walker LLP contract – file # 2017-1264 (1:19:16)

Motion by David P. Jordan to approve the Hobbs Straus Dean and Walker LLP contract – file # 2017-1264, seconded by Lisa Summers. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT**7. Accept Chief Financial Officer – Larry Barton, Chief Financial Officer (1:19:36)**

Motion by Trish King to accept the Chief Financial Officer report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

8. Accept Intergovernmental Affairs & Communications report – Nathan King, Director (1:19:52)

Motion by Ernie Stevens III to accept the Intergovernmental Affairs & Communications report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

B. Standing Items**1. Land Claims Strategy (No Requested Action)****2. Oneida Golf Enterprise – Ladies Professional Golf Association (1:20:08)**

Motion by Jennifer Webster to accept the update regarding Oneida Golf Enterprise – Ladies Professional Golf Association, seconded by David P. Jordan. Motion carried with one abstention:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Jennifer Webster
 Abstained: Lisa Summers
 Not Present: Daniel Guzman King, Kirby Metoxen

C. Unfinished Business**1. Accept close-out report re: Language Dept. transition (Not Submitted)**

Sponsor: Brandon Stevens, Tribal Vice-Chairman (1:20:43)

Motion by David P. Jordan to defer this item to the November 8, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

EXCERPT FROM AUGUST 9, 2017: Motion by Lisa Summers to adopt resolution #08-09-17-D Transfer of Language Department to Oneida Nation School System, seconded by Tehassi Hill. Motion carried unanimously.

2. Accept updates on transitions of the Public Works Division, Land & Environment Division, and Community & Economic Development Division (1:21:38)

Sponsor: Jennifer Webster, Councilwoman

Motion by Jennifer Webster to accept the report as information; and to defer the job description to the November 8, 2017, regular Business Committee meeting, seconded by Trish King. Motion carried with one abstention:

Ayes: Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Abstained: David P. Jordan
 Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT

EXCERPT FROM SEPTEMBER 27, 2017: Motion by Lisa Summers for the Oneida Business Committee sub-teams to provide an update on the transitions of the Public Works Division, Land & Environment Division and Community & Economic Division and that the Direct Reports for these areas be included for the discussion, noting that Councilwoman Jennifer Webster's Office will be in charge of coordinating the update, seconded by Trish King. Motion carried unanimously.

D. New Business**1. Accept final report and recommendations regarding Business Committee retreat held on October 13, 2017 (1:22:25)**

Sponsor: Trish King, Tribal Treasurer

Motion by David P. Jordan to accept the meeting notes from the retreat, seconded by Trish King. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Jennifer Webster
 Abstained: Lisa Summers
 Not Present: Daniel Guzman King, Kirby Metoxen

Motion by David P. Jordan to defer the OBC Officers to meet with the Internal Services Division Director, Chief Counsel, and Environmental Health & Safety Division Director to follow-up with retreat notes, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

2. Review memorandum from Sovereign Finance dated October 20, 2017 (1:23:19)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to accept the memorandum from Sovereign Finance dated October 20, 2017 as information; and have the Vice-Chair work with the Gaming General Manager to ensure the concerns regarding IMAC are properly addressed and carried forward in all gaming feasibility plans, seconded by Ernie Stevens III. Motion carried with one abstention:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Jennifer Webster
 Abstained: Lisa Summers
 Not Present: Daniel Guzman King, Kirby Metoxen

3. Enter E-Poll results into the record in accordance with OBC SOP entitled Conducting Electronic Voting:

Sponsor: Lisa Summers, Tribal Secretary

a. Approval of One Law Group S.C. contract – file # 2017-1268 (1:24:00)

Requestor: Jo Anne House, Chief Counsel

Motion by David P. Jordan to enter the E-Poll results into the record in accordance with the OBC SOP entitled Conducting Electronic Voting for the approval of the of One Law Group S.C. contract – file # 2017-1268, seconded by Trish King. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Not Present: Daniel Guzman King, Kirby Metoxen

DRAFT

XII. ADJOURN

Motion by David P. Jordan to adjourn at 2:25 p.m., seconded by Ernest Stevens III. Motion carried unanimously:

Ayes:	David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster
Not Present:	Tehassi Hill, Daniel Guzman King, Kirby Metoxen, 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: 11 / 08 / 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 Shirley Barber to the Finance 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: Brooke Doxtator, BCC Supervisor
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

This is a second attempt to administer Shirley's Oath. We found out Shirley was out of town and didn't receive the notices about the 10/25/17 scheduled Oath until she returned, which was after the 10/25/17 BC Meeting. I spoke to Shirley and she confirmed she can make the 11/8/17 meeting.

The appointment for the Finance Committee Community Elder position was made on the October 11, 2017 BC Agenda. There was one (1) vacancy for a three (3) year term. The vacancy was posted in the August 17, 2017 issue of the Kalihwisaks. The application deadline was September 15, 2017 and there were four (4) applicants.

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 October 26, 2017, FY '17 4th quarter reports meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="Oct. 26, FY17 4th qtr rpts 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 4th Quarterly Reports
8:00 a.m. Thursday, October 26, 2017
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes - DRAFT**FY '17 4TH QUARTER REPORTS MEETING**

Present: Chairman Tehassi Hill, Council members: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster;

Not Present: Treasurer Trish King, Secretary Lisa Summers, Councilman Daniel Guzman King;

Arrived at: Vice-Chairman Brandon Stevens, at 8:08 a.m.;

Others present: Candace House, Chad Wilson, Al Manders, Carol Silva, Sandra Reveles, Rich VanBoxtel, Gina Buenrostro, Rosa Laster, Tonya Webster, Jo Anne House, Heather Heuer, Tamara VanSchyndel, John Bruening, Sharon Mousseau, Debra Danforth, Matthew W. Denny, Janice Skenandore-Hirth, Jeff Bowman, Pete King III, Jeff House, Patricia Lassila, MaryAnn Kruckeberg, Lois Strong, Tommy Danforth, Jolene Hensberger;

I. CALL TO ORDER AND ROLL CALL by Chairman Tehassi Hill at 8:00 a.m.

For the record: Treasurer Trish King is out of the office on vacation time. Secretary Lisa Summers is out of the office on vacation time. Councilman Daniel Guzman King is out of the office on personal/funeral time.

II. OPENING by Chairman Tehassi Hill**III. ADOPT THE AGENDA (00:04:04)**

Motion by Jennifer Webster to adopt the agenda as presented, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
 Not Present: Daniel Guzman King, Trish King, Brandon Stevens, Lisa Summers

IV. REPORTS**A. APPOINTED BOARDS, COMMITTEES, COMMISSIONS****1. Accept Oneida Nation Arts Board FY '17 3rd quarter report (00:04:35)**

Chair: Desirae Hill

Liaison: Kirby Metoxen, Councilman

Motion by Ernie Stevens III to accept the Oneida Nation Arts Board FY '17 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
 Not Present: Daniel Guzman King, Trish King, Brandon Stevens, Lisa Summers

DRAFT

EXCERPT FROM JULY 27, 2017: Motion by Jennifer Webster to defer the Oneida Nation Arts Board FY '17 3rd quarter report to the next quarterly report meeting; and for the Liaison to follow-up with the Board, seconded by David Jordan. Motion carried unanimously.

a. Accept Oneida Nation Arts Board FY '17 4th quarter report

Motion by David P. Jordan to accept the Oneida Nation Arts Board FY '17 4th quarter report, seconded by Ernest Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster
Not Present: Daniel Guzman King, Trish King, Brandon Stevens, Lisa Summers

Vice-Chairman Brandon Stevens arrives at 8:08 a.m.

2. Accept Anna John Residential Centered Care Community Board FY '17 4th quarter report (00:06:11)

Chair: Candace House
Liaison: Jennifer Webster, Councilwoman

Motion by David P. Jordan to accept the Anna John Residential Centered Care Community Board FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster
Not Present: Daniel Guzman King, Trish King, Lisa Summers

3. Accept Oneida Environmental Resource Board FY '17 3rd and 4th quarter reports

Chair: Al Manders (00:12:55)
Liaisons: Daniel Guzman King, Councilman; Ernest Stevens III, Councilman

Motion by Jennifer Webster to accept the Oneida Environmental Resource Board FY '17 3rd quarter report, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster
Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by David P. Jordan to accept the Oneida Environmental Resource Board FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster
Not Present: Daniel Guzman King, Trish King, Lisa Summers

EXCERPT FROM JULY 27, 2017: Motion by Jennifer Webster to defer the Environmental Resources Board FY '17 3rd quarter report to the next quarterly report meeting; and for the Liaison to follow-up with the Board, seconded by Tehassi Hill. Motion carried unanimously.

4. Accept Oneida Community Library Board FY '17 4th quarter report (00:18:04)

Chair: Dylan Benton
Liaison: Tehassi Hill, Tribal Chairman

Motion by David P. Jordan to accept the Oneida Community Library Board FY '17 4th quarter report, seconded by Ernest Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster
Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**5. Accept Oneida Personnel Commission FY '17 4th quarter report (00:35:54)**

Chair: Yvonne Jourdan

Liaison: Tehassi Hill, Tribal Chairman

Motion by Ernest Stevens III to go into executive session at 8:38 a.m., seconded by Kirby Metoxen.

Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by Brandon Stevens to come out of executive session at 8:55 a.m., seconded by David P. Jordan.

Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by David P. Jordan to accept the Oneida Personnel Commission FY '17 4th quarter report, seconded by Brandon Stevens. Motion carried unanimously:Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by Jennifer Webster to request the Secretary schedule a meeting between the Oneida Business Committee and Oneida Personnel Commission regarding the Employee Protection Policy, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

*Councilman David P. Jordan departs at 9:06 a.m.**Councilman David P. Jordan returns at 9:11 a.m.**Councilman David P. Jordan departs at 9:16 a.m.***6. Accept Oneida Police Commission FY '17 4th quarter report (00:43:00)**

Vice Chair: Sandra Reveles

Liaisons: Lisa Summers, Tribal Secretary; Ernest Stevens III, Councilman

Motion by Kirby Metoxen to accept the Oneida Police Commission FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster

Not Present: Daniel Guzman King, David P. Jordan, Trish King, Lisa Summers

*Councilman David P. Jordan returns at 9:31 a.m.***7. Accept Oneida Pow-wow Committee FY '17 4th quarter report (1:10:18)**

Chair: Tonya Webster

Liaison: Ernest Stevens III, Councilman

Motion by David P. Jordan to accept the Oneida Pow-wow Committee FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**8. Accept Southeastern Oneida Tribal Services Advisory Board FY '17 4th quarter report**

Chair: Kathryn LaRoque (1:24:13)

Liaisons: Daniel Guzman King, Councilman; Kirby Metoxen, Councilman

Motion by Jennifer Webster to accept the Southeastern Oneida Tribal Services Advisory Board FY '17 4th quarter report, seconded by Ernest Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

9. Accept Oneida Nation Veterans Affairs Committee FY '17 4th quarter report (1:26:21)

Chair: James Martin

Liaison: Jennifer Webster, Councilwoman

Motion by David P. Jordan to accept the Oneida Nation Veterans Affairs Committee FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Brandon Stevens, Jennifer Webster

Councilman Ernie Stevens III departs at 9:44 before voting occurs.

Not Present: Daniel Guzman King, Trish King, Ernie Stevens III, Lisa Summers

Break scheduled until 10:30 a.m.

Meeting called to order by Chairman Tehassi Hill at 10:30 a.m.

Treasurer Trish King, Secretary Lisa Summers, and Councilman Daniel Guzman King not present.

B. ELECTED BOARDS, COMMITTEES, COMMISSIONS**1. Accept Oneida Nation Commission on Aging FY '17 4th quarter report (1:32:48)**

Chair: Patricia Lassila

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

Motion by Jennifer Webster to accept the Oneida Nation Commission on Aging FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

2. Accept Oneida Gaming Commission FY '17 4th quarter report (1:44:40)

Chair: Matthew W. Denny

Liaison: Kirby Metoxen, Councilman

Motion by David P. Jordan to accept the Oneida Gaming Commission FY '17 4th quarter report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens, Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**3. Accept Oneida Election Board FY '17 4th quarter report (2:00:53)**

Chair: Racquel Hill

Liaison: Tehassi Hill, Tribal Chairman

Motion by David P. Jordan to accept the Oneida Election Board FY '17 4th quarter report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

4. Accept Oneida Land Claims Commission FY '17 3rd quarter report (2:01:36)

Chair: Loretta Metoxen

Liaison: Kirby Metoxen, Councilman

Motion by Ernie Stevens III to accept the Oneida Land Claims Commission FY '17 3rd quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

EXCERPT FROM JULY 27, 2017: Motion by Tehassi Hill to defer the Oneida Land Claims Commission FY '17 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously.

a. Accept Oneida Land Claims Commission FY '17 4th quarter report

Motion by Ernie Stevens III to accept the Oneida Land Claims Commission FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

5. Defer Oneida Land Commission FY '17 4th quarter report (2:03:30)

Chair: Rae Skenandore

Liaison: Trish King, Tribal Treasurer

Motion by David P. Jordan to defer the Oneida Land Commission FY '17 4th quarter report to the November 8, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

6. Accept Oneida Nation School Board FY '17 4th quarter report (2:04:00)

Chair: Debra Danforth

Liaison: Brandon Stevens, Tribal Vice-Chairman

Motion by David P. Jordan to accept the Oneida Nation School Board FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**C. STANDING COMMITTEES****1. Accept Community Development Planning Committee FY '17 3rd quarter report**Chair: Brandon Stevens, Tribal Vice-Chairman **(00:24:10)**

Motion by David P. Jordan to accept the Community Development Planning Committee FY '17 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

EXCERPT FROM JULY 27, 2017: Motion by Tehassi Hill to defer the Community Development Planning Committee FY '17 3rd quarter report to the next quarterly report meeting; and for the Liaison to follow-up with the Board, seconded by Fawn Billie. Motion carried unanimously.

a. Accept update regarding Community Development Planning Committee FY '17 4th quarter report, noting a report was not submitted due to no meetings being held in July, August, and September

Motion by Kirby Metoxen to accept the update regarding Community Development Planning Committee FY '17 4th quarter report, noting a report was not submitted due to no meetings being held in July, August, and September, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

2. Accept Legislative Operating Committee FY '17 4th quarter report (00:29:32)

Chair: David P. Jordan, Councilman

Motion by Ernie Stevens III to accept the Legislative Operating Committee FY '17 4th quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Councilman Kirby Metoxen departs at 8:30 a.m.

Councilman Kirby Metoxen returns at 8:32 a.m.

3. Accept update regarding Quality of Life Committee FY '17 4th quarter report, noting the 2014-2017 End of Term report was submitted and no meetings were held during August and September (00:34:03)

Chair: Brandon Stevens, Tribal Vice-Chairman

Motion by David P. Jordan to accept the update regarding Quality of Life Committee FY '17 4th quarter report, noting the 2014-2017 End of Term report was submitted and no meetings were held during August and September, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**4. Accept Finance Committee FY '17 4th quarter report (00:34:45)**

Chair: Trish King, Tribal Treasurer

Motion by David P. Jordan to accept the Finance Committee FY '17 4th quarter report, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by David P. Jordan to recess at 11:15 a.m. until 1:15 p.m., seconded by Brandon Stevens. Motion carried unanimously: **(2:25:40)**

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Meeting called to order by Chairman Tehassi Hill at 1:18 p.m.

Vice-Chairman Brandon Stevens, Treasurer Trish King, Secretary Lisa Summers, and Councilman Daniel Guzman King not present.

Vice-Chairman Brandon Stevens arrives at 1:20 p.m.

D. CORPORATE BOARDS**1. Accept Oneida Airport Hotel Corporation FY '17 4th quarter report (2:26:24)**

Agent: Janice Skenandore-Hirth

Liaisons: Daniel Guzman King, Councilman; Kirby Metoxen, Councilman

Motion by Jennifer Webster to accept the Oneida Airport Hotel Corporation FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

Motion by David P. Jordan to have the Oneida Airport Hotel Corporation work with the Secretary's Office to schedule a shareholder's meeting as soon as possible, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

2. Accept Oneida Golf Enterprise FY '17 4th quarter report (2:32:36)

Agent: Janice Skenandore-Hirth

Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to accept the Oneida Golf Enterprise FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

DRAFT**3. Accept Bay Bancorporation, Inc. FY '17 4th quarter report (2:41:13)**

President: Jeff Bowman

Liaison: Trish King, Tribal Treasurer

Motion by Brandon Stevens to accept the Bay Bancorporation, Inc. FY '17 4th quarter report, seconded by David P. Jordan. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

4. Accept Oneida ESC Group, LLC. FY '17 4th quarter report (2:49:11)

Chair: Jackie Zalim

Liaisons: Lisa Summers, Tribal Secretary; Ernest Stevens III, Councilman

Motion by Jennifer Webster to accept the Oneida ESC Group, LLC. FY '17 4th quarter report, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

5. Accept Oneida Seven Generations Corporation FY '17 4th quarter report (2:57:26)

Agent: Pete King III

Liaison: Brandon Stevens, Tribal Vice-Chairman

Motion by David P. Jordan to accept the Oneida Seven Generations Corporation FY '17 4th quarter report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, Lisa Summers

V. ADJOURN

Motion by David P. Jordan to adjourn at 1:53 p.m., seconded by Brandon Stevens. Motion carried unanimously:

Ayes: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Brandon Stevens,
Jennifer Webster

Not Present: Daniel Guzman King, Trish King, 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: 11 / 08 / 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:

Adopt resolution entitled Implementing Constitutional Amendments

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="Statement of Effect"/>	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: 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:

TO: ONEIDA BUSINESS COMMITTEE

FROM: LISA SUMMERS, SECRETARY

RE: OBC Resolution - Implementing Constitutional Amendments

BACKGROUND

At the April 12, 2017, regular Business Committee meeting, the following action took place:

“Motion by Lisa Summers to formally disband the Constitutional Amendments Implementation team as their work is complete; to direct Chairwoman Tina Danforth to provide copies of the signed letter to the Oneida of the Thames and Oneida Indian Nation to the Tribal Secretary’s Office for record keeping purposes; to direct the Legislative Operating Committee to ensure the Election Law amendments are completed to come into compliance with the Constitution; and to direct the Tribal Secretary’s Office to present the petition forms and necessary standard operating procedures to the Business Committee work meeting in May 2017 for finalization, seconded by Tehassi Hill. Motion carried unanimously.”

In developing the standard operating procedures, the team determined that BC resolution should be developed to identify what areas will be responsible for implementing Constitutional Amendments moving forward and that this resolution define what duties must be carried out.

REQUESTED ACTION

Adopt resolution entitled Implementing Constitutional Amendments

- 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 # _____ Implementing Constitutional Amendments

- 1 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
2 recognized by the laws of the United States of America; and
3
- 4 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
5
- 6 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
7 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
8
- 9 **WHEREAS,** on May 2, 2015, the Oneida membership voted at the Secretarial Election to amend the
10 Nation's Constitution; and
11
- 12 **WHEREAS,** on June 16, 2015, the United States Department of Interior, Bureau of Indian Affairs
13 approved by certification the amendments to the Nation's Constitution; and
14
- 15 **WHEREAS,** on February 11, 2016, the Interior Board of Indian Appeals denied the tribal member's
16 appeal and upheld the Bureau of Indian Affairs certification of all the constitutional
17 amendments; and
18
- 19 **WHEREAS,** the Nation's Constitution, as amended, provides a process by which the Nation's
20 Constitution and/or By-laws can be amended in the future; and
21
- 22 **WHEREAS,** the Oneida Business Committee has determined there are administrative functions
23 related to amending the Nation's Constitution; and
24
- 25 **NOW THEREFORE BE IT RESOLVED,** that the Records Management Department shall be responsible
26 for preserving the correct copy of the Official Constitution, and the Oneida Law Office shall be responsible
27 to provide copies of the supporting documents from the Bureau of Indian Affairs should any Tribal
28 member request a copy. The Oneida Law office shall further be responsible for amending the Oneida
29 Constitution after an amendment is approved by the Tribal membership according to Law.
30
- 31 **BE IT FUTHER RESOLVED,** that the Legislative Operating Committee, through the Legislative
32 Reference Office, shall be responsible to ensure that all laws, policies, and resolutions do not conflict with
33 a Constitutional amendment that is approved by the Tribal membership according to law, thereby making
34 any amendments that are necessary. They shall further create any new laws, policies, or resolutions and
35 create any new laws, policies, resolutions as a result of an approved Constitutional amendment as
36 approved by the Tribal membership according to Law.
37
- 38 **BE IT FINALLY RESOLVED,** that the Intergovernmental Affairs and Communications Department is
39 responsible to provide public notice to Tribal members of all Constitutional amendments that have been
40 approved by the Tribal membership according to law.



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



Statement of Effect

Implementing Constitutional Amendments

Summary

This Resolution identifies the administrative functions related to amending the Nation's Constitution.

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

Analysis by the Legislative Reference Office

Article VI of the Oneida Nation's Constitution provides a process by which the Nation's Constitution and/or By-laws can be amended in the future. This Resolution describes the administrative functions and responsibilities related to amending the Nation's Constitution.

This Resolution requires that the Records Management Department be responsible for preserving the correct copy of the official Oneida Nation Constitution.

The Oneida Law Office is responsible for providing copies of the supporting documents from the Bureau of Indian Affairs to any member of the Nation who requests a copy. The Oneida Law Office is also required to amend the Oneida Nation Constitution after an amendment is approved by the membership of the Nation.

The Legislative Operating Committee, through the Legislative Reference Office, is responsible for ensuring that laws, policies and resolutions do not conflict with an approved constitutional amendment, that all necessary amendments to current laws, policies and resolutions are made, and that any new laws, policies or resolutions that are needed based on constitutional amendment are created.

The Resolution requires that the Intergovernmental Affairs and Communications Department provide public notice to members of the Nation of all Constitutional amendments that have been adopted.

Conclusion

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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 October 4, 2017 LOC meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="October 4, 2017 LOC meeting minutes"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Jennifer Falck, LRO Director
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



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



LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Business Committee Conference Room-2nd Floor Norbert Hill Center

October 04, 2017

9:00 a.m.

Present: Jennifer Webster, David P. Jordan, Daniel Guzman King, Kirby Metoxen, Ernie Stevens III

Excused:

Others Present: Candice Skenandore, Clorissa Santiago, Jen Falck, Lee Cornelius, Leyne Orosco, Rosa Laster, Wes Martin

I. Call to Order and Approval of the Agenda

1. Motion Daniel Guzman King to adopt the agenda; seconded by Kirby Metoxen, Motion carried unanimously.

II. Minutes to be approved

1. Motion by Jennifer Webster to approve the September 20, 2017 LOC Minutes and send to the Business Committee for approval; seconded by Daniel Guzman King. Motion carried with Kirby Metoxen abstaining.

III. Current Business

1. **Petition: Dallas-2017 Tri-Annual General Election (1:35 – 2:05)**

Motion by Daniel Guzman King to approve the legislative analysis regarding the Petition: Dallas- 2017 Tri-Annual General Election and forward to the Business Committee for consideration; seconded by Kirby Metoxen. Motion carried unanimously.

2. **Petition: Graham- 2017 General Election (2:06 – 2:34)**

Motion by Kirby Metoxen to approve the legislative analysis regarding the Petition: Graham- 2017 General Election and forward to the Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

3. **Petition: Vandehei: Business Committee E-Polls (2:35-3:05)**

Motion by Jennifer Webster to approve the legislative analysis regarding the Petition: Vandehei- Business Committee E-polls and forward to the Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

IV. New Submissions

1. **Petition: Dodge- Law Firm for GTC (3:08 – 3:58)**

Motion by Daniel Guzman King to add the Petition: Dodge- Law Firm for GTC to the active files list and assign Kirby Metoxen as the sponsor and direct the LRO to provide a 45 day update by November 11, 2017; seconded by Kirby Metoxen. Motion carried unanimously.

2. **Petition: G. Powless-Banishment Law Resolution** (3:59 – 4:44)

Motion by Jennifer Webster to add the Petition: G. Powless regarding Banishment Law to the active files list with herself as the sponsor and direct the LRO to provide a 45 day update by November 11, 2017; seconded by Kirby Metoxen. Motion carried unanimously.

V. Additions – None

(Note Ernie Stevens III arrived to the meeting at 9:05 a.m.)

VI. Administrative Updates

1. **Resolution: Defining the Comprehensive Housing Division: Landlord-Tenant Law, Eviction & Termination Law, and Foreclosure Law E-Poll** (4:59 – 5:40)

Motion by Ernie Stevens III to enter the E-poll dated September 20, 2017 regarding the Resolution: Defining the Comprehensive Housing Division: Landlord-Tenant Law, Eviction & Termination Law, Mortgage and Foreclosure Law into the record; seconded by Daniel Guzman King. Motioned carried unanimously.

VII. Executive Session

VIII. Adjourn

Motion by Kirby Metoxen to adjourn the October 04, 2017 Legislative Operating Committee meeting at 9:06 a.m.; seconded by Jennifer Webster. Motion carried unanimously.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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:

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@oneidation.org

ONEIDA NATION

P.O. Box 365



Oneida, WI 54115

MEMORANDUM

TO: Finance Committee
CC: Business Committee
FR: Denise Vigue, Executive Assistant
DT: October 30, 2017
RE: **E-Poll Results of: FC Meeting Minutes of October 30, 2017**

An E-Poll vote of the Finance Committee was conducted to approve the October 30, 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 Patrick Stensloff, Louise Cornelius, and Larry Barton to approve the October 30, 2017 Finance Committee Meeting Minutes. Daniel Guzman King abstained.

The minutes will be placed on the next BC agenda of Nov. 8, 2017 for approval and the next Finance Committee agenda of Nov. 13, 2017 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.



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

ONEIDA FINANCE COMMITTEE
October 30, 2017 – 10:00 A.M.
Business Committee Executive Conference Room

REGULAR MEETING MINUTES

FC Members Present:

Patricia King, Treasurer/FC Chair

Larry Barton, CFO/FC Vice-Chair

Louise Cornelius, Gaming General Manager

Patrick Stensloff, Purchasing Director

Members Excused: Jennifer Webster, BC Council Member & Daniel Guzman King, BC Council Member

Others Present: Marsha Danforth, Cheryl Danforth, Tim Skenandore, Dianne McLester-Heim, Shannon Davis and Denise Vigue, taking minutes

I. CALL TO ORDER: The meeting was called to order by the FC Chair at 10:01 A.M.

II. APPROVAL OF AGENDA: OCTOBER 30, 2017

Motion by Louise Cornelius to approve the FC meeting agenda of Oct. 30, 2017 with two ADD ON's under Community Fund. Seconded by Larry Barton. Motion carried unanimously.

III. APPROVAL OF MINUTES: Oct. 16, 2017 (Approved via E-Poll on 10/17/17)

Motion by Patrick Stensloff to ratify the FC E-Poll action taken on 10/17/17 approving the 10/16/17 Finance Committee meeting minutes. Seconded by Larry Barton. Motion carried unanimously.

IV. TABLED BUSINESS: No Tabled Business

V. CAPITAL EXPENDITURES:

1. Northeast Asphalt Inc. Amount: \$192,570.00
 Tim Skenandore, Gaming Facilities

Tim was present to discuss this contract: this is full replacement of asphalt at Packerland; hoping to get approval so Gaming can schedule work with the vendor this year before vendor closes for the season; otherwise work will have to be done in the spring. There was a discussion over coordinated efforts by all departments with one vendor to obtain best possible rates; this is on the FC work meeting agenda.

Motion by Larry Barton to approve the Northeast Asphalt Inc. sole source contract in the amount of \$192,570.00. Seconded by Louise Cornelius. Motion carried unanimously.

VI. COMMUNITY FUND:

1-a. ADD ON: Amend CF SOP.s (funds) to reflect GTC Directive of 10/8/17.

Patricia King, Treasurer & FC Chair

Motion by Louise Cornelius to amend the Community Fund Standard Operating Procedures for funding to reflect the GTC Directive given on 10/8/17 to increase funding limits for individual requests to \$500.00. Seconded By Patrick Stensloff. Motion carried unanimously.

1-b. CF Monthly Update Report – Nov. 2017

Denise Vigue, Finance

Motion by Larry Barton to approve the Community Fund Update Report for November 2017. Seconded by Patrick Stensloff. Motion carried unanimously.

- 2. Green Bay Cheer class fees** Amount: \$500.00
Tana Aguirre for daughter, Riley

Motion by Larry Barton to approve from the Community Fund the Green Bay Cheer class fees for the daughter of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 3. Volleyball Club fees** Amount: \$500.00
Sylvia Cornelius for daughter, Hannah

Motion by Louise Cornelius to approve from the Community Fund the Volleyball Club fees for the daughter of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 4. Tri-County Gymnastics fees** Amount: \$500.00
Tonya Webster for daughter, Justice

Motion by Louise Cornelius to approve from the Community Fund the Tri-County Gymnastics fees for the daughter of the requestor in the amount of \$500.00. Seconded by Larry Barton. Patrick Stensloff abstained. Motion carried.

- 5. Better Body Fitness Registration** Amount: \$132.00
Angelina Sunshine Bain

Motion by Larry Barton to approve from the Community Fund the Better Body Fitness Registration fees in the amount of \$132.00. Seconded by Louise Cornelius. Motion carried unanimously.

- 6. Madeline Graves Gymnastics class fees** Amount: \$500.00
Barbara Swift for daughter Victoria

Motion by Larry Barton to approve from the Community Fund the Madeline Graves Gymnastics class fees for the daughter of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 7. U14 Ray Allen Select Travel Basketball Team fees** Amount: \$500.00
Tanya Danforth for son, David

Motion by Larry Barton to approve from the Community Fund the U14 Ray Allen Select Travel Basketball Team fees for the son of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 8. Blanket Sharing Program** Amount: 10 Cases
Latsiklanunha Hill, OPD

This is the second year for this event made possible through a grant.

Motion by Larry Barton to approve from the Community Fund ten (10) Cases of Coca-Cola Product to be used at the OPD Blanket Sharing Program. Seconded by Louise Cornelius. Motion carried unanimously.

- 9. Oneida Community Thanksgiving Feast** Amount: 20 Cases
Brian Doxtator

Motion by Louise Cornelius to approve from the Community Fund twenty (20) Cases of Coca-Cola Product to be used at the Oneida Community Thanksgiving Feast. Seconded by Patrick Stensloff. Motion carried unanimously.

- 10. G.B. Area Youth Hockey Assn fees** Amount: \$500.00
Megan White for son, Cullen

Motion by Patrick Stensloff to approve from the Community Fund the Green Bay Area Youth Hockey Association fees for the two sons of the requestor in the amount of \$500.00 each. Seconded by Larry Barton. Motion carried unanimously.

- 11. G.B. Area Youth Hockey Assn fees** Amount: \$500.00
Megan White for son, Brayden

- See motion in CF request #10.

- 12. Tri-City Gymnastics fees** Amount: \$500.00
Louis Cottrell for daughter, Cameron

Motion by Larry Barton to approve from the Community Fund the Tri-County Gymnastics fees for the two daughters of the requestor in the amount of \$500.00 each. Seconded by Louise Cornelius. Motion carried unanimously.

- 13. Tri-City Gymnastics fees** Amount: \$500.00
Louis Cottrell for daughter, Chloe

- See motion in CF request #12.

- 14. Seymour Fast Pitch Training fees** Amount: \$500.00
Jermaine Webster for daughter, Aaliyah

Motion by Larry Baton to approve from the Community Fund the Seymour Fast Pitch Training fees for the daughter of the requestor in the amount of \$500.00. Seconded by Louise Cornelius. Motion carried unanimously.

- 15. STARZ Academy Gymnastics class fees** Amount: \$500.00
Jolina Silva for daughter, Lavinia

Motion by Louise Cornelius to approve from the Community Fund the STARZ Academy Gymnastics class fees for the daughter of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 16. AAU Basketball Registration** Amount: \$500.00
Cheryl Danforth for daughter, Kaya

Both Mother and grandmother were present, just in case of questions on this request.

Motion by Larry Barton to approve from the Community Fund the AAU Basketball registration fees for the daughter of the requestor in the amount of \$500.00. Seconded by Louise Cornelius. Motion carried unanimously.

- 17. Middle School Box LAX Tournament fees** Amount: \$500.00
Jeremy VandeHei for son, Nelson

Motion by Larry Barton to approve from the Community Fund the Team WI Box Lacrosse Tournament fees for the son of the requestor in the amount of \$500.00. Seconded by Patrick Stensloff. Motion carried unanimously.

- 18. Team WI Box Lacrosse Tournament fees** Amount: \$500.00
William King for son, Hudson

Motion by Patrick Stensloff to approve from the Community Fund the Team WI Box Lacrosse Tournament fees for the son of the requestor in the amount of \$500.00. Seconded by Larry Barton. Motion carried unanimously.

- 19. ADD ON: Team WI Box Lacrosse Tournament fees** Amount: \$500.00
Tricia Danforth for nephew, Donavan

Motion by Louise Cornelius to approve from the Community Fund the Team WI Box Lacrosse Tournament fees for the nephew of the requestor in the amount of \$500.00. Seconded by Larry Barton. Motion carried unanimously.

VII. NEW BUSINESS:

- 1. Technical Security Integration Inc. (TSI)** Amount: \$65,340.00
Shannon Davis, OGC-Surveillance

Shannon was present to discuss this request: this is for a maintenance agreement for surveillance equipment on older and new systems; this was not known until after the budget was prepared; this is an unbudgeted expense; need to get some guidance on how

to fund. FC suggests this be approved and taken out of original line in OGC budget; it will show a negative variance at the end of the year.

Motion by Larry Barton to approve the unbudgeted Technical Security Integration Inc. (TSI) sole source contract in the amount of \$65,340.00. Seconded by Patrick Stensloff. Motion carried unanimously.

2. FY18 Blanket PO- Walgreens Amount: \$56,000.00
Dianne McLester-Heim, OCHC

Dianne was present to discuss this request: amount is same as last year, but they did have to come back to ask for an increase; after discussion the FC suggests amended request amount be approved and requestor is to send appropriate information to Patrick Stensloff so he can make changes in the system with a copy to FC contact.

Motion by Larry Barton to approve the amended amount for the FY18 Blanket for the Walgreens sole source contract in the amount of \$72,000.00 and requestor will submit changes to Purchasing and Finance. Seconded by Patrick Stensloff. Motion carried unanimously.

VIII. EXECUTIVE SESSION: None

IX. FOLLOW UP: None

X. FYI and/or THANK YOU:

1. FYI: IGT – WOP (2) Gold Spin
David Emerson, Gaming Slots

Motion by Larry Barton to accept the IGT (2) WOP Gold Spin information as FYI. Seconded by Patrick Stensloff. Motion carried unanimously.

XI. ADJOURN: Motion by Patrick Stensloff to adjourn. Seconded by Larry Barton. Motion carried unanimously. Time: 10:35 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: October 30, 2017

Oneida Business Committee's FC Minutes Approval Date: _____

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 September 14, 2017 Quality of Life meeting minutes.

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="9/14/17 QoL 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: 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 September 14, 2017

Present: Tehassi Hill, Kirby Metoxen, Brandon Stevens, Ernest Stevens III, Lisa Summers

Others present: Danelle Wilson, Nathan King, Bobbie Webster, Dr. Ravinder Vir, Rosa Laster, Eric Boulanger, Latsiklanunha Hill, Mandy Schneider, Tina Jorgensen, Melinda J. Danforth, Brandon Wisneski, Larry Barton, Brian Doxtator, Cathy Bachhuber

I. Call to Order and Roll Call

Meeting called to order by Tehassi Hill [2014-2017 QOL Vice-Chair] at 8:36 a.m.

II. Approval of the agenda

Motion by Brandon Stevens to approve the agenda with three additions: VII.A. Community Health Assessment; VII.B. Tribal Orientated Policing Strategies (TOPS); and VIII.C. Suicide Academy, seconded by Ernest Stevens III. Motion carried unanimously.

A. QOL Chair

Brandon Stevens agreed to be the Chair of the Quality of Life Committee for the 2017-2020 term.

B. QOL Vice-Chair

Ernest Stevens III agreed to be the Vice-Chair of the Quality of Life Committee for the 2017-2020 term.

Note: QOL Chair Brandon Stevens began chairing the meeting.

III. Approval of Meeting Minutes

A. July 31, 2017 Quality of Life meeting minutes

Motion by Tehassi Hill to approve the July 31, 2017, Quality of Life meeting minutes, seconded by Ernest Stevens III. Motion carried unanimously.

IV. Unfinished Business

A. Tribal Action Plan Update – Mandy Schneider

Excerpt from July 31, 2017 Quality of Life Meeting: Motion by Tehassi Hill to accept the update, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from June 15, 2017 Quality of Life Meeting: Motion by Trish King to accept the verbal updated and have QOL Chair Fawn Billie's office follow up with the transition team to include a Tribal Action Plan (TAP) update, seconded by Brandon Stevens. Motion carried unanimously.



Excerpt from May 11, 2017 Quality of Life Meeting: Motion by Brandon Stevens to accept the verbal update as an FYI, seconded by Trish King. Motion carried unanimously.

Excerpt from April 20, 2017 Quality of Life Meeting: Motion by Trish King to support the TAP Resolution moving forward for BC adoption, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from March 9, 2017 Quality of Life Meeting: 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.

Motion by Ernie Stevens III to approve the Tribal Action Plan update, seconded by Tehassi Hill. Motion carried unanimously.

B. Fitbit Proposal – Tina Jorgenson, Wellness Committee

Excerpt from June 15, 2017 Quality of Life Meeting: Motion by Brandon Stevens to have Tina Jorgenson, Wellness Committee, come back in September to QOL with a Fitbit proposal, seconded by Trish King. Motion carried unanimously.

Motion by Tehassi Hill to accept the Fitbit proposal update as FYI, seconded by Ernest Stevens III. Motion carried unanimously.

Note: Item will be added to future agendas as a subset of the Wellness Council of America updates.

C. Drug Identification Training and Community Drug Awareness Update

Motion by Tehassi Hill to accept the verbal update on the Drug Identification training and Community Drug Awareness presentation, seconded by Ernest Stevens III. Motion carried unanimously.

V. New Business

A. Wellness Council Update – Wellness Committee

i. Exercise at Work

Motion by Tehassi Hill to accept the Wellness Council update on the Exercise at Work and Webpage and defer the Wellness Council of America presentation to the next Quality of Life meeting, seconded by Ernest Stevens III. Motion carried unanimously.

ii. Webpage

Motion by Tehassi Hill to accept the Wellness Council update on the Exercise at Work and Webpage and defer the Wellness Council of America presentation to the next Quality of Life meeting, seconded by Ernest Stevens III. Motion carried unanimously.

iii. Wellness Council of America

Motion by Tehassi Hill to accept the Wellness Council update on the Exercise at Work and Webpage and defer the Wellness Council of America presentation to the next Quality of Life meeting, seconded by Ernest Stevens III. Motion carried unanimously.



VI. Reports

A. QOL 2014-2017 End of Term Report

Motion by Ernest Stevens III to accept the QOL 2014-2017 End of Term Report as a FYI, seconded by Tehassi Hill. Motion carried unanimously.

VII. Additions

A. Community Health Assessment – Eric Krawczyk, Tina Jorgensen

Motion by Kirby Metoxen to defer the Community Health Assessment to the next Quality of Life meeting, seconded by Ernest Stevens III. Motion carried unanimously.

B. Tribal Orientated Policing Strategies (TOPS) – Eric Boulanger

Motion by Ernest Stevens III to support the Tribal Orientated Policing Strategies (TOPS) event and assign Ernest Stevens III as the sponsor, seconded by Tehassi Hill. Motion carried unanimously.

C. Suicide Academy – Dr. Ravinder Vir

Motion by Ernest Stevens III to accept the update on the zero suicide initiative, seconded by Tehassi Hill. Motion carried unanimously.

VIII. Adjourn

Motion by Ernest Stevens III to adjourn at 11:09 a.m., seconded by Kirby Metoxen. Motion carried unanimously.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 31 / 17

2. General Information:

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

Agenda Header: Appointments

Accept as Information only

Action - please describe:

Approve recommendation to appoint Kathy Hughes to the Airport Hotel Corporation Board.

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Tehassi Hill, Chairman

Primary Requestor/Submitter: Laura Laitinen-Warren, Senior Policy Advisor

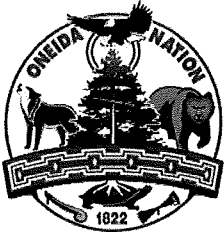
Your Name, Title / Dept. or Tribal Member

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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill *T.H.*
Date: October 31, 2017
Re: Airport Hotel Corporation Board

There are two (2) applicants for one (1) vacancy on the Airport Hotel Corporation Board. The applicants are:

Kathy Hughes
Rae M. Skenandore

The candidates are qualified to serve. In accordance with the Airport Hotel Corporation's corporate charter and bylaws, I recommend Kathy Hughes be appointed to the Airport Hotel Corporation Board.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 31 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Appointments

Accept as Information only

Action - please describe:

Approve recommendation to appoint Christine Klimmek to the Oneida Nation Arts Board.

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo

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: Tehassi Hill, Chairman

Primary Requestor/Submitter: Laura Laitinen-Warren, Senior Policy Advisor
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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill *T.H.*
Date: October 31, 2017
Re: Oneida Nation Arts Board

There is one (1) applicant for one (1) vacancy on the Oneida Nation Arts Board. The applicant is:

Christine Klimmek

The candidate is qualified to serve. In accordance with Article VI, Section 6-2 of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Christine Klimmek be appointed to the Oneida Nation Arts Board.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 31 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Appointments

Accept as Information only

Action - please describe:

Approve recommendation to appoint Carmelita Escamea to the Pardon & Forgiveness Screen Committee and to approve request to post two (2) remaining vacancies.

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo 3. []
2. [] 4. []

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

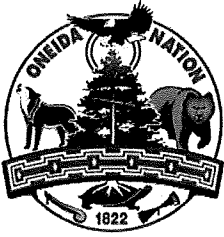
5. Submission

Authorized Sponsor / Liaison: Tehassi Hill, Chairman

Primary Requestor/Submitter: Laura Laitinen-Warren, Senior Policy Advisor
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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill *TH*
Date: October 31, 2017
Re: Pardon & Forgiveness Screen Committee

There are two (2) applicants for three (3) vacancies on the Pardon & Forgiveness Screen Committee. The applicants are:

Patricia Powless
Carmelita Escamea

The candidates are qualified to serve. In accordance with Article VI, Section 6-2 of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Carmelita Escamea be appointed to the Pardon & Forgiveness Screen Committee.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 31 / 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 recommendation to appoint Melinda K. Danforth to the Oneida Nation Library 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: Laura Laitinen-Warren, Senior Policy Advisor
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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill *T.H.*
Date: October 31, 2017
Re: Oneida Nation Library Board

There is one (1) applicant for one (1) vacancy on the Oneida Nation Library Board. The applicant is:

Melinda K. Danforth

The candidate is qualified to serve. In accordance with Article VI, Section 6-2 of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Melinda K. Danforth be appointed to the Oneida Nation Library Board.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 31 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Appointments

Accept as Information only

Action - please describe:

Approve recommendation to appoint Diane Hill to the Southeastern Oneida Tribal Services Advisory Board

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo 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: Tehassi Hill, Chairman

Primary Requestor/Submitter: Laura Laitinen-Warren, Senior Policy Advisor
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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill *T.H.*
Date: October 31, 2017
Re: Southeastern Oneida Tribal Services Advisory Board

There is one (1) applicant for one (1) vacancy on the Southeastern Oneida Tribal Services Advisory Board. The applicant is:

Diane Hill

The candidate is qualified to serve. In accordance with Article VI, Section 6-2 of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Diane Hill be appointed to the Southeastern Oneida Tribal Services Advisory Board.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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:

Activation of FY2018 CIP Funds for #23-005 Residential Home Sites.

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="CIP Budget Activations 2018"/>	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: Paul Witek, Senior Tribal Architect / Engineering Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 activation of the project's allocated CIP funding in order to continue the project development.

Background:

The approved project is to provide residential homes sites on Tribal owned parcels of land for tribal members to build homes. The tribal members will utilize the Home Builders Opportunity (HBO) program administered by the Division of Land Management (DOLM) to allocate the parcels. This project will only develop the needed infrastructure/subdivisions, not build any houses. The project is a multiple site project, and will be phased over a number of years.

Sub-Projects under this project include:

- Beechtree Lane Extension - Complete, created 7 HBO lots.
- Residential Development - FG - Underway, will create 4 HBO lots along Seminary Road.
- Green Valley - team evaluating adding 4 HBO lots
- Maple Leaf West - team evaluating creating approximately 20 HBO & OHA lots
- Uskah Village - team evaluating creating 30 to 40 HBO & OHA lots
- additional sites being reviewed

The project's CIP Package was approved by the Business Committee on March 23, 2005 and the CIP Package Amendment on October 28, 2015.

The project has partial funding from the approved FY2014 CIP Budget and has an allocation in the FY2018 CIP Budget. Additional funding will be requested in subsequent fiscal years. The team has been taking advantage of funding from Tribal Transportation Program and Indian Health Service to supplement the CIP funding.

Action Requested:

1. Activation of \$400,000 from the approved FY2018 CIP Budget for CIP #23-005 Residential Home Sites.

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

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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 #05-013 Elder Services / Apartments Improvements and activation of CIP funds for #05-013.

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 Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 approval of the project's Capital Improvement Process (CIP) Package and activation of the allocated CIP funding.

Background:

The proposed project is to make essential improvements to the Lee McLester Elder Services Complex to ensure a safe and secure environment. The current facility has outside surface parking with no coverage for tenant vehicles or for entry into the apartments by Oneida Elders, creating health and safety, quality of life, security issues. The project scope also includes Option 1, which is a building addition for storage areas for Loan Closet and Home Chore Program.

The project has partial funding from the approved FY2015 CIP Budget and has an allocation in the approved FY2018 CIP Budget.

Action Requested:

1. Approval of project CIP #05-013 Elder Services / Apartments Improvements with Option 1.
2. Activation of \$48,000 from the approved FY2015 CIP Budget for CIP #05-013 Elder Services / Apartments Improvements.
3. Activation of \$1,875,000 from the approved FY2018 CIP Budget for CIP #05-013 Elder Services / Apartments Improvements.

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

Elder Service / Apartment Improvements



CIP #05-013

CIP PACKAGE

Project Client: Elder Services Program

Project Team:

Florence Petri Elijah G. Metoxen	Program Director
Tina Pospychala Tracy Smith	Assistant Program Director
Corinne Robelia - Zhuckkahosee Caroyln Skenandore - Interim	Apartment Manager
Lois Strong	ONCOA
Pat Lassila	ONCOA
Jeff Witte	Project Planner - Planning Dept.
Dan W. Skenandore	Project Manager - Engineering Dept.
Paul J. Witek	Senior Tribal Architect - Engineering Dept.

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VI. Environmental	9
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PROJECT EXECUTIVE SUMMARY

Project Title: Elder Services / Apartment Improvements

Project Description:

The proposed project is to make essential improvements to the Lee McLester Elder Services Complex to ensure a safe and secure environment. The current facility has outside surface parking with no coverage for tenant vehicles or for entry into the apartments by Oneida Elders, creating health and safety, quality of life, security issues.

(see page 7 of CIP Package)

The project proposes options for addressing the facility deficiencies. The options are:

Base Scope – construction of the tenant garages with storage space, associated site work and landscaping.

Option 1 – includes all work identified in Base Scope and adds a building addition for storage areas for Loan Closet and Home Chore Program.

(see page 9 of CIP Package)

Management/Business Plan:

We do not anticipate any changes to the current management structure as a result of this project. Current staffing will remain the same. The project will not require additional staff from other Tribal Departments to serve the proposed improvements.

(see page 7 of CIP Package)

Site Selection:

Improvements will be on existing site of Lee McLester Elder Complex Apartments and Services.

(see page 9 of CIP Package)

Project Budget Estimates: (also see page 9,10 and 11 of CIP Package)

Base Scope:

Soft & Misc. Costs:		\$191,400
Construction:		\$980,200
Furniture, Fixtures & Equipment (FFE):		\$21,000
Contingency:	12%	\$143,100
	Total (rounded):	\$1,336,000

Option 1:

Soft & Misc. Costs:		\$277,500
Construction:		\$1,423,100
Furniture, Fixtures & Equipment (FFE):		\$27,000
Contingency:	12%	\$207,300
Total (rounded):		\$1,935,000

Financial Plan:

Partial funding for this project was included in approved FY 2015 CIP Budget with the remaining funding need being requested in the FY 2017 and/or FY 2018 CIP budget.

(see page 12 of CIP Package)

Communication Plan:

The standard process will be used for communicating the project status to the community.

(see page 12 of CIP Package)

I. Needs Assessment and Project Justification

- A. **Introduction:** The proposed project is to make essential garage and storage space improvements to the Lee McLester Elder Apartment Complex to ensure a safe and secure environment for Oneida Elders and improve their quality of life.
- B. **Present Facilities:** The current facility has outside surface parking for its residents, with no coverage for tenant vehicles.
- C. **Problem:**
1. Elder Apartments
 - a) The current independent living elder apartments do not have garage space for tenants or covered walkway to tenant apartments. This condition increases their chance of falling and is not secure. Tenant vehicles parked outside have been vandalized, had license plates stolen, fuel theft, etc.
 - b) The existing building is located on top of a hill and can be extremely windy with harsh weather conditions. Elderly are especially susceptible to health problems caused by these conditions.
 2. Home Chores
 - a) Current Home Chores garage is located off site and beyond repair. Equipment has to be stored outside because the current building is too small. Vandalism is an ongoing problem and homeless persons have been found in the vestibule on occasion. Home chore crew has to go off site and travel time takes away from valuable service related activities.
 3. Storage
 - a) There is a lack of storage space for the Loan Closet Program depriving Tribal Elders of quality of life items such as wheel chairs, shower chairs and portable ramps. Elder services simply can't purchase needed items because of the lack of storage space and his currently renting space off site.
 4. Landscaping
 - a) There is sparse landscaping between apartment court yards depriving resident's access to nature and birds, wind protection and improved quality of life.

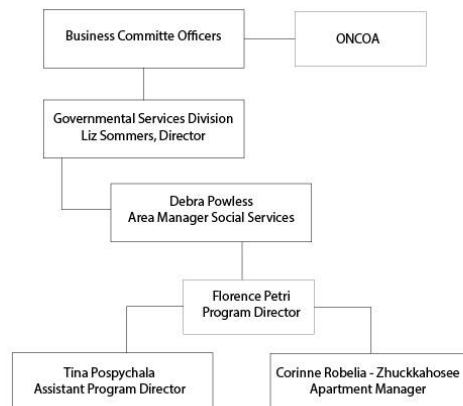
II. Business Plan

- A. The Elder Services Program 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.

- B. While the program is a tribal service entity, it does collect rent for the apartments. It is anticipated that the resident's current lease rate will be amended to include the garage assigned to their unit. Raising the current monthly rent from \$370.00 to \$400.00 to include the added amenity would generate \$10,400.00 of additional yearly revenue for the Elder Apartments.

III. Management Plan

- A. Management: The current program is managed by the Elder Services Program Director and support staff; no changes to the management structure are anticipated due to this project. Tenants will be responsible for keeping their garage storage area clean and orderly. These terms will be stated in their lease and enforced by annual inspections.
- B. Organizational Chart:
- 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 – Grounds keeping (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 project proposes two options for addressing the facility deficiencies identified in Section I of this CIP package. The options are:
1. Base Scope - the Base Scope will be to construct garages with storage at the west end of each of the independent living apartment wings (see site plan in appendix). The garages will include secured interior access to and from the elder apartments and will have one stall for each apartment. Site work associated with the garage addition and related landscaping is included in the base project scope.
 2. Option 1 – includes the work included in Base Scope, and adds the construction of a building addition of approximately 4,000 sq. ft. to accommodate the storage needs of the Loan Closet (quality of life items e.g. walkers) and Home Chore Program (plows, lawnmowers and shovels). The building addition is proposed for the area east of apartment wings C and D (see site plan in appendix).
- 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 building to minimize negative impacts to the natural environment and health, while optimizing long-term costs.

V. Site Selection Criteria

- A. Improvements will be on the existing site of the Lee McLester Elder Complex Apartments and Services, located on Overland Road.

VI. Environmental

- A. An Environmental Assessment 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 following pages include the project's budget estimates. Several options are presented to allow some flexibility for determining scope based upon available funds. The options are:
1. Base Scope - construction of the tenant garages with storage, associated site work and landscaping.
 2. Option 1 – includes all work identified in Base Scope and adds building addition for storage areas for Loan Closet and Home Chore Program.

PROJECT BUDGET ESTIMATE

PROJECT NAME: Elder Services / Apartment Improvements - Base Scope

PROJECT No.: 05-013

DATE: May 6, 2016

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	67,500
Architect / Engineer Fees & Reimbursables	117,600
Soil Borings, Testing and Surveys	4,900
Agency Review and Approval Fees	1,000
Insurance - Builders Risk	covered by property insurance
Historical/Cultural/Archaeological Review	350

Sub-total: 191,400

CONSTRUCTION

Utility Relocation/Extension	0
General Requirements	63,000
Site Work & Landscape	205,000
Building Construction	696,000

Sub-total: 964,000

Oneida Preference Amount	16,218	
Sustainable Design Premium	0%	0
Inflation Factor: 0 years	3% per year	0

Sub-total: 980,200

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties	5,000
Division 11 - Equipment	0
Division 12 - Furnishings	0
Division 27 - Communications	0
Division 28 - Electronic Safety & Security	16,000

Sub-total: 21,000

TOTAL:		1,192,600
Contingency:	12.0%	143,100
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 1,336,000

PROJECT BUDGET ESTIMATE

PROJECT NAME: Elder Services / Apartment Improvements - Option 1
 PROJECT No.: 05-013
 DATE: May 6, 2016

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	97,800
Architect / Engineer Fees & Reimbursables	170,800
Soil Borings, Testing and Surveys	7,100
Agency Review and Approval Fees	1,400
Insurance - Builders Risk	covered by property insurance
Historical/Cultural/Archaeological Review	350

Sub-total: 277,500

CONSTRUCTION

Utility Relocation/Extension	0
General Requirements	92,000
Site Work & Landscape	216,000
Building Construction	1,096,000

Sub-total: 1,404,000

Oneida Preference Amount	19,074	
Sustainable Design Premium	0%	0
Inflation Factor: 0 years	3% per year	0

Sub-total: 1,423,100

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties	6,000
Division 11 - Equipment	0
Division 12 - Furnishings	0
Division 27 - Communications	0
Division 28 - Electronic Safety & Security	21,000

Sub-total: 27,000

TOTAL:	1,727,600
Contingency: 12.0%	207,300
Finance Costs: 0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 1,935,000

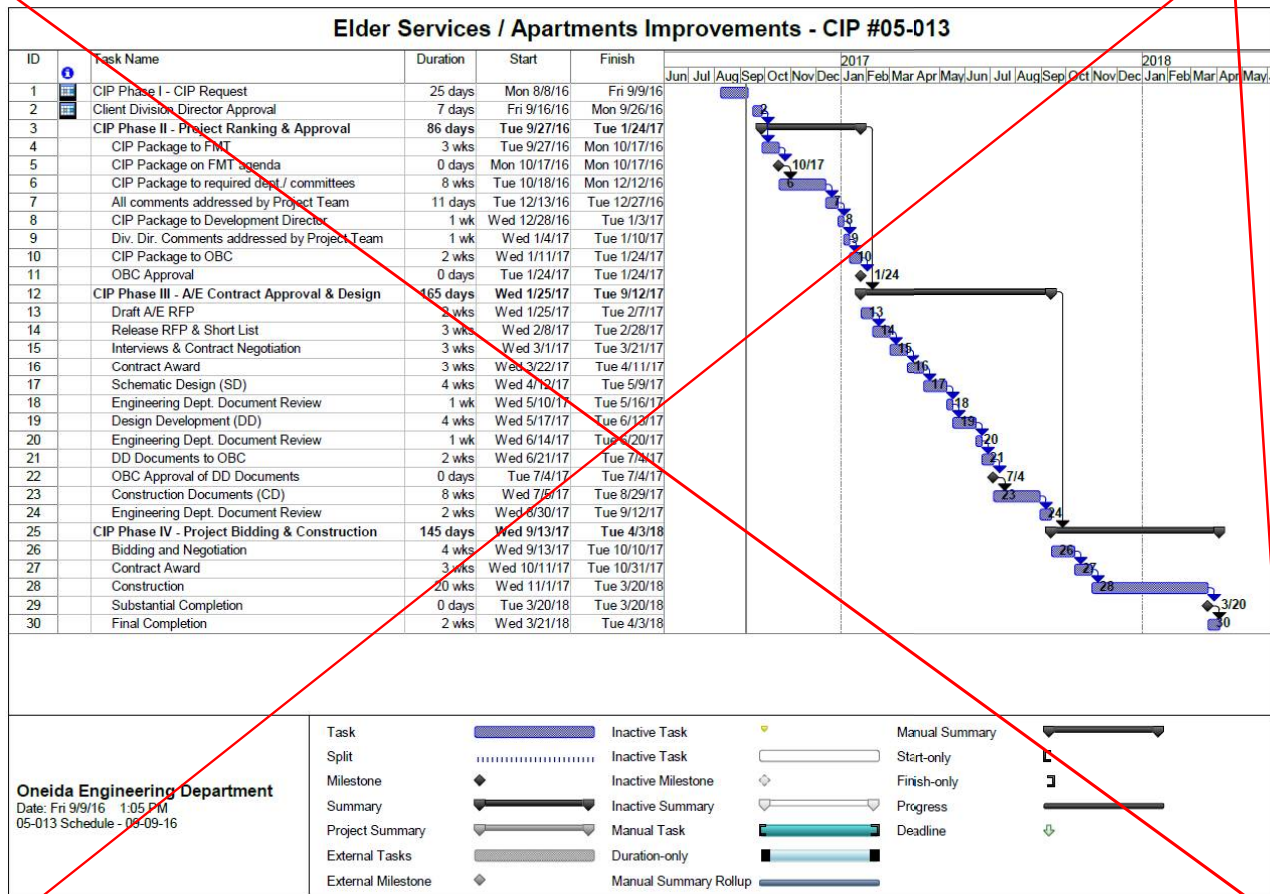
VIII. Financial Plan

- A. Tribal Financing: - It is proposed to fund this project through the tribal CIP Budget. with the balance being requested in the.
1. Partial funding for this project was included in approved FY 2015 CIP Budget in the amount of \$48,000.
 2. The remaining funding will be requested in the FY 2017 and/or FY 2018 CIP Budgets. Remaining funding need is:
 - a) Base Scope: \$ 1,288,000
 - b) Option 1: \$ 1,887,000
- B. The Project Team has been researching possible grant opportunities for the project and has identified the following potentials:
1. None.

IX. Communication Plan

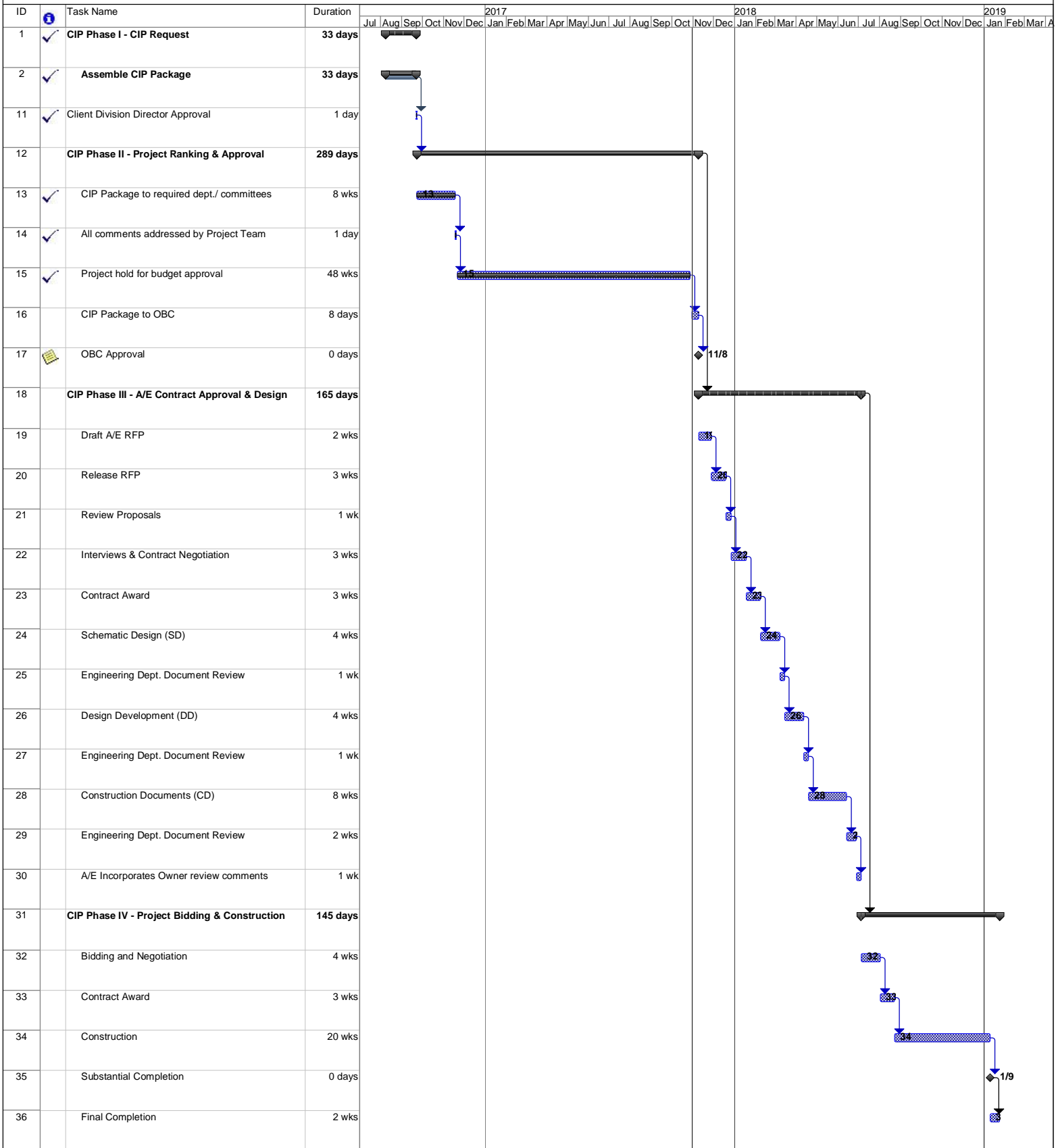
- A. Information included in a communication plan for this project will include:
1. CIP project number
 2. Project title
 3. Project Manager (including: phone, fax numbers and e-mail address)
 4. Project phase (identify process followed: CIP, etc.)
 5. % of Phase completed
 6. Brief description of the 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 for this project.
 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)

X. Project time line



Updated, see next page.

Elder Services / Apartments Improvements - CIP #05-013



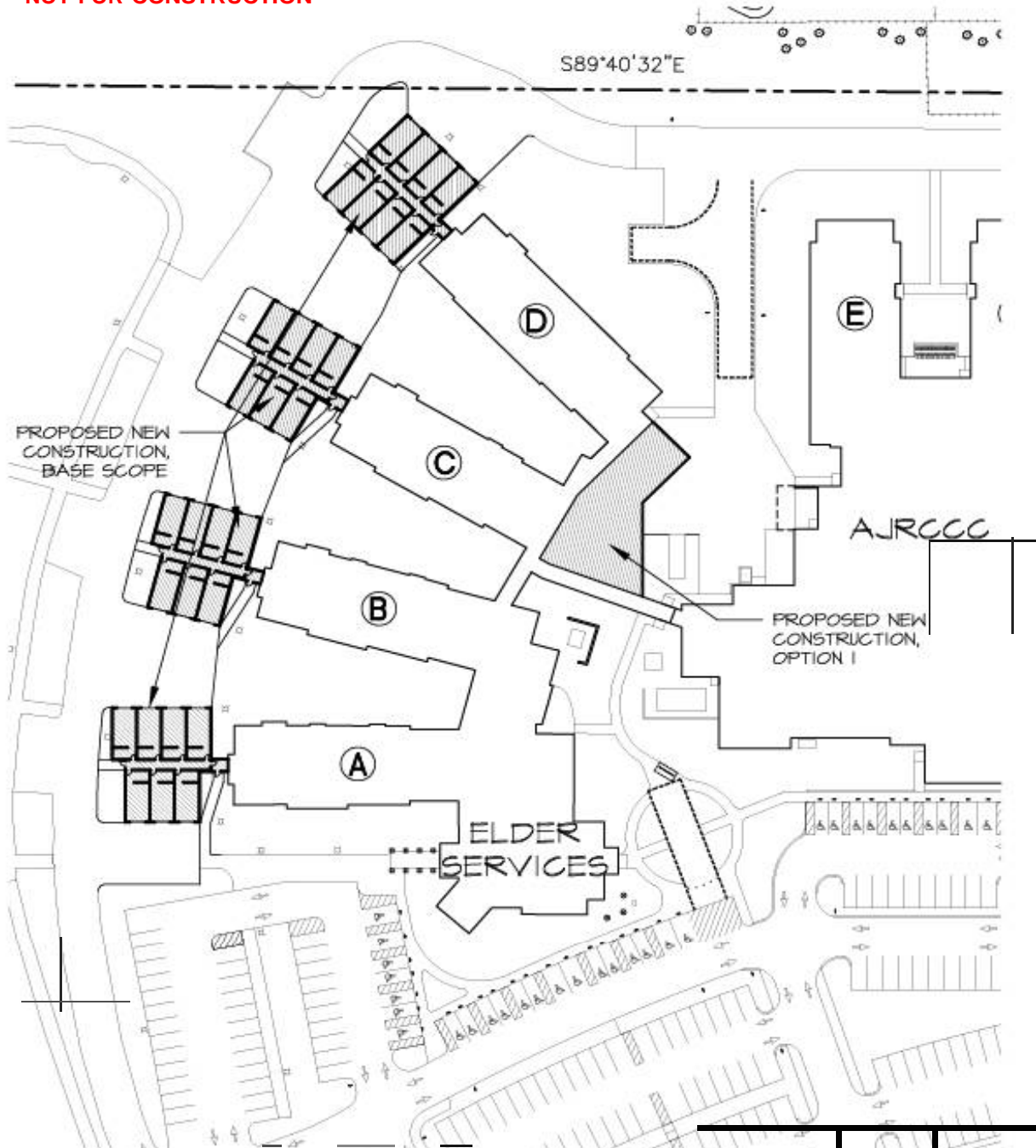
Oneida Engineering Department
 Date: Tue 10/31/17 1:43 PM
 05-013 Schedule

Task		Inactive Task		Manual Summary	
Split		Inactive Task		Start-only	
Milestone		Inactive Milestone		Finish-only	
Summary		Inactive Summary		Progress	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only			
External Milestone		Manual Summary Rollup			

XI. Appendix

A. Site Plan

**PRELIMINARY
NOT FOR CONSTRUCTION**



**PARTIAL
SITE PLAN**
NOT TO SCALE



PROPOSED IMPROVEMENTS AT ELDER SERVICES BUILDING ONEIDA, WISCONSIN		
DEVELOPMENT DIVISION	DATE	SHEET
ENGINEERING DEPT.	5/06/16	1
ONEIDA, WISCONSIN	PROJECT NO.	OF 1
	05-013	

G:\ENG\BUILDINGS\ELDR-SER\Propose\ES Site Plan Garage - HC.dwg, 5/7/2016 10:36:02 AM

Oneida Nation
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 Division Director Approval Form

To: Elizabeth Somers, Governmental Services Division Director
Through: Florence Petri
From: Dan W. Skenandore - Construction Manager
Date: October 20, 2016
Re: Elder Service/Apartment Improvements Project # 05-013

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 Package – Elder Service/Apartment Improvements, dated: September 21, 2016

Elizabeth Somers, Governmental Services Division Director

Date

Memo

To: Oneida Business Committee
From: Dan W. Skenandore – Project Manager
CC: Project Team
Date: 11/30/2016
Re: Elder Services / Apartments Improvements CIP #05-013

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: Approval is contingent upon gaining approval of environmental assessment and passage of the 2018 budget by GTC.

Response: All proper steps will be taken to get environmental assessment assembled and approved. Project will wait for budget approval before starting.

Facilities Management Team

Comment: None.

Response: N/A

Facilities Planning Committee

Comment: None.

Response: N/A

Finance Division

Comment: None.

Response: N/A

Elder Services / Apartments Improvements
CIP #05-013

Land Commission

Comment: None.

Response: N/A

Planning Department

Comment: None.

Response: N/A

Utilities Department

Comment: None.

Response: N/A

CIP BUDGET ACTIVATIONS 2015

Revised: 11/30/15

Project No.	Project Title	CIP \$ App'd FY 2015	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
05-013	Elder Services / Apartments Improvements	48,000			48,000	A
07-002	SSB Remodeling - Phase V	50,000	50,000	11/25/15	0	A
14-002	Cemetery Improvements	25,000	25,000	04/08/15	0	A
14-013	Early Head Start Facility	1,961,000	1,961,000	05/13/15	0	A
14-014	Oneida Golf Enterprise Remodel - Phase II	235,000	235,000	08/26/15	0	A
15-003	NHC Remodeling - Phase VIII	870,000	870,000	02/11/15	0	A,B
15-004	Business Park Storm Water	250,000	250,000	11/10/15	0	A
TOTALS:		3,439,000	3,391,000		48,000	

Adjustments

15-003	NHC Remodeling - Phase VIII		-300,000	02/11/15	570,000	B

Notes:

- A. Funding source: Tribal Contribution
- B. \$300,000 being activated from NHC Remodeling - Phase VIII #15-003 and transferred to SEOTS Community Center #11-002.

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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:

Activation of FY2018 CIP Funds for #07-002 SSB Remodeling - Phase V.

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 Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 activation of the project's allocated CIP funding in order to continue the project development.

Background:

The approved project is 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.

Stage 1 completed the boiler replacement. The current Stage of this Phase of the project will involve replacement of original electrical switch gear, panels and generator. Subsequent Stages will be developed as budget is available.

The project's CIP Package was approved by the Business Committee on May 10, 2017.

The project has partial funding from the approved FY2017 CIP Budget and has an allocation in the FY2018 CIP Budget. Additional funding will be requested in subsequent fiscal years.

Action Requested:

1. Activation of \$550,000 from the approved FY2018 CIP Budget for CIP #07-002 SSB Remodeling - Phase V.

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PROJECT BUDGET ESTIMATE

PROJECT NAME: **SSB Remodel - Phase V - Electrical Upgrades**

PROJECT No.: 07-002 Stage 2

DATE: May 22, 2017

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees		31,300
Architect / Engineer Fees & Reimbursables		47,600
Soil Borings, Testing and Surveys		2,000
Agency Review and Approval Fees		400
Insurance - Builders Risk	covered by property insurance	
Archaeological Survey & Site Monitoring		0

Sub-total: 81,300

CONSTRUCTION

Utility Relocation/Extension		0
General Requirements		32,500
Site Work & Landscape		0
Construction - General Renovation		35,000
Construction - Electrical System		290,000

Sub-total: 357,500

Oneida Preference Amount		27,950
Sustainable Design Premium	0%	0
Inflation Factor: 1 years	3% per year	11,564

Sub-total: 397,000

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:		478,300
Contingency:	15.0%	71,700
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 550,000

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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:

Activation of FY2018 CIP Funds for #07-013 Maple Sugar Camp.

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 Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 activation of the project's allocated CIP funding in order to continue the project development.

Background:

The project can generally be described as a 600 sq. ft. building to allow continued harvesting and processing of the maple sap from the Norbert Hill Center woods and provide long-term stability for the process.

Construction has begun with donated materials and labor, but additional materials and equipment is needed.

The project's CIP Package was approved by the Business Committee on February 20, 2008. Revisions to the project since that approval are denoted in the attached CIP Package Amendment.

Action Requested:

1. Activation of \$30,000 from the approved FY2018 CIP Budget for CIP #07-013 Maple Sugar Camp.

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Maple Sugar Camp



ONEIDA

CIP #07-013

**CIP PACKAGE
AMENDMENT**

October 31, 2017

Project Client: Oneida Nation School System

Oneida Nation High School; Contact person: Artley Skenandore

Project Team: (updated)

Laura Manthe	Director ERB
Artley Skenandore	High School Principal
Mike Finney	Eco Services Director EH&S
Dan Brooks	Forester Conservation
Steve Linskens	EHS ECO Services Project Manager
Jeff Witte	Project Planner - Planning Dept.
Sam VanDen Heuvel	Project Manager - Engineering Dept.
Paul J. Witek	Senior Tribal Architect - Engineering Dept.

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IX. Communication Plan 7

X. Project Time Line 7

This CIP Amendment updates and revises the original CIP Package for this project. Revisions delineated with strikeouts and underlined text or if whole sections are revised, noted at section title.

PROJECT EXECUTIVE SUMMARY (updated)

Project Title: Maple Sugar Camp

Project Description:

The community had a sugar camp house that was vandalized and destroyed by fire years ago. The school has continued to harvest and process the maple sap in make shift ways since then, but is in need of a facility to properly process the sap and provide long-term stability. The location of the building would be in the Norbert Hill Center (NHC) woods, a protected area located in central Oneida that contains an abundance of Sugar Maple Trees.

The Environmental, Health & Safety Division and Environmental Resources Board have been working with the school on a plan to replace the burned down building with an environmentally friendly and economic building. The construction is underway with donated materials and labor, but additional material is needed.

Management/Business Plan:

Once the building is constructed there will be minimal maintenance required. Should any maintenance be required it will be supplied by the Oneida Department of Public Works & Conservation Department with existing staff.

Financial Plan:

\$30,000 was included in the approved FY2018 CIP Budget for this project.

Project Cost Estimate:

Soft & Misc. Costs:		\$5,000
Construction:		\$15,000
Furniture, Fixtures & Equipment (FFE): Cooking equipment and exhaust hood		\$8,000
Contingency:		\$2,000
	Total (rounded)	\$30,000

Site Selection: The building will be located in the wooded areas just north of the Norbert Hill Center.

Communication Plan: The standard process will be used for communicating the project status to the community.

I. Needs Assessment and Project Justification

- A. **Introduction** Maple sugaring is a cultural event that Oneida people have participated in for thousands of years. Our ancestors harvested the maple sap from maple trees for generations in our homeland; this cultural event was revitalized about 25 years ago in the Oneida, Wisconsin community.

In 1981, the newly established Oneida Tribal School received permission to tap the trees in the Norbert Hill Center woods. Oneida community members relearned from another Tribal community how to harvest and process the maple sap. Community members voluntarily manned the sugar camp and students from the Oneida school learned from them.

The sugar camp tradition continues at our school every spring. The children learn about maple syrup legends and the process of harvesting and cooking. Community members and school staff man the sugar camp. Science and math skills are also strengthened through this activity. Maple sugaring also helps foster an appreciation of the natural world in the children.

This project will educate community members on ~~an alternative building method~~, the cultural and health benefits of maple sugaring, provide an opportunity to volunteer in the community, learn a specific skill and build life long relationships. ~~This building is also an excellent opportunity to introduce cordwood construction to Oneida community members who are interested in building their own shed or house by providing a project and resources.~~

- B. **Present Facilities** No facilities at this time.
- C. **Problem** The community did have a sugar camp house that was vandalized years ago. The sugar camp equipment and shelter the school had used behind the Norbert Hill Center Woods was destroyed by fire.

II. Business Plan

The project is not intended to accumulate profits, so a business plan is not required by CIP.

III. Management Plan

- A. **Management:** Oneida ~~DPW~~ High School will manage the building. DPW and Conservation will manage maintain the building and surrounding grounds.
- B. **Organizational Chart:** n/a
- C. **Staffing:** No additional staffing required.

IV. Financial Plan

- A. There are many donations for the project. ~~The Menominee Tribe has agreed to donate the timbers for the post and beam frame work and the roof, Oneida Housing will donate entry door and metal roof, R Team has volunteered to be the Project Manager,~~

~~a Wisconsin Tribal Conservation Advisory Council grant will cover the cost of the road improvements, we are applying for a Home Depot grant for the remainder of the building supplies. NTWC instructors and students will provide the labor to construct the concrete slab, masonry walls and roof structure. Oneida Nation High School students will assist in many of these activities. County Materials donated the masonry block; Packerland Glass Products donated storefront windows, OTIE donated the ridge vent and Go-Green Painting donated their services to seal the masonry block and paint the service door.~~

- B. Even with the donations there is still a need for additional funding to finish the construction and purchase necessary equipment. \$30,000 was included in the approved FY2018 CIP Budget for this project.

V. **Budget Estimate: (Updated)**

Soft & Misc. Costs:		\$5,000
Construction:		\$15,000
Furniture, Fixtures & Equipment (FFE):		\$8,000
Contingency:		\$2,000
	Total (rounded)	\$30,000

VI. **Facility concept and space requirements**

~~This building will may have multiple community uses. It will be a four season park shelter for the community. In addition to school use in the spring for sugaring, the building will provide an outdoor classroom for teachers to utilize any time of the year. Community programs, local non-profit organizations and community members would be able to rent the building for social events.~~ The building location on the NHC grounds provides a range of outdoor opportunities, the surrounding grounds have sledding hills, trails, a track and swimming pond. In the winter it can be used as a warming shelter for cross country skiing, snow shoeing and sledding activities. In the summer it can be used as a shelter for swim parties or picnics. The building will be 24 X 32 20' x 30' open one room facility. No additional space is required. ~~See attached concept.~~

There will be no heat, no running water or electricity, however the building will have conduit installed for future electrical installation.

VII. **Site selection criteria:**

~~The school requested the facility to be built at the historical location in the Norbert Hill woods. See attached site map.~~ The building will be located in the wooded areas just North of the Norbert Hill Center.

VIII. **Environmental:**

NEPA request approved on 7/11/07. Cultural/SHPO request approved on 7/10/07. Available at the Oneida Environmental Department upon request. Revised Cultural/THPO request approved on 5/12/16.

IX. Communication Plan:

~~The team will organize a series of community meetings to present information collected regarding cordwood building, the process of making maple sugar and the outdoor classroom. The team will provide hands on workshops with professional builders to construct the cordwood building with the students and community members. The team will schedule meetings with the school staff to present the building plan and coordinate student volunteers. The standard process will be used for communicating the project status to the community.~~

X. Project time line: (updated)Fall 2017:

- Site grading
- Construct building
- Building structure to be complete by end of November 2017

Spring 2018:

- Sealing of masonry/ painting of doors
- Landscape touch-ups (if required)

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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:

Activation of FY2018 CIP Funds for #15-003 NHC Remodeling - Phase VIII.

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 Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 activation of the project's allocated CIP funding in order to finalize the project development.

Background:

The approved project is a continuation of the various remodeling/upgrades of the existing facility. The purpose of the current phase is to install modern high energy performance windows to reduce air leaks, reduce heating costs, and limit drafts which will help eliminate humidity, condensation and increase efficiencies to the building's heating and cooling system. There have been issues with being able to maintain a comfortable temperature for building occupants due to the drafty windows.

This is the third and final stage of the project and is a continuation of the replacement of the windows in the building. Additional funding for some of the High School portions of the building has been provided by the BIE.

The project's CIP Package was approved by the Business Committee on June 24, 2015.

The project has partial funding from the approved FY2015 and FY2017 CIP Budgets and has an allocation in the FY2018 CIP Budget.

Action Requested:

1. Activation of \$311,000 from the approved FY2018 CIP Budget for CIP #15-003 NHC Remodeling - Phase VIII.

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PROJECT BUDGET ESTIMATE

PROJECT NAME: **NHC Remodel - Phase VIII - Stage 3**

PROJECT No.: 15-003

DATE: May 23, 2017

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	33,400
Architect / Engineer Fees & Reimbursables	47,900
Soil Borings, Testing and Surveys	0
Agency Review and Approval Fees	0
Insurance - Builders Risk	covered by property insurance
ACM Abatement Documentation/Design	30,000

Sub-total: 111,300

CONSTRUCTION

General Requirements	0
Site Work & Landscape	0
Construction & Window Replacement - Stage 3	155,000
Building 6000 - HVAC System	300,000

Sub-total: 455,000

Oneida Preference Amount	10,000		
Sustainable Design Premium	0%	0	
Inflation Factor:	1 years	3% per year	13,950

Sub-total: 479,000

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:	590,300	
Contingency:	12.0%	70,800
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 661,000

Approved CIP Budget (unobligated): 350,000

ESTIMATED PROJECT BUDGET REQUEST: \$ 311,000

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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:

Activation of FY2018 CIP Funds for #16-005 Casino Exterior Enhancements.

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 Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 activation of the project's remaining allocated CIP funding in order to finalize the project development.

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 April 13, 2016.

The project's CIP Package was approved by the Business Committee on May 10, 2017.

The project has partial funding from the approved FY2017 CIP Budget and has an allocation in the FY2018 CIP Budget.

Action Requested:

1. Activation of \$805,000 from the approved FY2018 CIP Budget for CIP #16-005 Casino Exterior Enhancements.

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3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

PROJECT BUDGET ESTIMATE

PROJECT NAME: **Casino Exterior Enhancements**

PROJECT No.: 16-005

DATE: May 24, 2016

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	65,900
Architect / Engineer Fees & Reimbursables	113,900
Soil Borings, Testing and Surveys	0
Agency Review and Approval Fees	900
Insurance - Builders Risk	covered by property insurance
Historical/Cultural/Archaeological Review	0

Sub-total: 180,700

CONSTRUCTION

Utility Relocation/Extension	0
General Requirements	67,100
Site Work & Landscape	17,000
Exterior Enhancements	822,000

Sub-total: 906,100

Oneida Preference Amount	15,523	
Sustainable Design Premium	0%	0
Inflation Factor: 1 years	3% per year	27,649

Sub-total: 949,300

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties	35,000
Division 11 - Equipment	0
Division 12 - Furnishings	0
Division 27 - Communications	0
Division 28 - Electronic Safety & Security	0

Sub-total: 35,000

TOTAL:	1,165,000
Contingency: 12.0%	139,800
Finance Costs: 0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 1,305,000

Approved FY2017 Allocation: \$ 500,000

Balance in FY2018: \$ 805,000

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 8 / 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 #16-008 O.F.F. Facility Improvements and activation of CIP funds for #16-008.

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="#16-008 CIP Package"/>	3. <input type="text"/>
2. <input type="text" value="FY2018 CIP Budget Activations"/>	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: Paul Witek, Senior Tribal Architect / Engineering Dept.
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering Dept.
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 approval of the project's Capital Improvement Process (CIP) Package and activation of the allocated CIP funding.

Background:

The proposed project will be separated into phases due to budget funding. Phase I of the project is to upgrade heating, ventilation, and air conditioning to the gym and spin room. Phase II will upgrade locker rooms, upgrade ventilation to the toilet rooms on first & second floor, and upgrade finishes in these spaces. In addition switching the men's and women's locker/shower rooms will be evaluated to align sizing needs of client demographic.

The project's CIP Concept Paper was approved by the Business Committee on May 11, 2016.

The project has partial funding allocated in the approved FY2018 CIP Budget and will request additional funding in the FY2019 CIP Budget.

Phase II of the CIP process 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.

Action Requested:

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 project CIP #16-008 O.F.F. Facility Improvements.
3. Activation of \$207,000 from the approved FY2018 CIP Budget for CIP #16-008 O.F.F. Facility Improvements.

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 Family Fitness Facility Improvements



ONEIDA

CIP #16-008

CIP PACKAGE

Project Client: Oneida Family Fitness

Project Team:

George Skenandore

Susan House
Ryan Waterstreet
Amy Griesbach

Wayne Metoxen
Paul J. Witek

Interim Division Director, Governmental
Services
Area Manager, Park & Rec
Assistant Director, Oneida Family Fitness
Office Manager, Oneida Family Fitness

Project Manager - Engineering Dept.
Senior Tribal Architect - Engineering Dept.

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PROJECT EXECUTIVE SUMMARY

Project Title: Oneida Family Fitness Facility Improvements

Requesting: Approval of the **CIP package**.

Project Description:

Phase I of the project is to upgrade heating, ventilation, and air conditioning to the gym and spin room.

Phase II will upgrade locker rooms, upgrade ventilation to the toilet rooms on first & second floor, and upgrade finishes in these spaces. In addition switching the men's and women's locker/shower rooms will be evaluated to align sizing needs of client demographic.
(see page 7 of CIP Package)

Management/Business Plan:

The current management/organizational structure will not be impacted by this project.
(see page 7 of CIP Package)

Site Selection:

Existing building remodel/upgrade.

Project Budget Estimate: (also see page 10 of CIP Package)

	Phase I	Phase II
Soft & Misc. Costs:	\$47,000	\$153,000
Construction:	\$133,000	\$465,000
Furniture, Fixtures & Equipment (FFE):	\$0	\$6,000
Contingency: 15%	\$27,000	\$93,600
Finance Costs: 0%		
Total (rounded):	\$207,000	\$718,000

Financial Plan:

Project funds for Phase I have been included in the approved FY2018 CIP budget. Project funds for Phase II will be requested in the FY2019 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:** The proposed project is needed to address: ventilation issues in the locker rooms, restrooms, and spin room; the gym is in need of proper ventilation; the existing makeup of clientele (male vs female) does not coincide with the sizes of the existing locker/shower rooms, so upgrades are required to align room configurations to clientele needs.
- B. **Present Facilities:** The present Oneida Family Fitness facilities are a within the Social Services Building at the far east end of structure. The facility includes a Gymnasium, Men’s & Women’s locker rooms, a swimming pool, fitness classrooms, and weight rooms.
- C. **Problem:** There are ventilation issues in the locker rooms, restrooms, and spin room; the gym is not properly ventilated; the existing makeup of clientele (male vs female) does not coincide with the sizes of the existing locker/shower rooms.

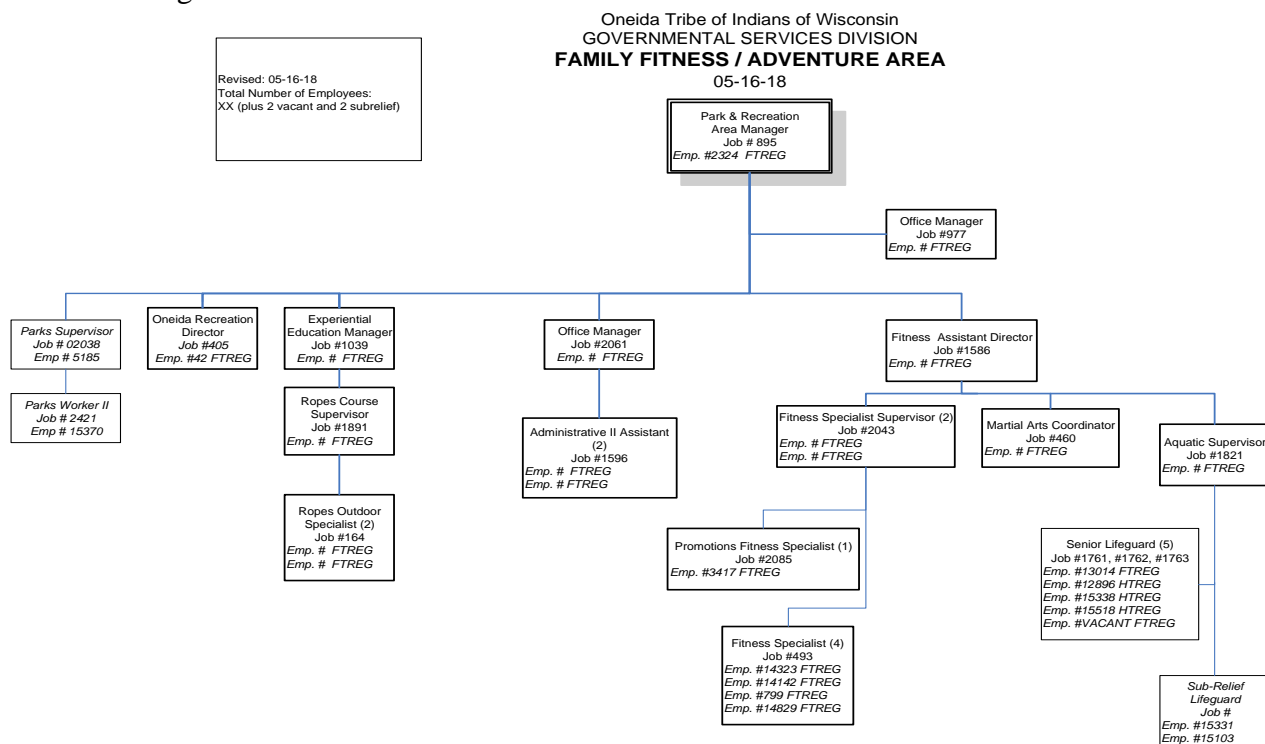
II. Business Plan

- A. The O.F.F. 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. The current management/organizational structure will not be impacted by this project.

B. Organizational Chart



- C. Staffing, Requestor: 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 completed in two phases and will address the current facility deficiencies. The project will upgrade heating, ventilation and air conditioning in the gymnasium, spin rooms, and toilet rooms. Finish materials in the impacted spaces will be replaced as required. In addition, switching the men's and women's locker/shower rooms will be evaluated to align sizing needs of client demographic.
- B. The spaces to be included are:
- Locker Rooms (men & women)
 - Restrooms near juice bar at first floor level near juice bar
 - Restrooms at 2nd floor
 - Spin room on 1st floor
 - Carpet throughout
 - Storage for retail items in lobby area
 - Gym/Track area. Add air conditioning
 - Create Office space for Parks Department
 - Create space for Health Nurse
 - Pave back driveway
- C. 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. Not applicable to this project as it is an interior remodeling.

VI. Environmental

- A. An Environmental Assessment is not required for this project as it is an interior remodeling.

VII. Project Budget Estimate

PROJECT NAME: **O.F.F. Facility Improvements - Phase I**
 PROJECT No.: 16-008
 DATE: May 25, 2017

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees		19,200
Architect / Engineer Fees & Reimbursables		26,600
Soil Borings, Testing and Surveys		700
Agency Review and Approval Fees		100
Insurance - Builders Risk	covered by property insurance	
Historical/Cultural/Archaeological Review		0

Sub-total: 47,000

CONSTRUCTION

Utility Relocation/Extension		0
General Requirements		11,600
Site Work & Landscape		0
Building Remodeling/Upgrades		116,000

Sub-total: 127,600

Oneida Preference Amount		4,700
Sustainable Design Premium	0%	0
Inflation Factor: 0 years	3% per year	0

Sub-total: 133,000

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:		180,000
Contingency:	15.0%	27,000
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 207,000

PROJECT NAME: **O.F.F. Facility Improvements - Phase II**

PROJECT No.: 16-008

DATE: May 25, 2017

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees		56,700
Architect / Engineer Fees & Reimbursables		93,000
Soil Borings, Testing and Surveys		2,300
Agency Review and Approval Fees		500
Insurance - Builders Risk	covered by property insurance	
Historical/Cultural/Archaeological Review		0

Sub-total: 153,000

CONSTRUCTION

Utility Relocation/Extension		0
General Requirements		37,000
Site Work & Landscape		8,000
Building Remodeling/Upgrades		362,000

Sub-total: 407,000

Oneida Preference Amount		31,000
Sustainable Design Premium	0%	0
Inflation Factor: 2 years	3% per year	27,000

Sub-total: 465,000

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties		5,000
Division 11 - Equipment		0
Division 12 - Furnishings		0
Division 27 - Communications		1,000
Division 28 - Electronic Safety & Security		0

Sub-total: 6,000

TOTAL: 624,000

Contingency: 15.0% 94,000

Finance Costs: 0.0% 0

ESTIMATED TOTAL PROJECT BUDGET: \$ 718,000

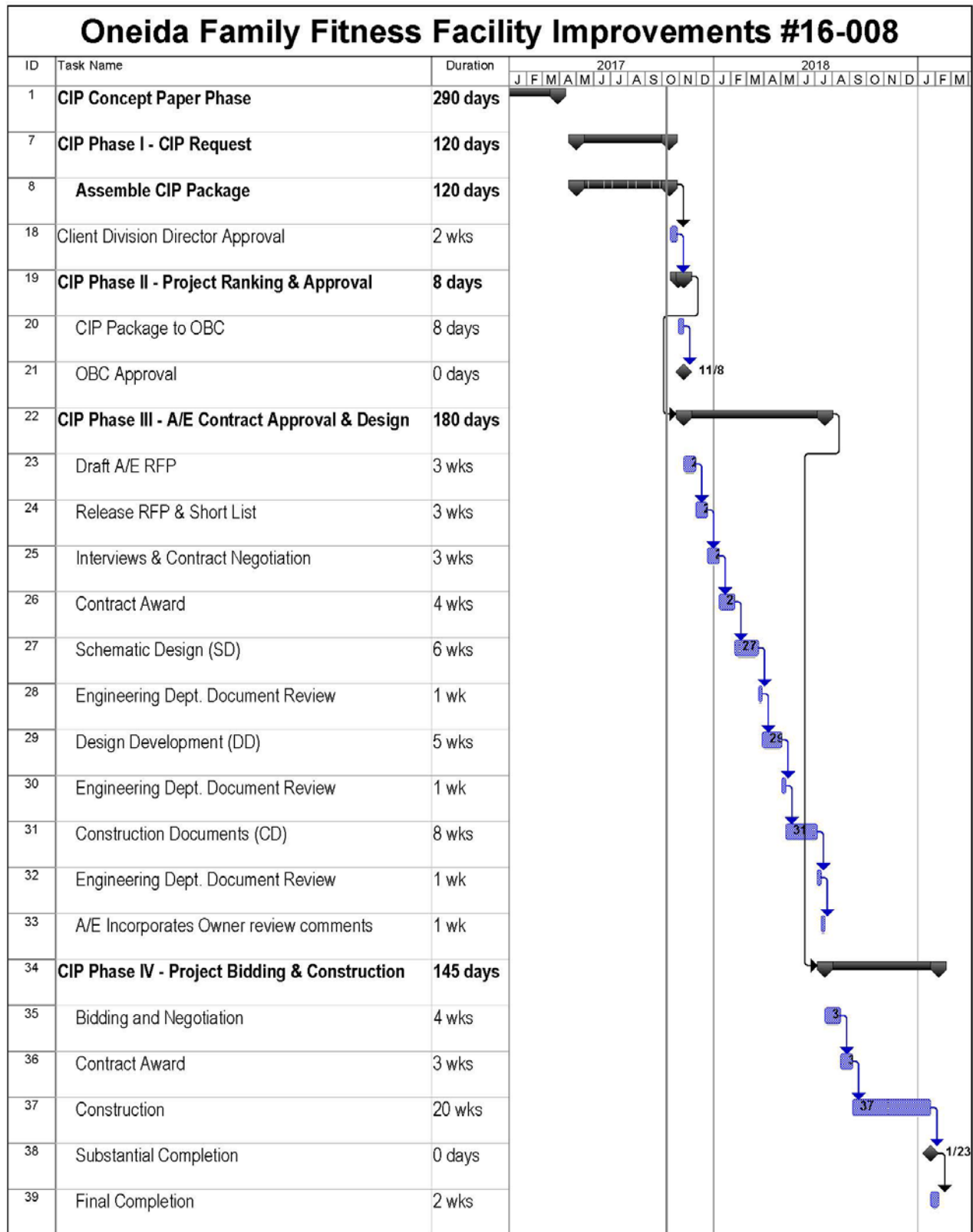
VIII. Financial Plan

- A. Tribal Financing: - It is proposed to fund this project through the tribal CIP Budget. Project funds of \$207,000 for Phase I have been included in the approved FY2018 CIP budget. Project funds of \$713,000 for Phase II will be requested in the FY2019 CIP budget.

IX. Communication Plan

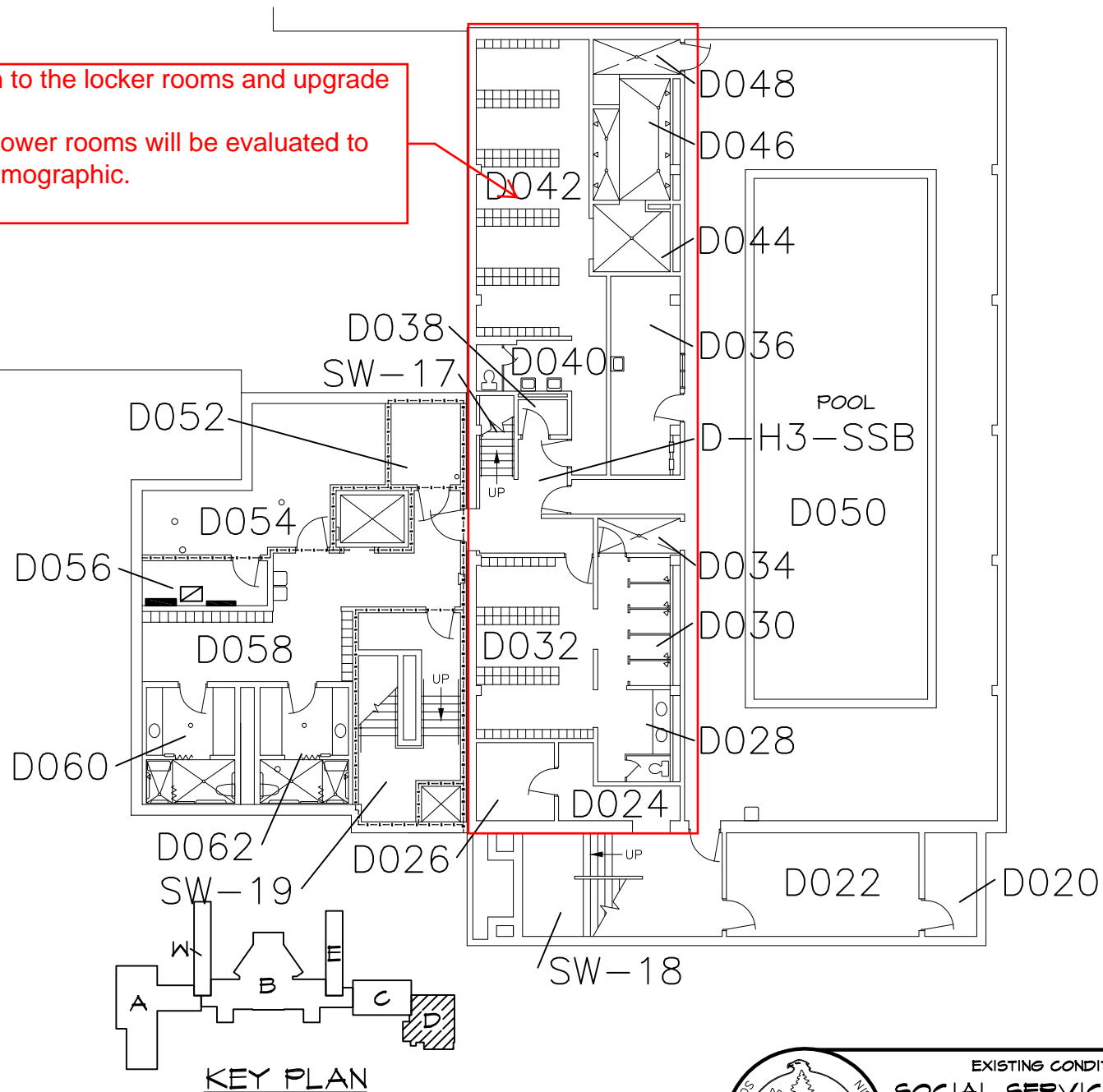
- A. Information included in a communication plan for this project will include:
1. CIP project number
 2. Project title
 3. Project Manager (including: phone, fax numbers and e-mail address)
 4. Project phase (identify process followed: CIP, etc.)
 5. % of Phase completed
 6. Brief description of the 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)

X. Project Time Line



XI. Appendix

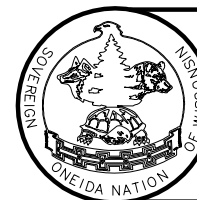
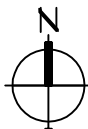
Phase II - Upgrade ventilation to the locker rooms and upgrade finishes.
 Men's and women's locker/shower rooms will be evaluated to align sizing needs of client demographic.



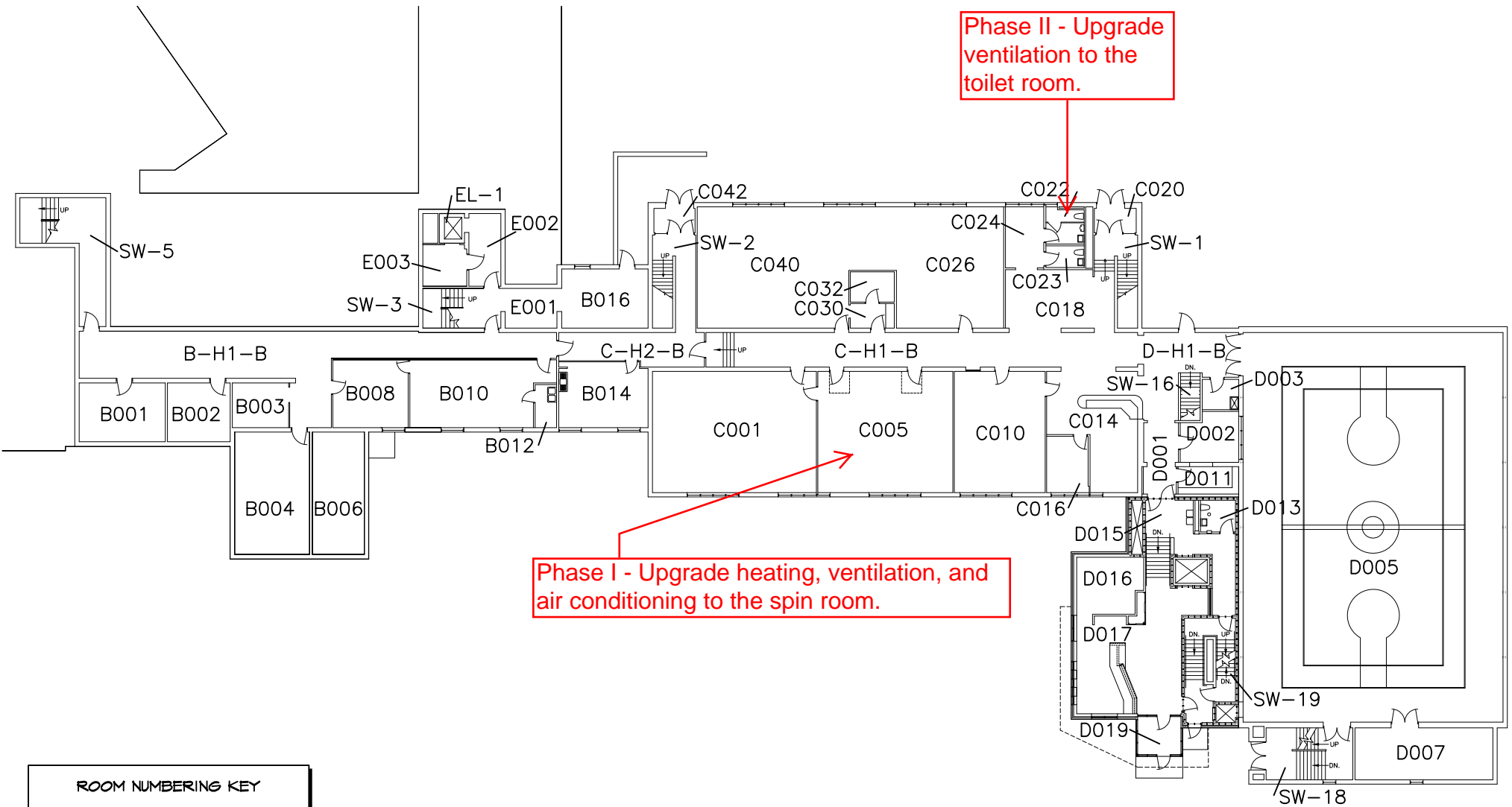
ROOM NUMBERING KEY	
B002	BUILDING SECTION
002	ROOM NUMBER
SW-5	STAIRWAY NUMBER
B-H1-B	BUILDING SECTION
H1	FLOOR LEVEL
B	CORRIDOR NUMBER

PRELIMINARY
NOT FOR CONSTRUCTION

BASEMENT PLAN
 NOT TO SCALE 8,287 S.F.



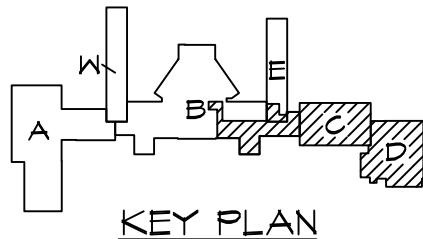
EXISTING CONDITIONS OF:		
SOCIAL SERVICES BUILDING		
GREEN BAY, WISCONSIN		
DEVELOPMENT DIVISION	DATE	SHEET
ENGINEERING DEPT.	6/15/07	1
ONEIDA, WISCONSIN	PROJECT NO.	OF 6



Phase II - Upgrade ventilation to the toilet room.

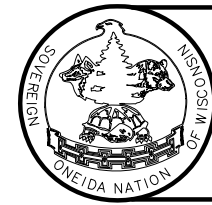
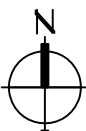
Phase I - Upgrade heating, ventilation, and air conditioning to the spin room.

ROOM NUMBERING KEY	
B002	BUILDING SECTION
002	ROOM NUMBER
SW-5	STAIRWAY NUMBER
B-H1-B	BUILDING SECTION
H1	FLOOR LEVEL
B	CORRIDOR NUMBER



PRELIMINARY
NOT FOR CONSTRUCTION

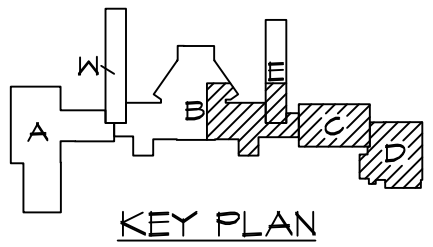
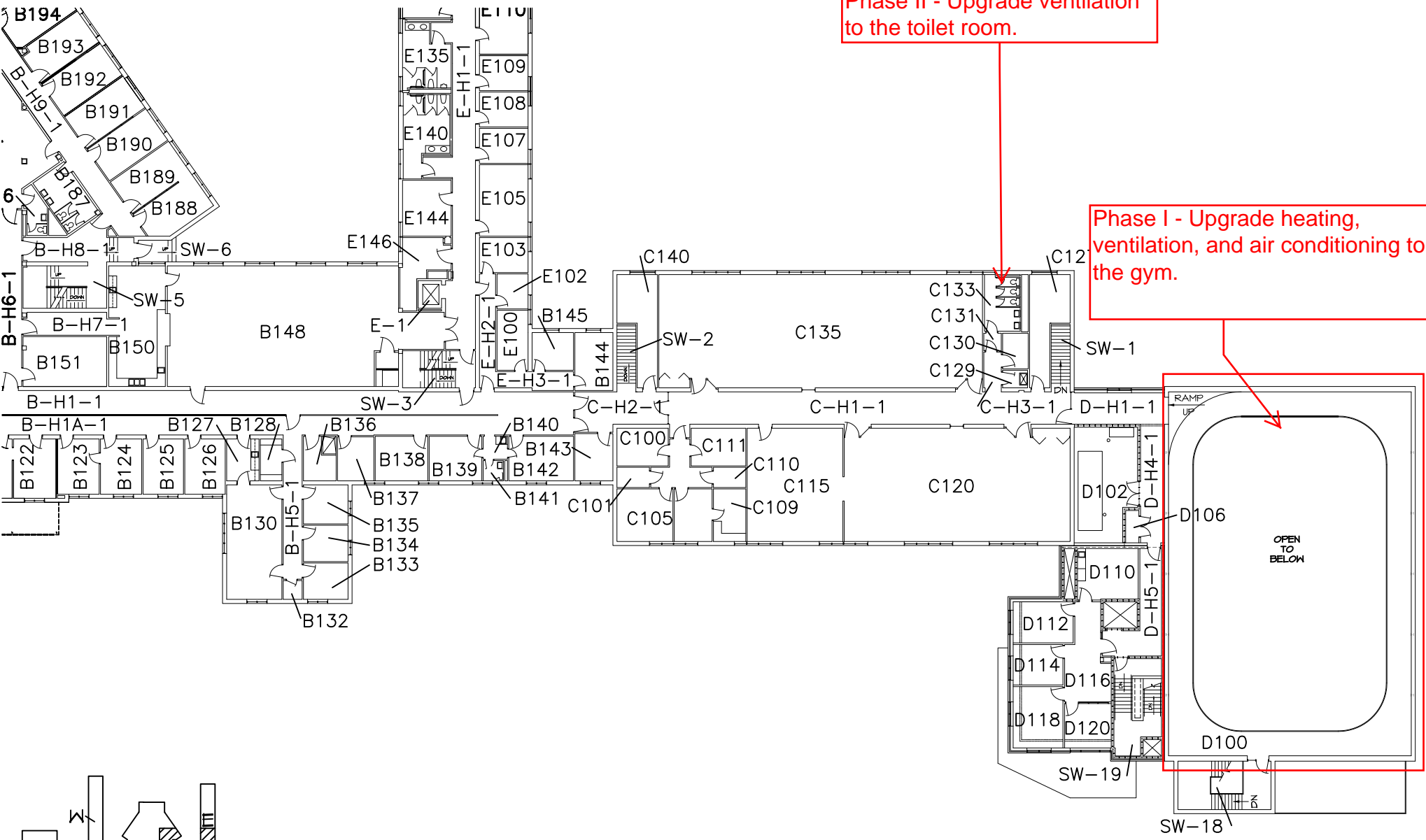
GROUND FLOOR PLAN
NOT TO SCALE 22,725 S.F.



EXISTING CONDITIONS OF:		
SOCIAL SERVICES BUILDING		
GREEN BAY, WISCONSIN		
DEVELOPMENT DIVISION	DATE	SHEET
ENGINEERING DEPT.	9/17/10	3
ONEIDA, WISCONSIN	PROJECT NO.	OF 6

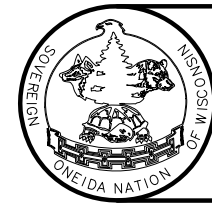
Phase II - Upgrade ventilation to the toilet room.

Phase I - Upgrade heating, ventilation, and air conditioning to the gym.



**PRELIMINARY
NOT FOR CONSTRUCTION**

**PARTIAL
FIRST FLOOR PLAN**
NOT TO SCALE



EXISTING CONDITIONS OF:		
SOCIAL SERVICES BUILDING		
GREEN BAY, WISCONSIN		
DEVELOPMENT DIVISION	DATE	SHEET
ENGINEERING DEPT.	10/16/12	1
ONEIDA, WISCONSIN	PROJECT NO.	

CIP BUDGET ACTIVATIONS 2018

Revised: 10/19/17

Project No.	Project Title	CIP \$ App'd FY 2018	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
23-005	Residential Home Sites	400,000			400,000	A
05-013	Elder Services / Apartments Improvements	1,875,000			1,875,000	A
07-002	SSB Remodeling - Phase V	550,000			550,000	A
07-013	Maple Sugar Camp	30,000			30,000	A
15-003	NHC Remodeling - Phase VIII	311,000			311,000	A
16-005	Casino Exterior Enhancements	805,000			805,000	A
16-008	O.F.F. Facility Improvements	207,000			207,000	A
					0	
					0	
					0	
TOTALS:		4,178,000	0		4,178,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 posting for eight (8) alternates for 2017 Special Election scheduled for December 2, 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: Racquel Hill, Election Board Chairperson
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

MEMORANDUM

To: Business Committee

From: Racquel Hill, Election Board Chairperson *RH*

Date: October 26, 2017

Subject: Request for Alternates

At a regular meeting of the Election Board of October 25, formal action was taken for me as Chair to contact the BC Secretary's Office to secure the necessary amount of alternates needed for the 2017 special election.

There was one (1) Board member recusal due to a direct conflict of interest with an applicant. The Election Board has requested to have a total of eight (8) alternates available as the Election Law requires six (6) at each polling location. Three of the eight (8) will be utilized to have on standby for emergency purposes.

The Board requests the Secretary's Office post for eight (8) alternates for seven (7) days so that the alternates will be able to be sworn in by the November 22nd BC meeting as the special election is scheduled for December 2nd.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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:

Request to post for (1) vacancy(s) on the Police Commission due to a resignation and finish the term until July 31, 2021.

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:

Brooke Doxtator, BCC Supervisor
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

On October 30, 2017 the Police Commission accepted the resignation of Twlite Moore effective immediately. Twylite is moving and will be unable to continue in her role on the Police Commission.

- 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: 11 / 08 / 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 Oneida Business Committee Standard Operating Procedure (SOP) entitled Community Complaints and/or Concerns, and direct that the SOP be reviewed in one year.

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="OBC SOP - Community Complaints/Concerns"/>	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: 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:

TO: ONEIDA BUSINESS COMMITTEE
FROM: LISA SUMMERS, SECRETARY
RE: OBC SOP - Community Complaints and/or Concerns

BACKGROUND

Over the last term, complaints and concerns, which were not against a Direct Report of the OBC, were submitted to the OBC. These complaints and concerns were not processed in consistent manner.

In response, my office offered to draft an SOP that would standardize the process. The attached draft SOP was reviewed by the OBC at the October 31, 2017, BC Work Session where the OBC determined that the processing of these complaints/concerns will be handled by the BC Support Office.

The attached draft includes these changes and includes a reference to the Anonymous Letters Policy that was missing from the previous drafts.

For continuous improvement, the OBC has previously directed a review of new SOP's one year after their original approval; that past practice is reflected in the requested action below.

REQUESTED ACTION

Approve Oneida Business Committee Standard Operating Procedure entitled Community Complaints and/or Concerns, and direct that the SOP be reviewed in one year.

- 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	TITLE: Community Complaints and/or Concerns	ORIGINATION DATE: DD/MM/YYYY REVISION DATE: n/a EFFECTIVE DATE: Upon OBC approval
<i>DIVISION:</i> Non-Divisional		
<i>DEPARTMENT:</i> Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes	DATE: DD/MM/YYYY
<i>REVISED:</i> Lisa Summers, Secretary	REVISED BY:	DATE: DD/MM/YYYY
PAGE NO: 1 of 3 PRD # XXX: Assigned by PRO	REVIEWED BY: <i>Compliance Review Team</i>	DATE:

1.0 PURPOSE

To create a standardized process for the Oneida Business Committee (OBC) to handle Community Complaints and/or Concerns.

2.0 DEFINITIONS

- 2.1 Business Day: means Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.
- 2.2 Community Complaint and/or Concern: means any complaint and/or concern that is not a complaint against a Direct Report to the OBC.
- 2.3 Direct Report to the OBC: means an employee of the Oneida Nation who reports directly to the OBC as defined in resolution BC-11-26-14-C, “Correcting Resolution BC-10-22-14-A Setting Supervision and Management of Direct Reports to OBC.”
- 2.4 OBC Officers: means the Chairperson, Vice Chairperson, Treasurer, and Secretary of the OBC.
- 2.5 BC Support Office: means the Records Management/Area Manager or his/her designee

3.0 WORK STANDARDS

- 3.1 Any complaint against a Direct Report to the OBC must be processed in accordance with the OBC SOP entitled “Complaint Process for Direct Reports to the Business Committee”.

- 3.2 Community Complaints and/or Concerns submitted to the OBC will be processed by the BC Support Office.
- 3.3 Community Complaint and/or Concerns which are submitted anonymously, as defined by Chapter 307 Anonymous Letters Policy, will be processed pursuant to that law.

4.0 PROCEDURES

- 4.1 Community Complaints and/or Concerns must be written and may be addressed to the entire OBC or and individual member of the OBC.
- 4.2 Any member of the OBC may accept a Community Complaint and/or Concern.
- 4.3 The OBC member accepting the Community Complaint and/or Concern shall immediately forward the Community Complaint and/or Concern to the BC Support Office for processing.
- 4.4 Within two (2) business days, the BC Support Office shall:
 - 4.3.1 Use stampers to acknowledge the receipt:
 - 4.3.1.1 Stamp “confidential” on each page, at the top of the document.
 - 4.3.1.2 Stamp the month/day/year received on each page of the document.
 - 4.3.2. Forward a copy of the document to the OBC, requesting the OBC Officers address the Community Complaint and/or Concern.
- 4.5 Within two (2) business days of receiving the request to address the Community Complaint and/or Concern, the OBC Officers shall address the complaint and/or concern by:
 - 4.5.1 Determining the appropriate entity to handle the Community Complaint and/or Concern.
 - 4.5.1.1 The appropriate entity may be any or combination of the following:
 - 4.5.1.1.1 Direct Report to the OBC
 - 4.5.1.1.2 Board, Committee, and Commission
 - 4.5.1.1.3 OBC liaison to a Board, Committee, and Commission
 - 4.5.1.2 This determination may be made by the OBC Officer via consensus over e-mail or via consensus in an OBC Officer Meeting.
 - 4.5.1.3 The OBC Officers may choose to meet with the complainant to gain a clear understanding of the Community Complaint and/or Concern.
- 4.6 Within two (2) business days of the OBC Officers’ determination, the BC Support Office shall:

- 4.6.1 Forward the Community Complaint and/or Concern to the appropriate entity.
- 4.6.2 Respond to the complainant providing the contact information for the appropriate entity.
- 4.6.3 File the Community Complaint and/or Concern, notice to the appropriate entity, and notice to the complainant.

5.0 RECORDS

- 5.1 Record Maintenance
 - 5.1.1 Community Complaint and/or Concern records shall be maintained by the BC Support Office.
 - 5.1.2 Community Complaint and/or Concern records shall be held in accordance with the Open Records and Open Meetings Law.

6.0 REFERENCES

- 6.1 Resolution BC-11-26-14-C

DRAFT

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 revised Oneida Business Committee Standard Operating Procedure (SOP) entitled Conducting Electronic Voting (E-polls).

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:

TO: ONEIDA BUSINESS COMMITTEE

FROM: LISA SUMMERS, SECRETARY

RE: Revised OBC SOP - Conducting Electronic Voting (E-polls)

BACKGROUND

In June, the OBC held a Work Session and completed a review of the current SOP. The OBC agreed to the following changes which are included in the attached draft:

1. Clarifying five (5) votes of support are required, not five (5) votes being received;
2. Clarifying use of "request"; and
3. Clarifying use of "official".

The revision to the SOP was not finalized as the SOP itself became a topic of discussion at the August 14, 2017, special GTC meeting. At that meeting, a motion passed which prohibits the use of e-polls for any GTC matters and requires a designee in the absence of the Secretary. The current SOP already includes the designee as directed by GTC, therefore the following change is included in the attached draft:

1. Additional restriction under section "6.0 E-POLL REQUESTS NOT AUTHORIZED".

Additional discussion by the OBC was held at the October Work Session and the following clarifications/changes were agreed to and are included in the attached draft:

1. Clarify E-polls are open or closed as defined by the Open Records and Open Meetings Law.
2. Responses from Legislative or Executive Assistants should continue to not be accepted.
3. The timeframe for voting should be changed to a one (1) business day.

Lastly, when making the last set of changes, my office determined that 5.5 and 5.6 should be moved under section 4.0. This, in turn, required the titles of sections 4.0 and 5.0 be updated.

REQUESTED ACTION

Approve revised Oneida Business Committee Standard Operating Procedure (SOP) entitled Conducting Electronic Voting (E-polls).

- 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

Redline to current approved version

ONEIDA NATION	TITLE: Conducting Electronic Voting (E-Polls)	ORIGINATION DATE: 06/10/2015 REVISION DATE: 10/26/2016 <u>11/08/2017</u> EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 10/11/2608/2016 <u>7</u>
AUTHOR: Lisa Summers, Secretary	AUTHORED BY:	DATE: 10/11/2608/2016 <u>7</u>

1.0 PURPOSE

- 1.1 Standardize how electronic voting is conducted by the Oneida Business Committee regarding matters requiring approval of the Oneida Business Committee.
- 1.2 The Oneida Business Committee recognizes that action may be required that cannot wait for the next available Oneida Business Committee agenda and electronic polling may be required to approve such items.

2.0 DEFINITIONS

- 2.1 *Authorized Sponsor* means a member of the Oneida Business Committee or a Direct Report to the Business Committee as defined by BC resolution # 11-26-14-C Correcting Resolution# BC-10-22-14-A, Setting Supervision and Management of Direct Reports to the Oneida Business Committee.
- ~~2.2 *E-poll* means the act of an e-mail delivered to the Oneida Business Committee, seeking a response which identifies a vote in favor of, opposing, or abstaining to an issue requiring approval by the Oneida Business Committee.~~
- ~~2.2 *Secretary* means the Secretary of the Oneida Business Committee, or his/her appointed designee.~~
- ~~2.3 *Business Committee Support Office* means the support office for the Secretary, whose staff is responsible for carrying out administrative duties in support of the Oneida Business Committee.~~
- 2.43 *Business Day* means Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.
- 2.4 *E-poll* means the act of an e-mail delivered to the Oneida Business Committee, seeking a response which identifies a vote in favor of, opposing, or abstaining to an issue requiring approval by the Oneida Business Committee.
- 2.5 *E-poll request* means the ~~official~~ request for an electronic vote to be conducted by the Oneida Business Committee from an Authorized Sponsor.
- 2.56 *Executive Tribal Clerk* means the employee in the Secretary's Office responsible for coordinating the collection of materials for the Oneida Business Committee agenda.

Redline to current approved version

2.7 Secretary means the Secretary of the Oneida Business Committee, or his/her appointed designee.

3.0 E-POLL REQUEST

- 3.1 All e-poll requests shall contain the following information.
- a. The email subject line shall begin with “E-poll Request:” and include a short title describing the purpose of the request.
 - b. The body of the e-poll request shall contain the following elements.
 1. An executive summary of the reason for the request and why the request cannot be presented at the next available Oneida Business Committee meeting.
 2. A proposed motion which shall be in bold and identified in a separate paragraph by the words “Requested Action”.
 3. All attachments, in *.pdf format, which are necessary to fully understand the request being made.
 4. An agenda request form.
 5. A deadline date for a response to be returned from the Secretary’s Office regarding the results of the e-poll which shall be in bold and identified in a separate paragraph by the words “Deadline for Response:”.
- 3.2 E-poll requests must also be accompanied by a completed “Business Committee Agenda Request Form,” and must be sent to the Oneida Business Committee agenda request e-mail box and copied to the Secretary, and the Executive Tribal Clerk.
- 3.3 Within twenty-four (24) hours, the Secretary, or his/her appointed designee, shall review and approve all e-poll requests for submission to the Oneida Business Committee for an e-poll.

4.0 SUBMISSION OF E-POLL ~~REQUESTS~~ TO THE ONEIDA BUSINESS COMMITTEE AND RESPONSE TO E-POLLS

- 4.1 The Secretary shall e-mail the e-poll ~~requests~~ to all members of the Oneida Business Committee including a copy to each Oneida Business Committee member’s Legislative or Executive Assistant, and the Executive Tribal Clerk.
- a. Closed or executive session materials as provided in the Open Records and Open Meetings law are confidential and shall not be copied to each Oneida Business Committee member’s Legislative or Executive Assistant.
- 4.2 E-polls ~~requests~~ shall be sent only under the e-mail address of the Secretary and no other party. E-~~P~~olls for Oneida Business Committee action sent under other email(s) will not be accepted, nor considered valid.
- 4.3 E-polls ~~requests~~ shall be open for response for one (1) business day not less than four (4) hours and no more than twelve (12) hours.
- ~~a. The time frame for responses shall be determined by the Secretary based on urgency, scheduling, and any other pertinent factors.~~

Redline to current approved version

- 4.4 The Executive Tribal Clerk shall monitor all responses and deadline dates for responses.
- 4.5 Oneida Business Committee members are encouraged to respond to all Oneida Business Committee members with their vote.
- 4.6 A response from an Oneida Business Committee member shall be valid if received from the work e-mail of the member, if received from the personal e-mail of the member if such e-mail is on file with the Business Committee Support Office for such purposes, or if received from the mobile phone number of the member on file with the Business Committee Support Office. No response from unknown e-mails or e-mails from Legislative or Executive Assistants shall be accepted.

5.0 ~~RESPONSE TO E-POLL REQUEST AND~~ PLACEMENT OF E-POLL RESULTS ON ONEIDA BUSINESS COMMITTEE AGENDA

- 5.1 An e-poll ~~request~~ must receive at least five affirmative responses in support of the question in order to be approved ~~an official vote~~.
- ~~a. E-polls which are approved shall be placed on the Oneida Business Committee at the next available meeting to be entered into the record.~~
- ba. E-polls which result in a denied request may be reconsidered by the Oneida Business Committee at the next available meeting as provided for in Robert's Rules of Order, Rule 37.
- eb. E-polls for which insufficient responses were received by the deadline shall be considered to have failed to receive support as provided for in Robert's Rules of Order, p. 34 et seq.
- 5.2 Regardless of the outcome of the e-poll, all e-poll ~~requests~~ results shall be placed on the next available Oneida Business Committee agenda to be entered into the record by the:
- ~~5.4 The Executive Tribal Clerk shall place all e-poll requests and the results on the next available Oneida Business Committee agenda.~~ The agenda item shall contain the following information.
- a. Original e-poll request and all supporting documentation.
- b. A summary of the e-poll results identifying each Oneida Business Committee member and their response.
- c. A copy of any comment by an Oneida Business Committee member if comments are made beyond a vote.
- ~~5.5 Oneida Business Committee members are encouraged to respond to all Oneida Business Committee members with their vote.~~
- ~~5.6 A response from an Oneida Business Committee member shall be valid if received from the work e-mail of the member, if received from the personal e-mail of the member if such e-mail is on file with the Secretary's Office for such purposes, or if received from the official mobile phone number of the member. No response from unknown e-mails or e-mails from Legislative or Executive Assistants shall be accepted.~~

Redline to current approved version

6.0 E-POLL REQUESTS NOT AUTHORIZED

- 6.1 An e-poll request shall not be authorized for items which require a waiver of sovereign immunity of the Oneida Nation.
- 6.2 An e-poll request shall not be authorized for items which require a dollar amount in excess of an amount equal to the highest level of management approval.
- 6.2 An e-poll request shall not be authorized for items which are not accompanied by documented approval from the requesting tribal entity (e.g. Management approval, Finance Committee Meeting Minutes, etc.).
- 6.3 An e-poll request shall not be authorized for items which relate to General Tribal Council (e.g. Calling special GTC meetings, Approving GTC meeting agenda, Approve GTC meeting materials, Accepting petitions and analyses).

7.0 REFERENCES

- 7.1 Open Records and Open Meetings law
- 7.2 BC resolution # 11-26-14-C

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ONEIDA NATION	TITLE: Conducting Electronic Voting (E-Polls)	ORIGINATION DATE: 06/10/2015 REVISION DATE: 10/26/2016 11/08/2017 EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 11/08/2017
AUTHOR: Lisa Summers, Secretary	AUTHORED BY:	DATE: 11/08/2017

1.0 PURPOSE

- 1.1 Standardize how electronic voting is conducted by the Oneida Business Committee regarding matters requiring approval of the Oneida Business Committee.
- 1.2 The Oneida Business Committee recognizes that action may be required that cannot wait for the next available Oneida Business Committee agenda and electronic polling may be required to approve such items.

2.0 DEFINITIONS

- 2.1 *Authorized Sponsor* means a member of the Oneida Business Committee or a Direct Report to the Business Committee as defined by BC resolution # 11-26-14-C Correcting Resolution# BC-10-22-14-A, Setting Supervision and Management of Direct Reports to the Oneida Business Committee.
- 2.2 *Business Committee Support Office* means the support office for the Secretary, whose staff is responsible for carrying out administrative duties in support of the Oneida Business Committee.
- 2.3 *Business Day* means Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.
- 2.4 *E-poll* means the act of an e-mail delivered to the Oneida Business Committee, seeking a response which identifies a vote in favor of, opposing, or abstaining to an issue requiring approval by the Oneida Business Committee.
- 2.5 *E-poll request* means the request for an electronic vote to be conducted by the Oneida Business Committee from an Authorized Sponsor.
- 2.6 *Executive Tribal Clerk* means the employee in the Secretary's Office responsible for coordinating the collection of materials for the Oneida Business Committee agenda.
- 2.7 *Secretary* means the Secretary of the Oneida Business Committee, or his/her appointed designee.

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3.0 E-POLL REQUEST

- 3.1 All e-poll requests shall contain the following information.
- a. The email subject line shall begin with “E-poll Request:” and include a short title describing the purpose of the request.
 - b. The body of the e-poll request shall contain the following elements.
 1. An executive summary of the reason for the request and why the request cannot be presented at the next available Oneida Business Committee meeting.
 2. A proposed motion which shall be in bold and identified in a separate paragraph by the words “Requested Action”.
 3. All attachments, in *.pdf format, which are necessary to fully understand the request being made.
 4. An agenda request form.
 5. A deadline date for a response to be returned from the Secretary’s Office regarding the results of the e-poll which shall be in bold and identified in a separate paragraph by the words “Deadline for Response:”.
- 3.2 E-poll requests must also be accompanied by a completed “Business Committee Agenda Request Form,” and must be sent to the Oneida Business Committee agenda request e-mail box and copied to the Secretary, and the Executive Tribal Clerk.
- 3.3 Within twenty-four (24) hours, the Secretary, or his/her appointed designee, shall review and approve all e-poll requests for submission to the Oneida Business Committee for an e-poll.

4.0 SUBMISSION OF E-POLL TO THE ONEIDA BUSINESS COMMITTEE AND RESPONSE TO E-POLLS

- 4.1 The Secretary shall e-mail the e-poll to all members of the Oneida Business Committee including a copy to each Oneida Business Committee member’s Legislative or Executive Assistant, and the Executive Tribal Clerk.
- a. Closed or executive session materials as provided in the Open Records and Open Meetings law are confidential and shall not be copied to each Oneida Business Committee member’s Legislative or Executive Assistant.
- 4.2 E-polls shall be sent only under the e-mail address of the Secretary and no other party. E-polls for Oneida Business Committee action sent under other email(s) will not be accepted, nor considered valid.
- 4.3 E-polls shall be open for response for one (1) business day.
- 4.4 The Executive Tribal Clerk shall monitor all responses and deadline dates for responses.
- 4.5 Oneida Business Committee members are encouraged to respond to all Oneida Business Committee members with their vote.
- 4.6 A response from an Oneida Business Committee member shall be valid if received from the work e-mail of the member, if received from the personal e-mail of the member if such e-mail is on file with the Business Committee Support Office for such purposes, or if received from the mobile phone number of the

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member on file with the Business Committee Support Office. No response from unknown e-mails or e-mails from Legislative or Executive Assistants shall be accepted.

5.0 PLACEMENT OF E-POLL RESULTS ON ONEIDA BUSINESS COMMITTEE AGENDA

- 5.1 An e-poll must receive at least five affirmative responses in support of the question in order to be approved.
 - a. E-polls which result in a denied request may be reconsidered by the Oneida Business Committee at the next available meeting as provided for in Robert's Rules of Order, Rule 37.
 - b. E-polls for which insufficient responses were received by the deadline shall be considered to have failed to receive support as provided for in Robert's Rules of Order, p. 34 et seq.
- 5.2 Regardless of the outcome of the e-poll, all e-poll results shall be placed on the next available Oneida Business Committee agenda to be entered into the record by the Executive Tribal Clerk. The agenda item shall contain the following information.
 - a. Original e-poll request and all supporting documentation.
 - b. A summary of the e-poll results identifying each Oneida Business Committee member and their response.
 - c. A copy of any comment by an Oneida Business Committee member if comments are made beyond a vote.

6.0 E-POLL REQUESTS NOT AUTHORIZED

- 6.1 An e-poll request shall not be authorized for items which require a waiver of sovereign immunity of the Oneida Nation.
- 6.2 An e-poll request shall not be authorized for items which require a dollar amount in excess of an amount equal to the highest level of management approval.
- 6.2 An e-poll request shall not be authorized for items which are not accompanied by documented approval from the requesting tribal entity (e.g. Management approval, Finance Committee Meeting Minutes, etc.).
- 6.3 An e-poll request shall not be authorized for items which relate to General Tribal Council (e.g. Calling special GTC meetings, Approving GTC meeting agenda, Approve GTC meeting materials, Accepting petitions and analyses).

7.0 REFERENCES

- 7.1 Open Records and Open Meetings law
- 7.2 BC resolution # 11-26-14-C

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 Oneida Business Committee Standard Operating Procedure (SOP) entitled Constitutional Amendments by the Oneida Business Committee, and direct that the SOP be reviewed in one year.

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:

TO: ONEIDA BUSINESS COMMITTEE

FROM: LISA SUMMERS, SECRETARY

RE: OBC SOP - Constitutional Amendments by OBC

*****BACKGROUND*****

At the April 12, 2017, regular Business Committee meeting, the following action took place:

“Motion by Lisa Summers to formally disband the Constitutional Amendments Implementation team as their work is complete; to direct Chairwoman Tina Danforth to provide copies of the signed letter to the Oneida of the Thames and Oneida Indian Nation to the Tribal Secretary’s Office for record keeping purposes; to direct the Legislative Operating Committee to ensure the Election Law amendments are completed to come into compliance with the Constitution; and to direct the Tribal Secretary’s Office to present the petition forms and necessary standard operating procedures to the Business Committee work meeting in May 2017 for finalization, seconded by Tehassi Hill. Motion carried unanimously.”

At the May 16, 2017, OBC Work Session, the SOP was deferred to the June OBC Work Session.

At the June 22, 2017, OBC Work Session, the OBC was asked to provide input within two weeks so final SOP could be submitted to the OBC by the end of July or early August. There was little to no input received.

The item was submitted for the September OBC Work Session, but deferred to the October OBC Work Session where it was reviewed and it was agreed to forward the OBC agenda for final approval.

For continuous improvement, the OBC has previously directed a review of new SOP's one year after their original approval; that past practice is reflected in the requested action below.

*****REQUESTED ACTION*****

Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Constitutional Amendments by the Oneida Business Committee, and direct that the SOP be reviewed in one year.

- 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	TITLE: Constitutional Amendment by the Oneida Business Committee	ORIGINATION DATE: 11/08/2017 REVISION DATE: N/A EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 11/08/2017
AUTHOR: Lisa Summers, Secretary	AUTHORED BY:	DATE: 11/08/2017

1.0 PURPOSE

- 1.1 To document how Constitutional Amendments are processed when proposed by the Oneida Business Committee.
- 1.2 The Constitutional Amendment process is described in the Oneida Nation Constitution and the Oneida Election Law.

2.0 DEFINITIONS

- 2.1 All words not defined herein shall be used in their ordinary and everyday sense.

3.0 WORK STANDARDS

- 3.1 The Oneida Business Committee (OBC) shall process proposed amendments in accordance with the Oneida Nation Constitution and the Oneida Election Law.

4.0 SUBMITTING AN AMENDMENT

- 4.1 Proposed amendment to the Oneida Nation Constitution is prepared and submitted to an OBC agenda by an OBC member.
- 4.2 The OBC makes a motion (s) to:
 - 4.2.1 accept the proposed amendment , and
 - 4.2.2 forward the proposed amendment to the Law, Finance, and Legislative Reference Offices for the appropriate analyses.
 - 4.2.2.1 The OBC may provide a deadline to the Law, Finance, and Legislative Reference Offices.

- 4.3 Upon completion, the analyses are submitted to an OBC agenda.
- 4.4 The OBC makes a motion to accept the analyses.
- 4.5 The OBC determines if the proposed amendment should be put before the General Tribal Council (GTC).
 - 4.5.1 If eight (8) members of the OBC agree:
 - 4.5.1.1 Go to 4.6.
 - 4.5.2 If less than eight (8) members of the OBC agree:
 - 4.5.2.1 The proposed amendment fails.
- 4.6 The OBC makes a motion to add the proposed amendment and analyses to a GTC meeting agenda.

5.0 AMENDMENTS BEFORE GTC

- 5.1 The proposed amendment is addressed by the GTC.
 - 5.1.1 If a majority of the voting GTC members vote in favor of the proposed amendment:
 - 5.1.1.1 Go to 6.1.
 - 5.1.2 If a majority of the voting GTC members vote against the proposed amendment:
 - 5.1.2.1 The proposed amendment fails.

6.0 ELECTION PROCESSES

- 6.1 The Election Board places the proposed amendment on the ballot at the next general election in accordance with the Oneida Election Law.
 - 6.1.1 The OBC or GTC may order a special election be held to consider the proposed amendment.
 - 6.1.2 In such circumstances, the Election Board shall place any proposed amendments to the Oneida Nation Constitution on the ballot at the next special election
- 6.2 The proposed amendment is voted on by the GTC in an election.

6.2.1 If the proposed amendment is approved by sixty-five percent (65%) of the qualified voters that vote on that amendment:

6.2.1.1 Go to 7.1

6.2.2 If the proposed amendment is not approved by sixty-five percent (65%) of the qualified voters that vote on that amendment:

6.2.2.1 The proposed amendment fails.

7.0 FINALIZING AN APPROVED AMENDMENT

7.1 In accordance with the Oneida Nation Constitution and the Oneida Election Law, if two (2) or more amendments approved by the voters at the same election conflict, the amendment receiving the highest affirmation vote prevails.

7.2 The approved amendment becomes part of the Constitution and By-laws, and abrogates or amends existing provisions of the Constitution and By-laws at the end of thirty (30) days after submission of the final election report.

7.3 The constitutional amendment is implemented in accordance with BC resolution # 11-08-17-A Implementing Constitutional Amendments

8.0 REFERENCES

8.1 Oneida Nation Constitution

8.2 Oneida Election Law

8.3 BC resolution # 11-08-17-A Implementing Constitutional Amendments

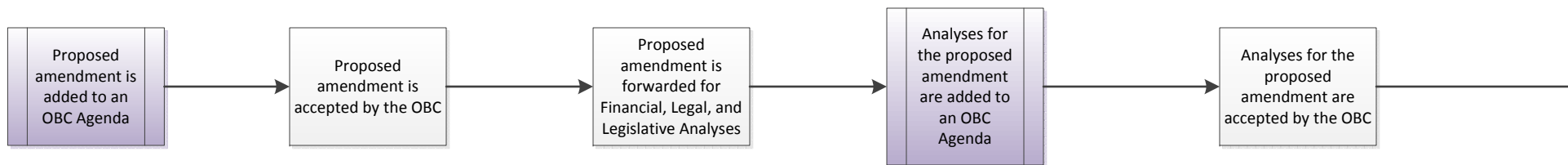
9.0 FLOWCHART

9.1 Constitutional Amendment by the OBC

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Constitutional Amendment by the OBC

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TITLE
CONSTITUTIONAL AMENDMENT BY THE OBC

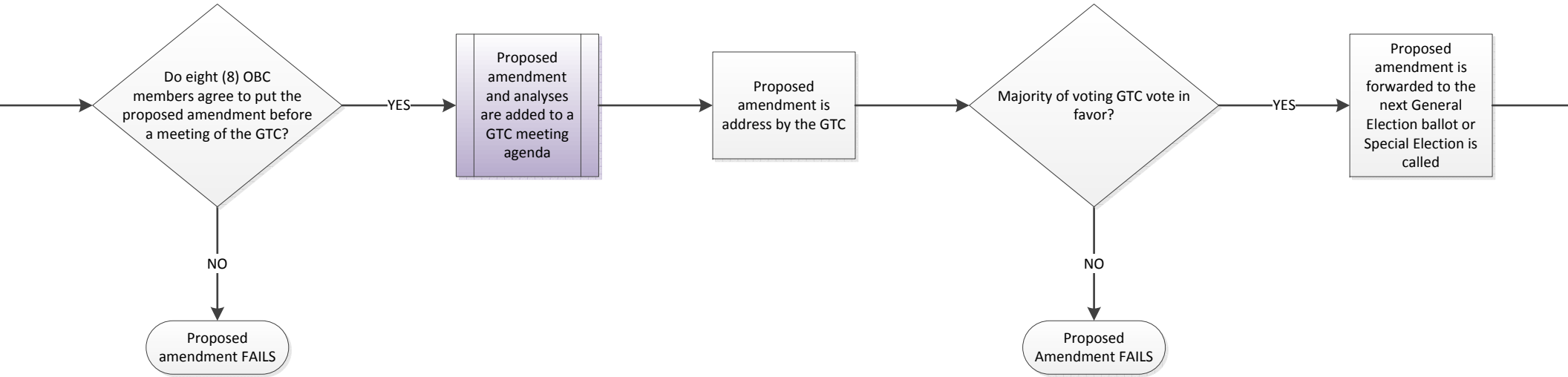
Boxes in PURPLE refer to items being added to the OBC agenda via an established process

Boxes in GREEN refer to processes covered by the Oneida Election Law and will NOT be referenced in the SOP. They are for reference ONLY.

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Constitutional Amendment by the OBC

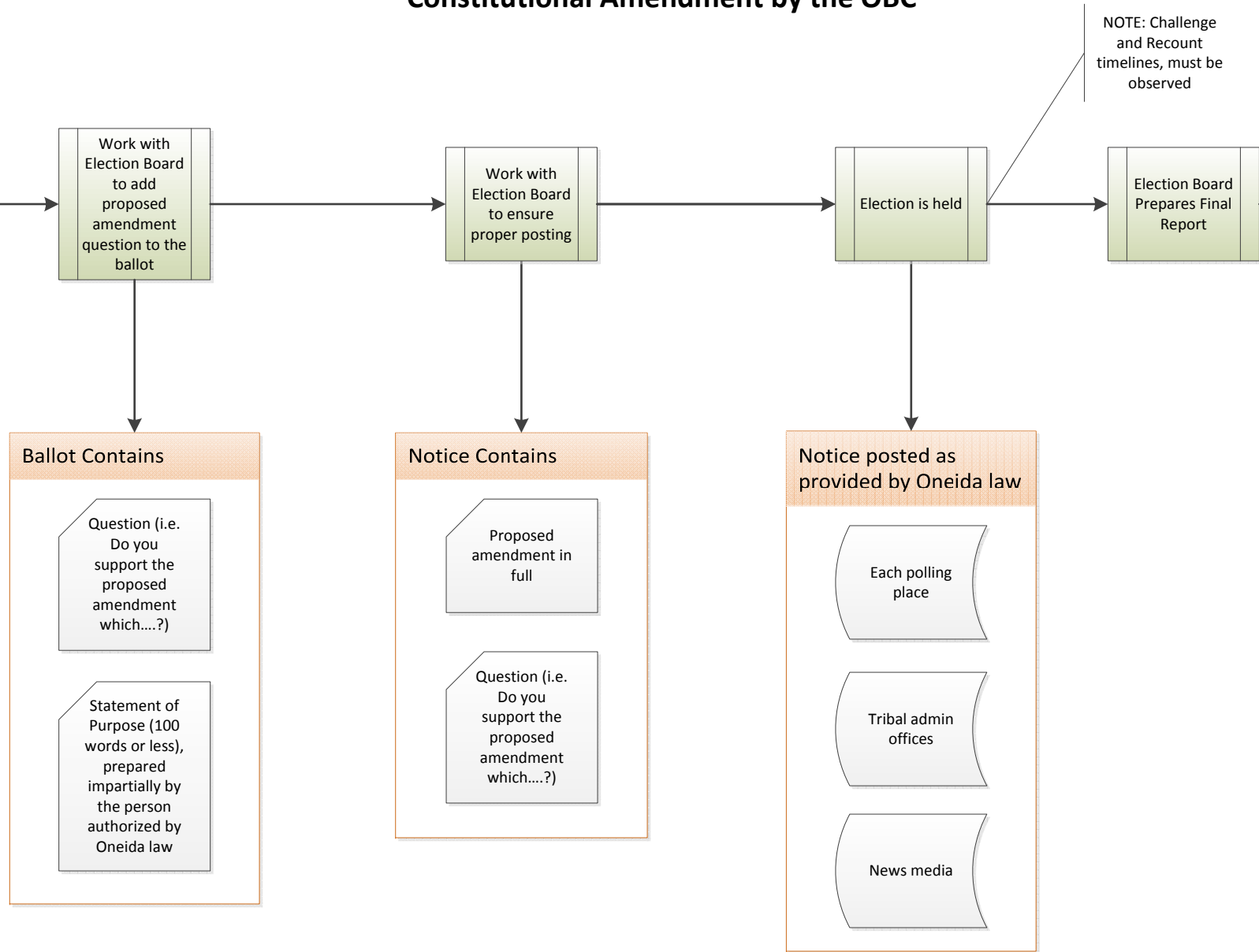
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Constitutional Amendment by the OBC

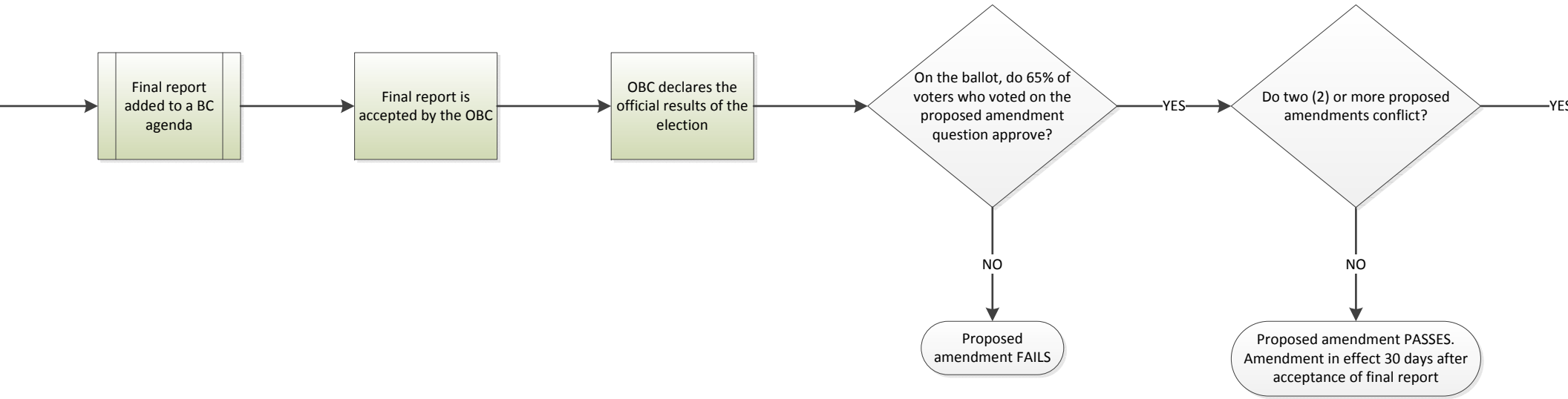
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Constitutional Amendment by the OBC

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Constitutional Amendment by the OBC

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Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 Oneida Business Committee Standard Operating Procedure (SOP) entitled Constitutional Amendments by Petition, and direct that the SOP be reviewed in one year.

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:

TO: ONEIDA BUSINESS COMMITTEE

FROM: LISA SUMMERS, SECRETARY

RE: OBC SOP - Constitutional Amendments by Petition

*****BACKGROUND*****

At the April 12, 2017, regular Business Committee meeting, the following action took place:

“Motion by Lisa Summers to formally disband the Constitutional Amendments Implementation team as their work is complete; to direct Chairwoman Tina Danforth to provide copies of the signed letter to the Oneida of the Thames and Oneida Indian Nation to the Tribal Secretary’s Office for record keeping purposes; to direct the Legislative Operating Committee to ensure the Election Law amendments are completed to come into compliance with the Constitution; and to direct the Tribal Secretary’s Office to present the petition forms and necessary standard operating procedures to the Business Committee work meeting in May 2017 for finalization, seconded by Tehassi Hill. Motion carried unanimously.”

At the May 16, 2017, OBC Work Session, the SOP was deferred to the June OBC Work Session.

At the June 22, 2017, OBC Work Session, the OBC was asked to provide input within two weeks so final SOP could be submitted to the OBC by the end of July or early August. There was little to no input received.

The item was submitted for the September OBC Work Session, but deferred to the October OBC Work Session where it was reviewed and it was agreed to forward the OBC agenda for final approval.

For continuous improvement, the OBC has previously directed a review of new SOP's one year after their original approval; that past practice is reflected in the requested action below.

*****REQUESTED ACTION*****

Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Constitutional Amendments by Petition, and direct that the SOP be reviewed in one year.

- 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	TITLE: Constitutional Amendments by Petition	ORIGINATION DATE: 11/08/2017 REVISION DATE: N/A EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 11/08/2017
AUTHOR: Lisa Summers, Secretary	AUTHORED BY:	DATE: 11/08/2017

1.0 PURPOSE

- 1.1 To document how Constitutional Amendments are processed when proposed by petition from a member of General Tribal Council (GTC).
- 1.2 The Constitutional Amendment process is described in the Oneida Nation Constitution and the Oneida Election Law.

2.0 DEFINITIONS

- 2.1 *Qualified Voter* means an enrolled member of the Nation who is eighteen (18) years of age or older.
- 2.2 *Required Signatures* means ten percent (10%) of all members qualified to vote on the date the petition form is requested from the Secretary
- 2.3 *Secretary* means the Secretary of the Oneida Business Committee, or his/her appointed designee

3.0 WORK STANDARDS

- 3.1 The Oneida Business Committee (OBC) shall process proposed amendments in accordance with the Oneida Nation Constitution and the Oneida Election Law.

4.0 REQUESTING A PETITION FORM

- 4.1 A qualified voter requests a petition form from the Secretary.
- 4.2 The Secretary directs the Trust Enrollment Department to calculate the number of required signatures.

- 4.3 Upon receipt, the Secretary provides the requester with:
 - 4.3.1 the petition form,
 - 4.3.2 the number of required signatures, and
 - 4.3.3 the deadline to submit the petition and all supporting materials in order for the petition to be placed on the ballot at the next general election.
 - 4.3.3.1 The deadline is a ninety (90) days prior to the next general election. If the date for the next general election has not been set by GTC, the requestor is provided with a deadline of April 2.

5.0 SUBMITTING A PETITION

- 5.1 A qualified voter submits a petition, including the full text of the proposed amendment to the Secretary.
- 5.2 The Secretary forwards petition to the Trust Enrollment Department for verification of signatures.
- 5.3 The Secretary forwards petition to the Election Board to provide notice.
- 5.4 The Trust Enrollment Department determines if the petition contains the required signatures.
 - 5.4.1 If the petition contains the required signatures:
 - 5.4.1.1 The proposed amendment is prepared pursuant to 6.0., and
 - 5.4.1.2 The analyses of the proposed amendment are prepared pursuant to 7.0.
 - 5.4.2 If the petition does not contain the required signatures:
 - 5.4.2.1 The Secretary adds notification of failed proposed amendment to an OBC Agenda.
 - 5.4.2.2 Notification of failed proposed amendment is accepted by the OBC.
 - 5.4.2.3 The Secretary provides notification of failed proposed amendment to the Election Board.
 - 5.4.2.4 The Secretary provides notification of failed proposed amendment to the qualified voter who submitted the

petition.

6.0 ELECTION PROCESSES

- 6.1 The Election Board places the proposed amendment on the ballot at the next general election in accordance with the Oneida Election Law.
 - 6.1.1 The OBC or GTC may order a special election be held to consider the proposed amendment.
 - 6.1.2 In such circumstances, the Election Board shall place any proposed amendments to the Oneida Nation Constitution on the ballot at the next special election
- 6.2 The proposed amendment is voted on by the GTC in an election.
 - 6.2.1 If the proposed amendment is approved by sixty-five percent (65%) of the qualified voters that vote on that amendment:
 - 6.2.1.1 Go to 8.1
 - 6.2.2 If the proposed amendment is not approved by sixty-five percent (65%) of the qualified voters that vote on that amendment:
 - 6.2.2.1 The proposed amendment fails.

7.0 ANALYSES OF THE PROPOSED AMENDMENT

- 7.1 The proposed amendment is submitted to an OBC agenda.
- 7.2 The OBC makes a motion to:
 - 7.2.1 accept the proposed amendment , and
 - 7.2.2 forward the proposed amendment to the Law, Finance, and Legislative Reference Offices for the appropriate analyses.
 - 7.2.2.1 The OBC may provide a deadline to the Law, Finance, and Legislative Reference Offices.
- 7.3 Upon completion, the analyses are submitted to an OBC agenda.
- 7.4 The OBC makes a motion to accept the analyses.
- 7.5 The analyses for the proposed amendment are published on the Nation's website.

8.0 FINALIZING AN APPROVED AMENDMENT

- 8.1 In accordance with the Oneida Nation Constitution and the Oneida Election Law, if two (2) or more amendments approved by the voters at the same election conflict, the amendment receiving the highest affirmation vote prevails.
- 8.2 The approved amendment becomes part of the Constitution and By-laws, and abrogates or amends existing provisions of the Constitution and By-laws at the end of thirty (30) days after submission of the final election report.
- 8.3 The constitutional amendment is implemented in accordance with BC resolution # 11-08-17-A Implementing Constitutional Amendments

9.0 REFERENCES

- 9.1 Oneida Nation Constitution
- 9.2 Oneida Election Law
- 9.3 BC resolution # 11-08-17-A Implementing Constitutional Amendments

10.0 FLOWCHART

- 10.1 Constitutional Amendments by Petition

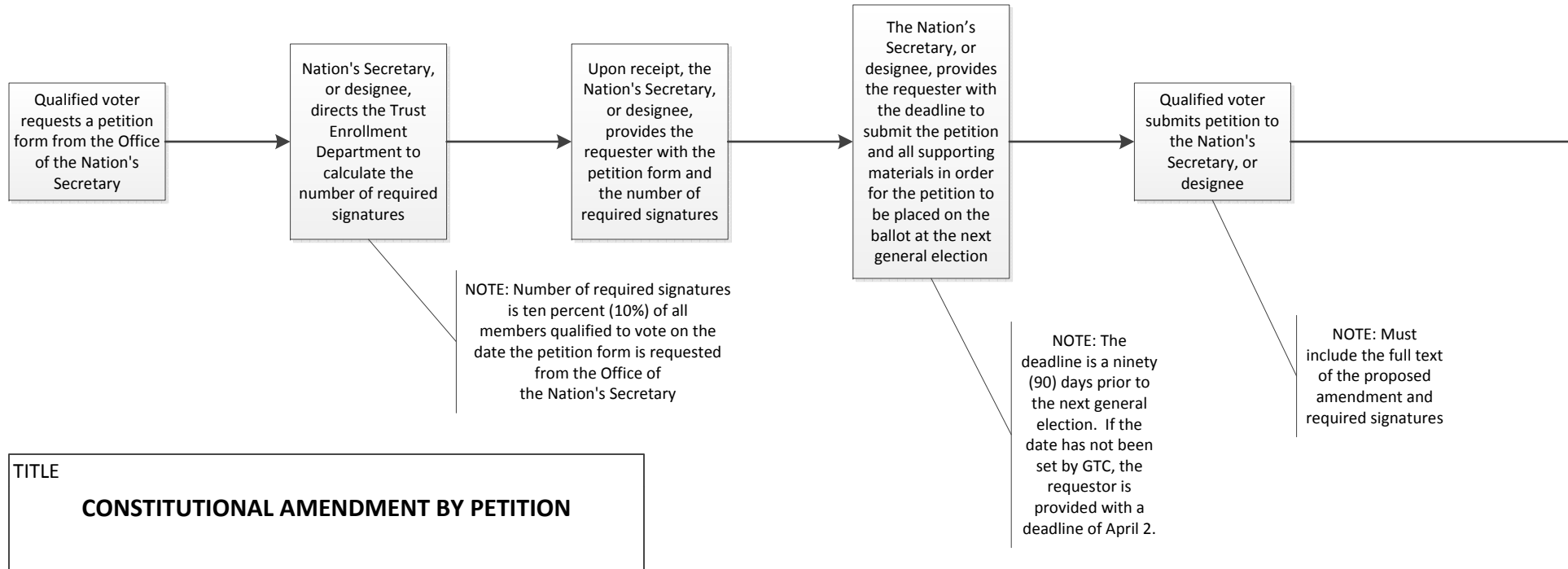
11.0 FORMS

- 11.1 Constitutional Amendment Petition

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Constitutional Amendment by Petition

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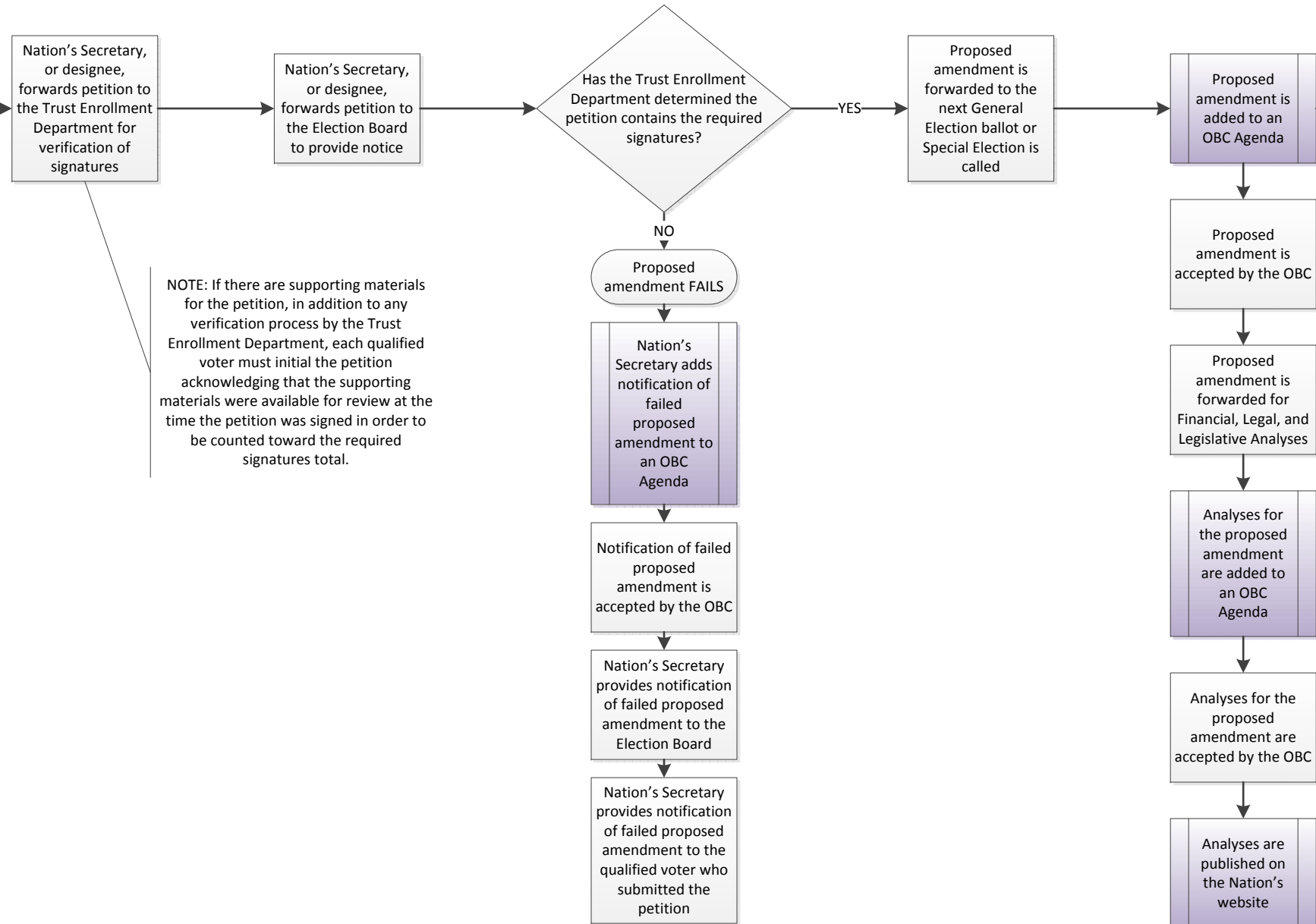
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Boxes in GREEN refer to processes covered by the Oneida Election Law and will NOT be referenced in the SOP. They are for reference ONLY.

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Constitutional Amendment by Petition

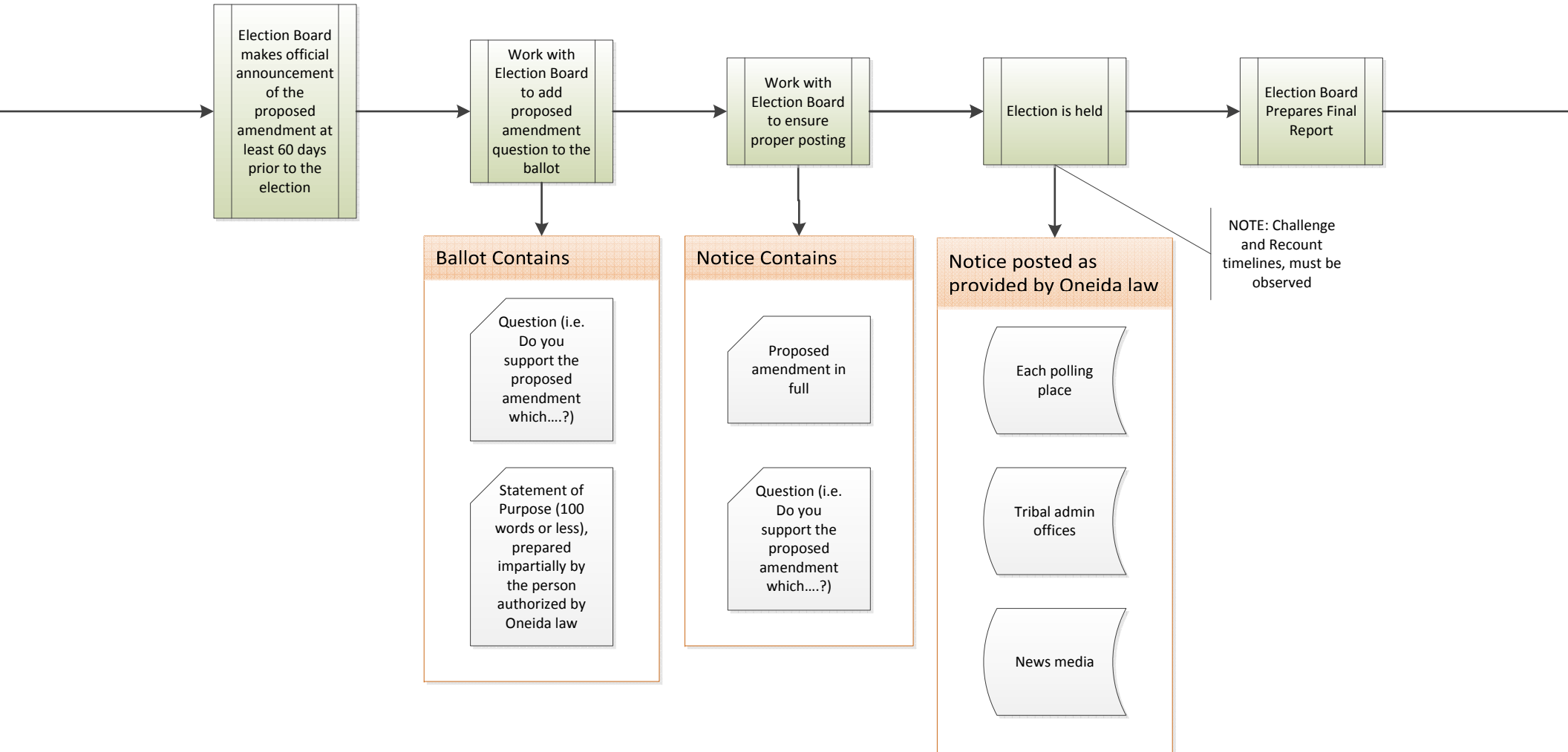
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Constitutional Amendment by Petition

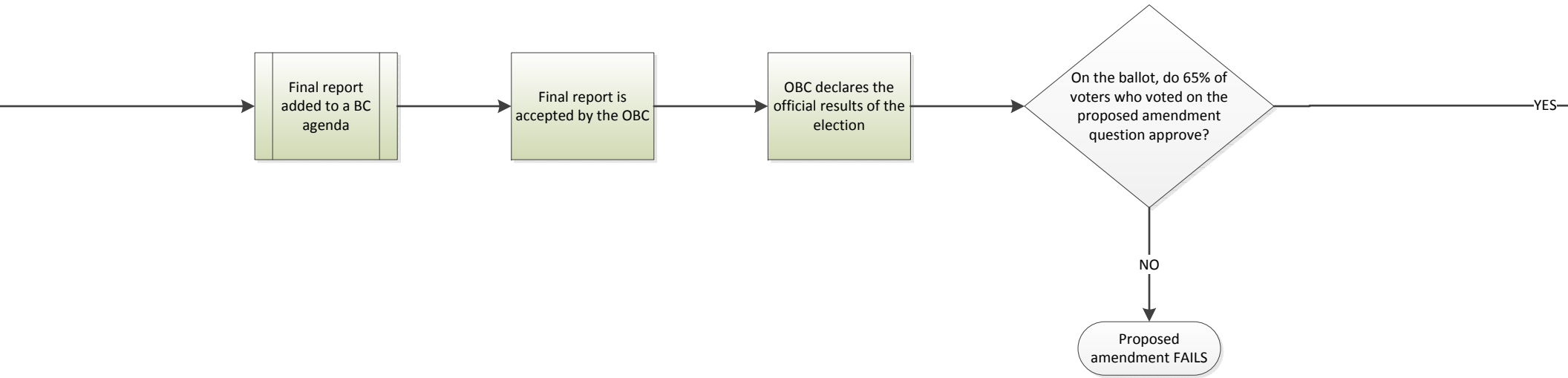
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Constitutional Amendment by Petition

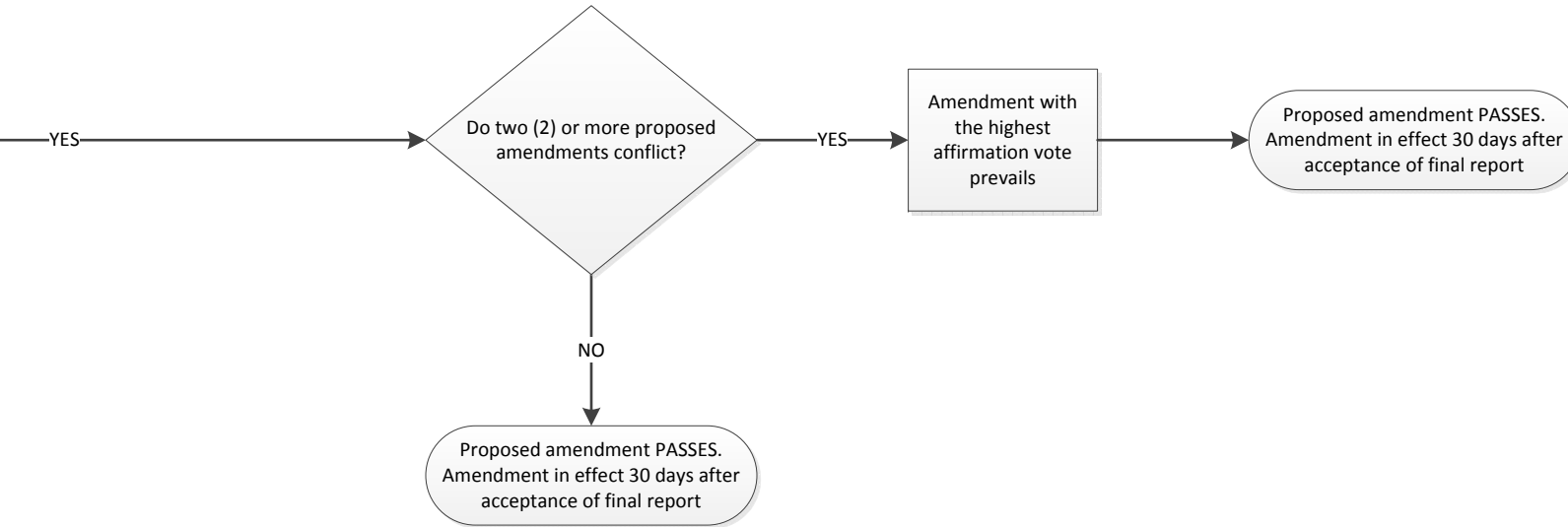
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Constitutional Amendment by Petition

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ONEIDA NATION CONSTITUTIONAL AMENDMENT PETITION

Requester Information			
Printed Name	Date of Birth	Enrollment Number	
Street Address	City	State	Zip
Phone Number	Email Address (optional)		
Request date:			

Pursuant to Article VI, of the Oneida Nation Constitution, amendments to the Oneida Nation Constitution and By-Laws may be initiated by a petition of qualified voters. Every petition shall include the full text of the proposed amendment, and be signed by members eligible to vote, equal in number to at least ten percent (10%) of the members eligible to vote.

In accordance of the Election Law 102.13-1.:

- (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 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.

Required Number of Signatures for this petition:	
Deadline to submit petition to the Secretary:	
Secretary, or designee, Printed Name:	
Secretary, or designee, Signature:	
Date:	

NATION’S SEAL



ONEIDA NATION CONSTITUTIONAL AMENDMENT PETITION

Petitioner's Statement:

In the space below, state the facts upon which the petition is based, and the specific original language to be amended or new language to be added. Use additional pages as needed.

DRRAFT



ONEIDA NATION CONSTITUTIONAL AMENDMENT PETITION

By signing below, you certify you have read and concur with the purpose of this petition as stated in the Petitioner's Statement.

Print Name	Signature	Roll #	Date of Birth	If supporting materials were available for review, you must initial below

FILE # _____ -CAP- _____

Trust Enrollment Department Stamp & Use Only:

_____ Date: _____
(Verifier's Signature)

(Print)

Verified Signatures on this page:

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 failed request approve the memorandum to Oneida Nation employees encouraging various support for the 'Enough is Enough' spiritual fire, due to insufficient responses.

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: Tehassi Hill, Tribal Chairman
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 Friday, October 27, 2017, the following E-Poll was conducted:

Summary:

This memo is in response to the feedback received on October 26, 2017, regarding Chairman Tehassi Hill's request to support the 30 day fire, which is in need of 24/7 watch and is running out of fire keepers. This request came to the Chairman's office yesterday which did not allow for it to be placed on the BC meeting. Because of the urgency of the request, it needs to be addressed before the next BC meeting.

As stated in the request for BC feedback, this fire is for the community to come together during a serious time of need and the Nation is in full support of the community coming together around this fire to connect, share, and breath life back into who we are as a whole Tsi niyukwalihot^.

Requested Action:

Approve memorandum to Oneida Nation employees encouraging various support for the 'Enough is Enough' spiritual fire.

Deadline for response:

Responses are due no later than 6:45 p.m. TODAY, October 27, 2017.

As of the deadline, below are the responses:

Support: David P. Jordan, Trish King, Ernie Stevens III, Jennifer Webster

Please note, per section 5.1.b. of the OBC SOP for conducting electronic voting, an E-Poll result which results in a denied request may be reconsidered by the Oneida Business Committee at the next available meeting as provided for in Robert's Rules of Order, Rule 37.

REQUESTED ACTION

Enter E-Poll results into the record for failed request approve the memorandum to Oneida Nation employees encouraging various support for the 'Enough is Enough' spiritual fire, due to insufficient responses.

- 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: 10 / 26 / 17

E-POLL REQUEST

2. General Information:

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

E Poll

Agenda Header: Announcement/Recognition

Accept as Information only

Action - please describe:

Requested Action:
BC approval of the attached memo to the Nation's employees encouraging volunteers for the spiritual fire.

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo-Spiritual Fire-Enough is Enough 3.

2. 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Tehassi Hill, Chairman

Primary Requestor/Submitter: Laura Laitinen-Warren, Senior Policy Advisor, BC 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:

This memo is in response to the feedback received yesterday regarding Chairman Hill's request to support the 30 day fire, which is in need of 24/7 watch and is running out of fire keepers. This request came to the Chairman's office yesterday which did not allow for it to be placed on the BC meeting. Because of the urgency of the request, it needs to be addressed before the next BC meeting.

The fire is for the community to come together during a serious time of need and the Nation is in full support of the community coming together around this fire to connect, share, and breath life back into who we are as a whole tsi niyukwalihot^.

Requested Action:

BC approval of the attached memo to the Nation's employees encouraging volunteers for the spiritual fire. Please vote in favor of, oppose or abstain.

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 Nation Employees
From: Oneida Business Committee
Date: October 26, 2017
Re: Spiritual Fire—Enough is Enough

The Oneida Business Committee has declared alcoholism and substance abuse prevention and treatment as a primary issue for the Nation. The Oneida Nation is committed to restoring balance to our families by preventing and combating substance abuse. We understand the need for all of us to work together to battle this crisis and support community efforts.

Currently, members of the Oneida community are hosting a spiritual fire to bring awareness of the opioid epidemic facing our community and more importantly, to bring healing, guidance and strength to our community. Other tribes are also hosting events and spiritual fires in support of the same message, “Enough is Enough.” As employees, you are members of our community, and we encourage you to volunteer your time to assist with these efforts.

The fire was started on Community Prayer Day, October 15th, and will burn for thirty days. The community is in need of men to help keep the fire, 24 hours a day, through November 15th. If you are unable to be a fire keeper, please consider assisting by bringing food or drink to the site. You can also help by sending good thoughts and prayers to the community, and to those keeping the fire.

All are welcome at the fire at W142, Highway 54 near the One Stop; however, we ask that you have a good mind, come in the spirit of unity and respect, and are not under the influence of drugs or alcohol. Please remember to dress warm.

If you would like to be a fire keeper, please contact:
Geronimo Powless, 920-662-3065
or
Kermit Valentino, 773-216-3125

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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: 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:

See attached travel report.

Requested action:

Accept travel report for Oneida Nation Treasurer attendance at the Federal Lobbyist and O.E.S.C. travel report - Milwaukee, WI.

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

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

BUSINESS COMMITTEE TRAVEL REPORT



Travel Report for: Trish King

Travel Event: Federal Lobbyist / O.E.S.C. Tour

Travel Location: Milwaukee, WI

Departure Date: 10/19/2017 Return Date: 10/20/2017

Projected Cost: \$382.00 Actual Cost: \$228.00

Date Travel was Approved by OBC: 08/17/2017

Narrative/Background:

I attended the Federal Lobbyist meeting on Thursday, October 19, 2017, with a members of the O.B.C., Pace Company, and Inter-governmental Affairs and Communications Department. Topics discussed were in relation to federal legislation impacting the Oneida Nation, while developing possible strategies and priorities for us to consider.

On Friday, October 20, 2017, I toured O.E.S.C. with members of the O.B.C.. The tour included the growth of the Company and strategies they use to improve quality, customer service, while increasing revenues. This was enlightening and encouraging to see their expected and targeted growth.

Item(s) Requiring Attention:

[Click here to enter text.](#)

Requested Action:

Accept Travel Report as F.Y.I.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / ~~18~~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 the Oneida Retail 4th Quarter Report

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="ORE 4th Q Report"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

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

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Quarterly report as directed by the Oneida Business Committee

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

Oneida Retail Report

Oneida Tribe of Indians
of Wisconsin

4th Quarter FY 17
July 1, 2017 - September 30, 2017

The following is a brief update on projects and happenings within Retail and is not meant to cover the day to day detail, but an overview of Oneida Retail Enterprise activities.



A good mind. A good heart. A strong fire



Vision Statement

A Nation of strong families built on
Tsi' nyukwalihotx and a
strong economy



Mission Statement

"To generate profit for the prosperity of the
Oneida Tribe"

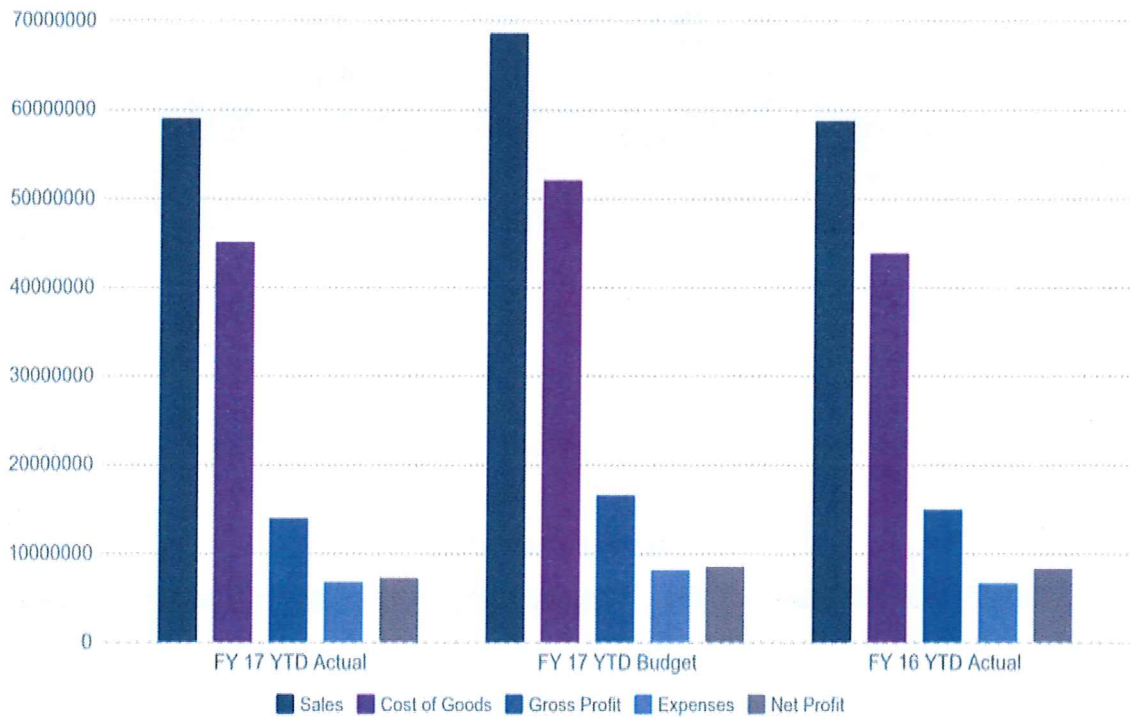


 **Table of Contents**

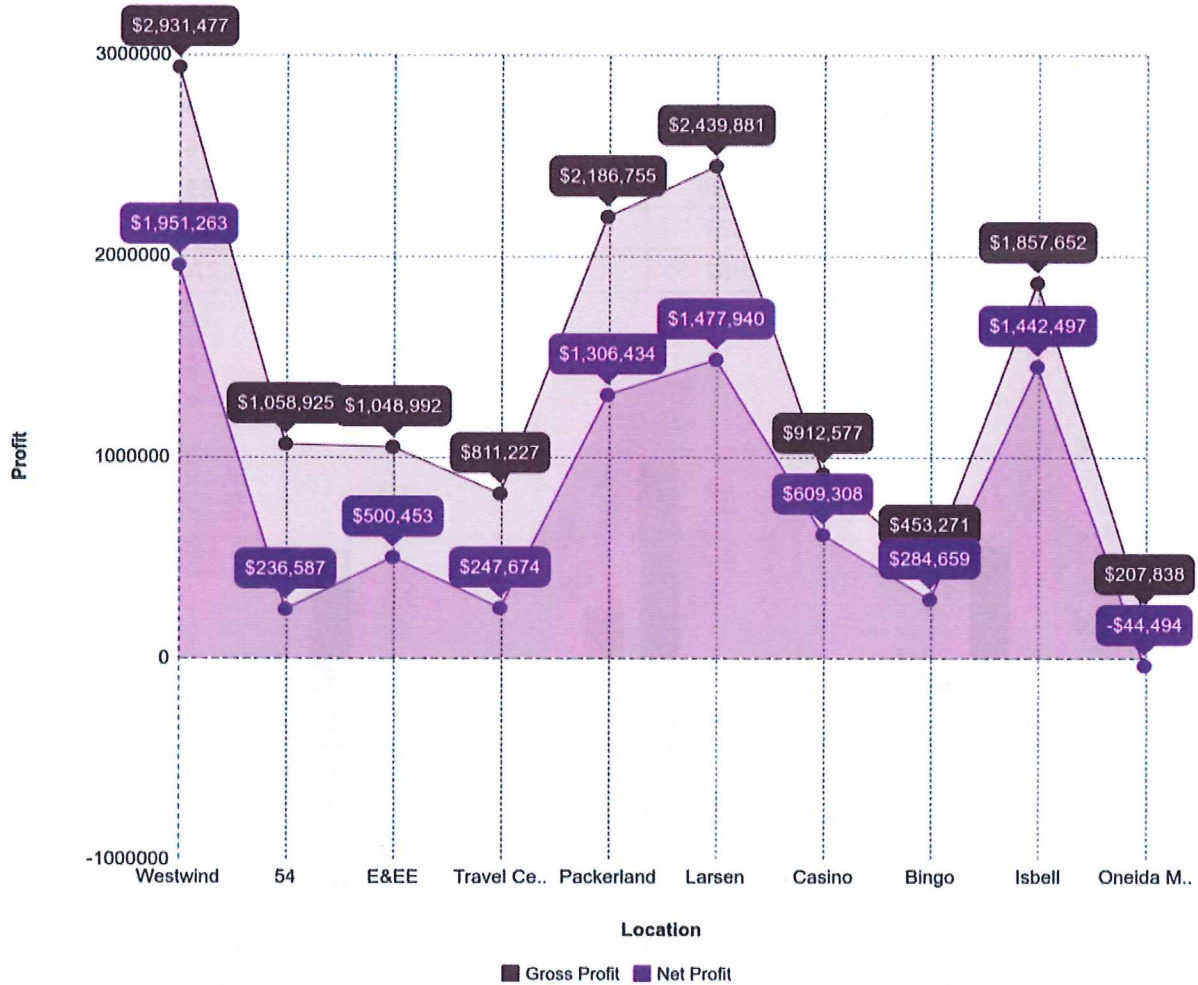
Profit & Loss Statements 1
Retail - Consolidated 2
Oneida Retail Employees 3
Internal Security Incident Reports 4
General Updates 5
Marketing Updates 6

1 FY 17 September Profit & Loss Statement

Actual vs. Budget Comparison	Actual FY 17	Budget FY 17	Actual FY 16
Sales	\$58,908,242	\$68,511,506	\$58,656,770
Cost of Goods	\$44,999,647	\$51,976,085	\$43,761,417
Gross Profit	\$13,908,595	\$16,535,421	\$14,895,353
Expenses	\$6,717,633	\$8,077,654	\$6,625,023
Net Profit	\$7,190,962	\$8,457,767	\$8,270,330



2 YTD Gross Profit vs. Net Profit by Location



\$

Westwind has been #1 in sales, gross profit & net profit for over 20 years.

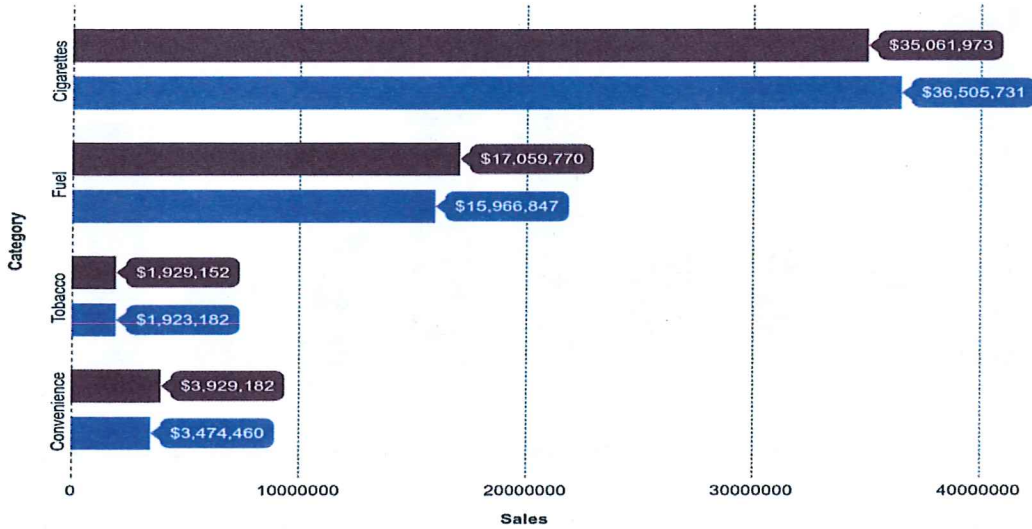
Westwind sells the most cigarettes followed by Larsen & Packerland

\$

Gross Profit %

Westwind - 23.83%	Larsen - 21.04 %
54 - 18.43%	Casino - 31.92%
E&E - 24.07%	Bingo - 31.11%
Travel Center - 16.05%	Isbell - 31.43%
Packerland - 24.73%	Oneida Market - 26.15%

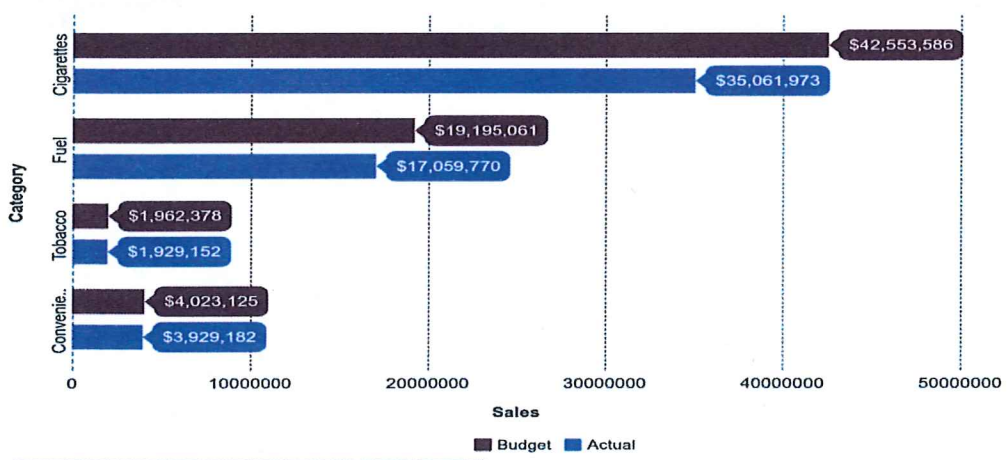
2 YTD Sales by Category YOY



\$ Cigarettes continue to dominate sales & gross profit. Followed by Mobile branded fuel.

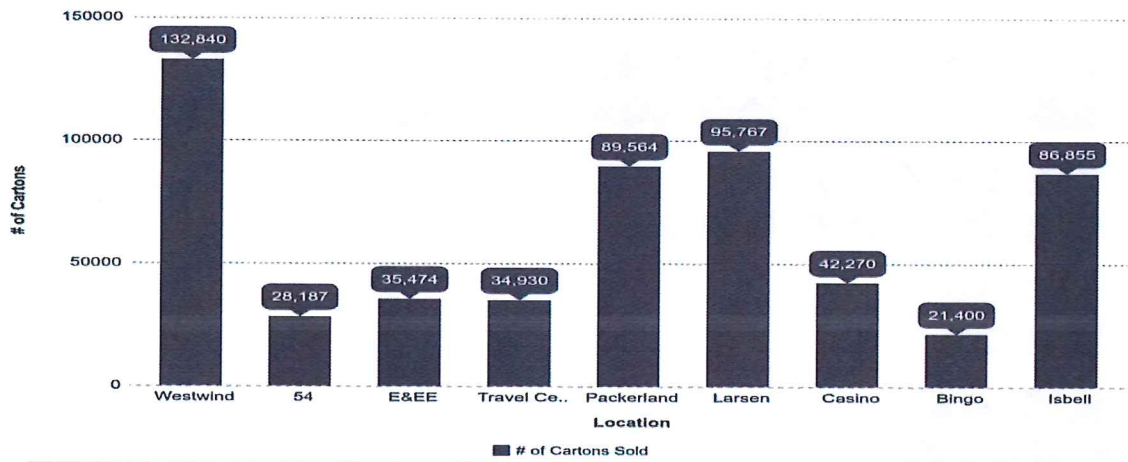
\$ Cigarettes GP% - 30.87%
 Fuel GP% - 5.62%
 Tobacco GP% - 39.34%
 Convenience GP% - 26.64 %
 Overall GP% - 23.61 %

2 YTD Sales by Category Actual vs Budget



\$ Actual Sales is behind budget \$9,603,264 Actual Sales is down \$251,472 YOY

2 YTD Carton Sales by Location



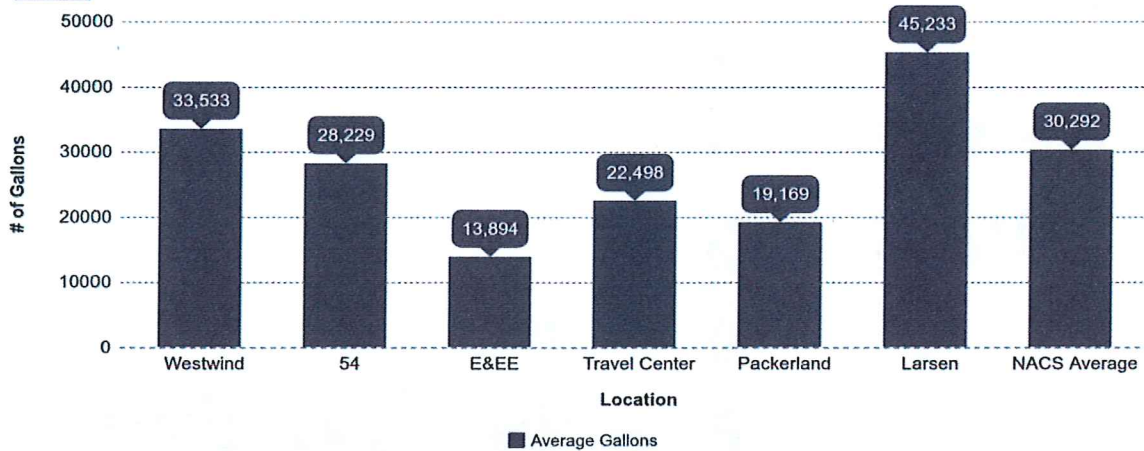
\$ The average convenience store sells 106 cartons per week (S. Abraham & Sons) in the state of Wisconsin.

\$ FY 2017 Weekly Average
 Westwind 2,554 avg 54 542 avg
 E&E 682 avg Isbell 1,670 avg
 Larsen 1,842 avg Packerland 1,722 avg
 Casino 813 avg Bingo 412 avg
 Travel Center 672 avg

2 YTD Ten Year Carton Sales



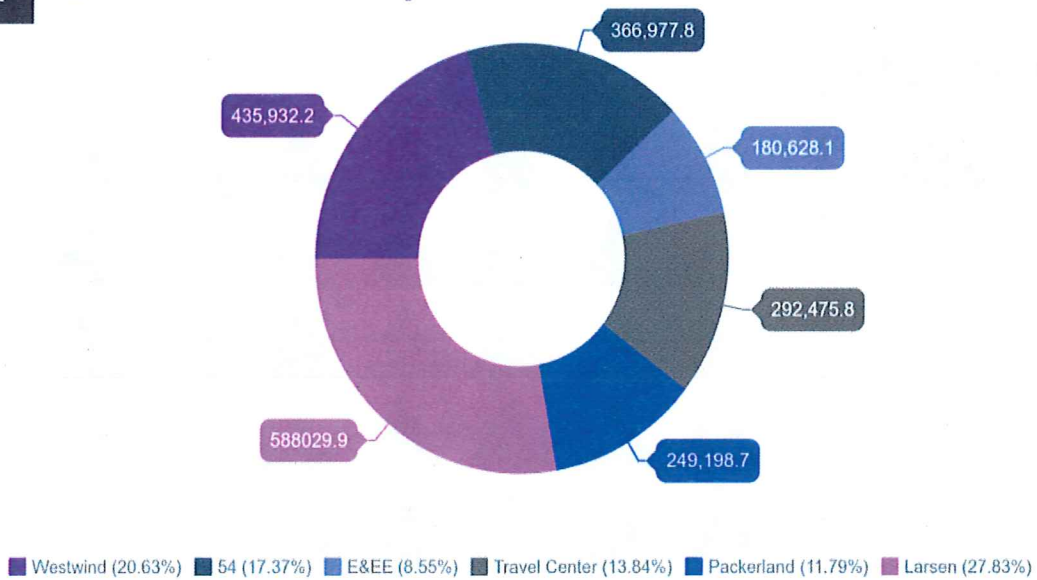
2 Average Gallons Per Week



In general, there are three factors in determining the retail price of fuel:

1. Cost of Fuel
2. Pricing
3. Fuel in Ground

2 Qtr. 4 Gallon Sales by Location

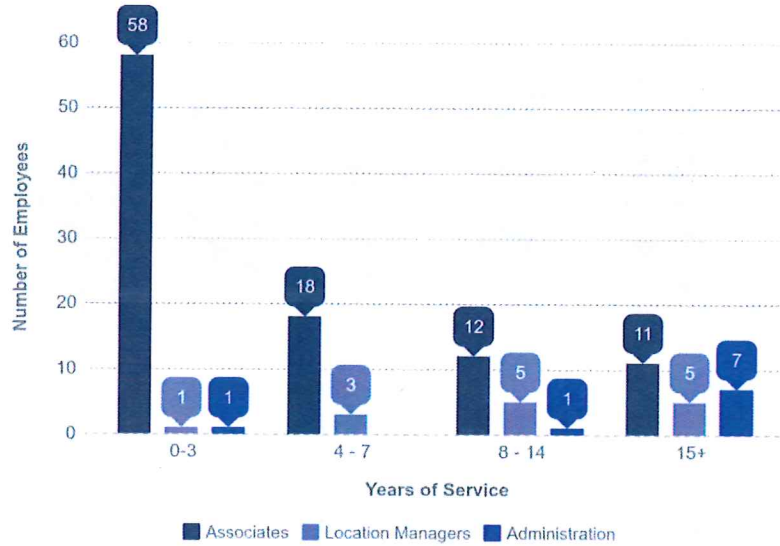


3 Retail Employees Years of Service




On September 30, 2017, there were 122 Retail Employees with an average of 7 years of service.

Vacation Accruals 2,419
PT Accruals 1,367
Total Accruals 3,786



3 Retail Employees Disciplinary Actions

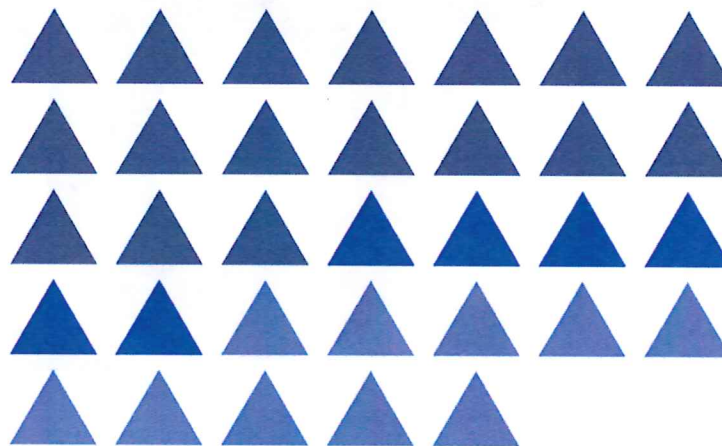


Written Warnings
Attendance 12
Work Performance 2
Personal Actions 3

Suspensions
Attendance 4
Personal Actions 2

Terminations
Attendance 9
Progressive Discipline 1

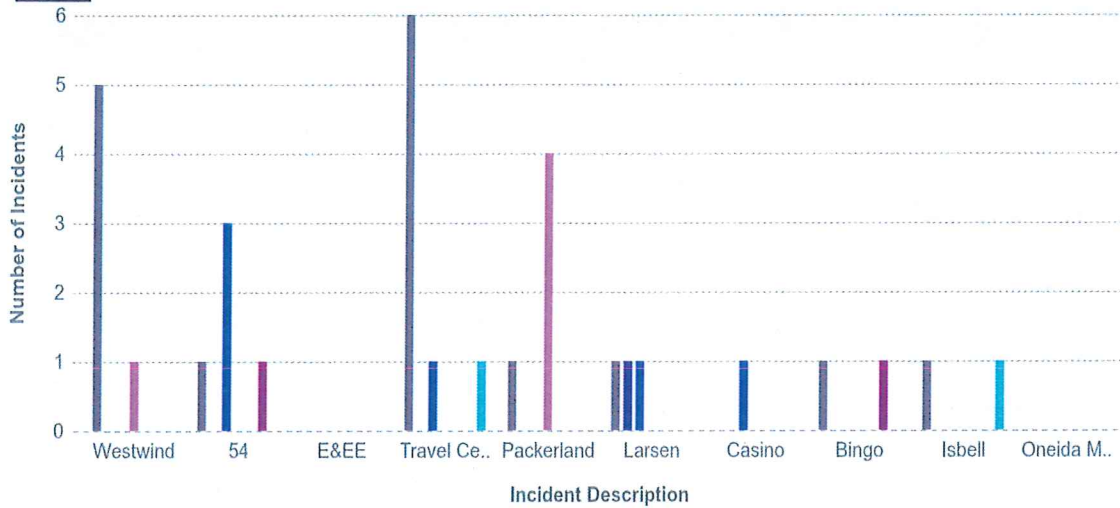
Disciplinary Action Qtr. 4




■ Written Warnings (51.52%) ■ Suspensions (18.18%) ■ Terminations (30.30%)

4

Internal Security Incident Reports




■ Cellphone Use
 ■ Eating behind counter
 ■ No Badge
 ■ Uniform
 ■ Unattended Counter
 ■ Suspicious Activity
 ■ Smoking / Vaping



Violations

- Cellphone Use 16
- Eating Behind Counter 1
- No Badge 6
- Uniform 5
- Unattended Counter 0
- Suspicious Activity 2
- Smoking/Vaping 2
- Total Violations 32**



Violations By Location

- Westwind 6
- 54 5
- E&EE 0
- Travel Center 8
- Packerland 5
- Larsen 3
- Casino 1
- Bingo 2
- Isbell 2
- Oneida Market 0

5 General Updates

Four Paths Update	Oneida Market	Coupon Clearinghouse	Gas Tax Resolution
<p>Upgrading fuel canopy and finalization of exterior building facade & concrete.</p> <p>Installation of ceiling, floors, walls and refrigeration equipment continues.</p> <p>Employee walk-through December 6, 2017</p> <p>BC walk-through December 6, 2017</p> <p>Soft Opening December 13, 2017</p> <p>Grand Opening TBD</p>	<p>Retail continues to work on strategies to increase the Gross Profit Margins in many categories.</p> <p>Focus on the following in Agriculture:</p> <p>Process Improvement</p> <p>Pricing Strategy</p> <p>Merchandise Strategy</p> <p>Inventory Control</p>	<p>In FY 2018 a coupon clearinghouse will be used to redeem coupons across all locations to increase efficiency & profitability.</p> <p>Focus on: Clean Sales</p> <p>Daily Reconciliation</p> <p>Monthly Reconciliation & Audit by Clearinghouse</p> <p>Monthly Payments to Retail</p> <p>Monthly Clearing & Reconciling by Accounting by Location</p>	<p>The gas tax gallon limit can be implemented through Open Rewards.</p> <p>The average gallons per transaction over the 20 gallon limit in Open Rewards was 28 gallons.</p> <p>Retail suggests a limit of 30 gallons implemented when the BC resolution is amended to be in alignment with the audit findings.</p> <p>Legislative Affairs is working with Retail to create a communication plan regarding any changes that will be made.</p>

6 Marketing Updates

Diamonds for Dollars	2017 Educational Alliance	Open Roads Reward Program	Inventory System
<p>The Oneida Food Pantry was the recipient of the last Diamonds for Dollars fundraising effort by Oneida Retail.</p> <p>The event ran August 28 - September 17, 2017.</p> <p>There were 1045 diamonds sold across all locations and the pantry received \$1,045.</p> <p>Top Location Sales were: Isbell 306 Packerland 220 E&EE 206 54 132</p>	<p>The Marketing Team applied for the Educational Alliance Nomination grants through Exxon/Mobile and received \$500 education grants for the following schools:</p> <p>Oneida Nation Elementary Oneida Nation High School Lannoye Elementary School Hillcrest Elementary School ML King Elementary School Pioneer Elementary</p> <p>The grants will be presented to the schools to help generate enthusiasm for Math & Science in education.</p>	<p>The Marketing Team is actively working with Open Roads [Excentus] & MIS to troubleshoot the connectivity problems at the Market.</p> <p>The help of MIS has been a great help when working with the Technical team of Excentus.</p> <p>The Open Roads program will be continuously evaluated for profitability and process improvement as the project moves forward.</p>	<p>The Marketing Team continues to work on getting the inventory system implemented to align the process to provide accurate inventory information to Central Accounting.</p> <p>The process design will include inventory accountability from delivery to sales.</p> <p>Electronic receiving, cost adjustment, shrink, credit, promotions and sales.</p>

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.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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:

Environmental Health & Safety Division 4th 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



SUSTAINING OUR RESOURCES



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

FY2017

Fourth Quarter Report

Oneida Environmental, Health, and Safety Division

September 30, 2017

Overall Impressions of the Fourth Quarter

In the fourth quarter of FY2017, EHSD was very busy as monitoring and peak community outreach seasons began. We are finalizing our application for Phase II of Oneida Lake to submit to the Fox River Natural Resources Co-trustee Group. We are very excited about being about 90% completed on our seven (7) Tribal building for installing our solar panels.

<p>An engaged community</p>	<ul style="list-style-type: none"> • The Department participated in the annual Big Apple Fest and provided an archery demo for the community attendees that wanted to learn/experience the sport of archery. Worm composting and green cleaning sessions were taught to attendees. • Set a booths up at the Oneida Farmers Market to discuss the Invasive Species Program, Aquaponics, and recycle program with community members. • Work with the High School students and staff to design a practical and functional new sugar shack. • Answered questions at Elder Expo; Kaliwihsaks articles submitted for Eye on Environment page. • Outreach events help to inform the public of the work being conduct to improve environmental conditions, quality of life and food sovereignty.
<p>Accountable & effective government</p>	<ul style="list-style-type: none"> • The Department monitors sportsmen afield to ensure that all/any rules and regulations are being adhered to by members engaged in hunting, fishing, and gathering practices. • The OCD works with the ERB, LOC, and BC to establish ideal rules and regulations that all proper harvest options for the Oneida members and maintain working agreements with outside government agencies to ensure our rights are preserved. • Continuing work on rewriting the Recycle and Solid Waste Law. • Create and implement an environmental review process and law and an environmental project data management system. • Assisted BC with PSA for Oneida Lake. Plans are to continue working with BC on future PSA's. Remain an active member of the cemetery team which is taking direction from the OBC. • Worked with legal and financial consultants and internal professionals to address issues associated with the solar deployment project

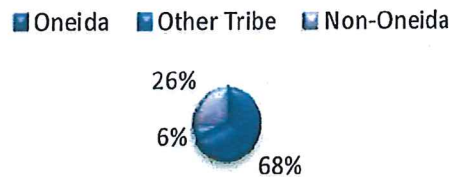
<p>Leaders who promote positive social change</p>	<ul style="list-style-type: none"> Promoted positive changes happening in Oneida via Green Bay Conservation Partners . We're working with organizations that are primarily interested in sustainable principles (definition?) and/or world domination.
<p>Living a good mind, Ka'nikuh'liyo</p>	<ul style="list-style-type: none"> Helped organize all staff meeting and team building. Promoting local stability in a volatile economy
<p>Volunteerism</p>	<ul style="list-style-type: none"> No opportunities for the community provided by EHSD in Q4.
<p>Long term sustainability plans</p>	<ul style="list-style-type: none"> Continued work on the ISWMP. Working with staff to get cross trained (pesticide applicator, drone operator, brownfields) . The fencing project at Tsyunhehkwa will have the cattle fertilize in fields that were not grazed before providing lower fertilizer costs and building up soil health to increase crop yields. The aquaponics contributes to food sovereignty as does the assistance provide to the white corn growers cooperative. The USDA ACEP project will provided position funding for 10 years
<p>Create economic systems</p>	<ul style="list-style-type: none"> Continued to keep the aquaponics project progressing towards its end goal of meeting the needs of the School System. Those needs have been exceeded and there are economic opportunities to sell outside of the school system with excess produce. Excess produce is also going to the food pantry

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

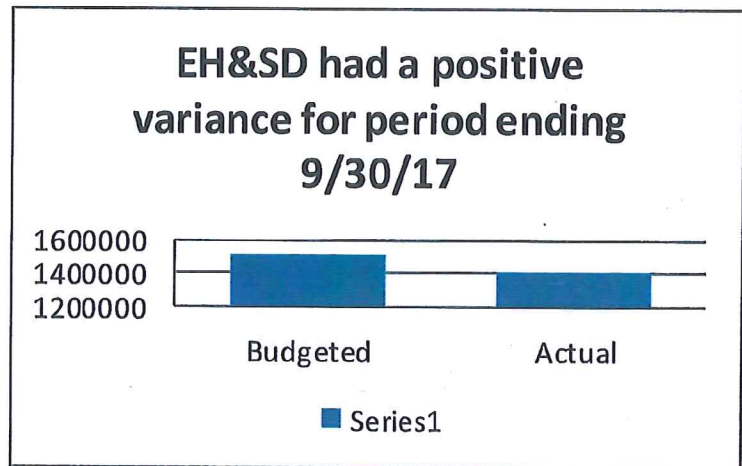
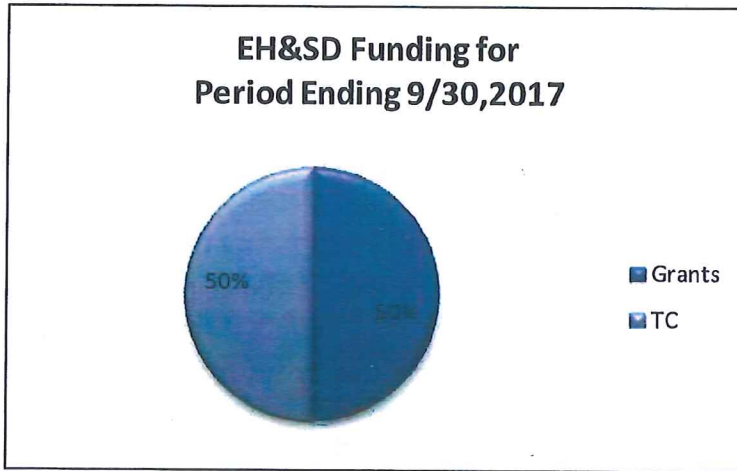


New fencing installation began in September 2017 at the Tsyunhehkwa Farm to assist with rotational grazing of cattle.



Grants Applied for or Received in the Fourth Quarter		
Agency	Activities	Amount
WI DNR	Recycling Education	\$75,000.00
WI DATCP	Clean Sweep	\$12,000.00

Budget Update



Walleye and Black Crappie young of the year from US Fish and Wildlife Service were stocked at a few of Oneida's managed lakes in September 2017.



Travel & Training

EH&S Division Travel for 4th Quarter			
Staff	Event	Location	Cost
Project Manager	Midwest Renewable Energy Annual Meeting	Carlton, MN	\$191.98
Environmental Specialist	Partners in Action 2017	Prior Lake, MN	471.63
Environmental Specialist	2017 Tribal Lands & Env Forum	Tulsa, OK	348.5
Env Compliance Inspector	2017 Tribal Lands & Env Forum	Tulsa, OK	1639.6
Env Area Manager	2017 Tribal Lands & Env Forum	Tulsa, OK	1629.6
Attorney	2017 Tribal Lands & Env Forum	Tulsa, OK	1325.1
Attorney	2017 Tribal Lands & Env Forum	Tulsa, OK	1604.96
Env Area Manager	Northwest Climate Change Summit	Polson MT	Expense Free
Senior Warden	Native American Fish & Wildlife Society Fall Conference	Prior Lake, MN	1405.5
Warden	Native American Fish & Wildlife Society Fall Conference	Prior Lake, MN	1305.5
Forestry & Trails Manager	WTCAC Forestry Subcommittee Meeting	Hayward, WI	Expense Free
EH&S Division Director	WTCAC Meeting	Hayward, WI	Expense Free
Environmental Specialist	USGS Geophysical Survey Workshop	Odanah, WI	492.55
Sanitarian	2017 NEHA Region 4 Conference	Minneapolis, MN	605.85
Water Resources Supervisor	Take Benthos Lab Samples to UW Superior for lab testing	Superior, WI	241.1

Notable Accomplishments for the Fourth Quarter:

- Continuing work on establishing collection service for the Town of Oneida. Got everything ready for the new and improved replacement for the Clean Sweep program to start in October: Tetwatohtalhos.
- Preliminary inventory of possible business facilities with class V Underground Injection Wells through an Underground Injection Control Class V Well (UIC) DICTA Cooperative Agreement that the Oneida Nation has with the U.S Environmental Protection Agency. Class V Underground Injection wells can introduce pollutants into underground sources of drinking water. A basic map was also generated showing the location and name of the businesses but it will need to be further developed.
- Conservation completed 49 tree related community work requests; managed 10 program table requests, 27 wood chip requests, and 8 firewood requests;
- Implementation of WI DNR (STYP) and Oneida (TANF) summer youth mentorship programs to encourage career interests in natural resources programs among Oneida youth;
- Install habitat structure (logs) into the South Branch of the Suamico River near Olson Road; clear fence line path for the Oneida Farm; plant 20 replacement Birch Trees at Oneida Lake due to bronze birch borer; assist Health Center with the annual Safety Town event (set-up, tear-down, storage); assist EHS staff with Silver Creek Project (vegetation control); continue work on Longhouse construction activities; maintenance of Oneida Natural Areas and Oneida Lake and associated trails; biannual mowing along Safe-Route pedestrian hard surface trails.

Fourth Quarter Accomplishments Contd.

- Oneida Nation School ACM window replacement & Social Services ACM Boiler Room Replacement
- Working with a cross-functional team to improve the Land Use Technical Review Process and develop a Tribal Environmental Review Law.
- Assisted EPA with 3 Federal UST Inspections. Provided 6 compliance assistance visits to UST facilities. Presented at the Tribal Lands and Environment Forum August 13-17th.
- Mechanically and chemically treated 49.9 acres of invasive plants.
- Oneida Environmental received a waiver from the FAA to operated drone in Class C airspace.
- Hosted tribal member medicinal plant harvests for sweetgrass on August 8 and Number 6 aka wild bergamot on July 28.
- classes offered by staff: Indigenous Planning Summer Institute on July 07, WTCAC Aquaponics tour on July 25, Community Chautauqua tour event on July 27, Green Bay Port Authority aquaponics tour on August 23(84 total participants)
- Worked on data management and the management of our lakes. Conducted plant survey at Osnuhsa and worked on keeping invasives out of Oncida Lake.
- After a 14 year stalemate, found a way to economically construct a sugar shack for the High School.
- The Solar Deployment Project Agreements were signed in late July allowing for project installation to proceed. By end of September, 75% of solar project was complete. Project completion is scheduled for December, 2017.
- The Vegetated Water Treatment System was completed in early September, satisfying 90% of New Water (GBMSD) contract. Additional work is scheduled for November. Inspections in 2018 will determine if additional work is required.
- Successfully licensed and inspected the food service operators for the LPGA event.
- The completion of the Tsyunhehkwa Fence installation and start of the Oneida Nation Farms Fence.
- Accompanied new hunters outdoors for harvesting activities through the Hunter Recruitment Program. The participants learned harvest techniques for turkeys and waterfowl. These harvest activities were strongly support the development of young and new sportsmen.
- Staff development with sessions hosted by the Human Resources Department on Violence in the Work Place/Driver Policy & Safety. Division wide All Staff meeting organized and held on September 28.
- Conservation staff release/stocking of pheasants on suitable lands with beneficial habitat to provide a quality harvest opportunity for Oneida Sportsmen. OCD staff recorded harvested game during the established seasons and had eighty (80) contacts during patrols.

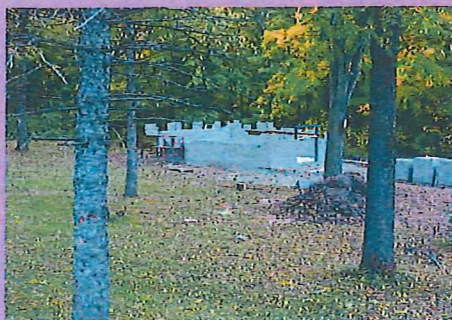


Fourth Quarter Accomplishments Contd.

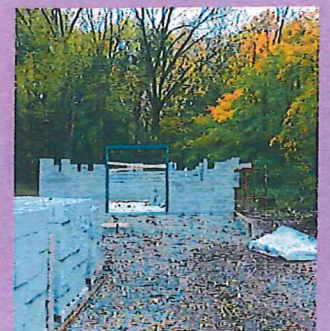
- Conservation Officers attended training at the NAF&WS Conference held in Prior, MN where they participated in training sessions that included nuisance animal trapping and abatement of various species of wildlife. Fourth quarter there were nine (9) nuisance animal complaints which included trapping and removing skunks, raccoons, birds, woodchucks, etc.
- During the NAFWS Conference, Officer Metoxen was awarded the Regional Director position for the Society and will utilize this role to provide input for proper training, education, and skills development. The Officers also qualified with their duty side arms and Officer Metoxen earned a spot on the Region's Shoot Team and will compete in the National Conference Shoot to be held in May of 2018.

Plans for FY18 First Quarter

- Completion of the Solar Deployment project is priority. Addressing Sovereign Finance concerns associated with Solar project is essential. A solar workshop for electricians is scheduled for early November.
- Social Services Closeout, Oneida Nation School Asbestos MMP, BIE Audit preparation
- Getting the initial data analyzed for how Tetwatohtalhos Clean Up Recycling and Voucher Program is doing in it's first quarter. Continuing to get residential service for Town of Oneida situated.
- Create property profile database project files and upload the information obtained from the UIC project windshield surveys and inventory. Will also work more closely with Oneida GIS department to finalize the map with sufficient detail to accurately locate the businesses of interest for the UIC DICTA project.
- Will research how Adobe LiveCycle can be used to facilitate automatic information download from electronic, fillable PDF forms to a database.
- Mentoring the new Natural Resource Technician Supervisor; Completion of Traditional Longhouse at the Cultural Center; review of program policies; Final Draft of Tree/Plant Protection Ordinance w/ invasive species protocols.
- Continue to work on a cross function team for the LUTU process, develop the Environmental Review Law and continue to develop and implement an environmental project data management system.
- EHSD will present several sessions at the Food Sovereignty Summit.
- Oneida's Compliance Assistance Program will be collaborating with Minnesota tribes to provide Owner/Operator UST training on November 7, 8, and 9th in Hinckley Minn.
- Provide compliance assistance to UST facilities in Oneida.



Construction began on a cinder block building. The project is made possible with the donation of time from NWTC masonry students and provides an affordable solution to an issue that has been on hold many years. The new building will be utilized for the Oneida Nation High School's maple sap harvest each spring.



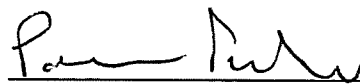
Plans for FY18 First Quarter Continued

- Continue to assist with development of the Compliance Assistance Program training material.
- Assist co-worker with completing his Pesticide Applicator Training and Testing, continue treating invasive plant species (Phragmites, Buckthorn, etc.)
- Finish 2014 benthos, implement two habitat enhancement projects
- Completion of the ONHS Sugar Camp and finish up the bid package for Phase 2 of Lake Oneida
- Starting the process of adding amendments to our food service code.
- OCD staff continuing to monitor Oneida Sportsmen and surrounding community members during the annual hunting and fishing seasons. The Firearm season will begin for both the Oneida Nation and the State of Wisconsin to harvest whitetail deer, turkeys, waterfowl, and small game species. The OCD has worked diligently with State and Federal agencies to establish and maintain agreements beneficial to Oneida Sportsmen for the harvest of fish and game.
- Complete intensive online preparation class and take the Small Unmanned Aircraft systems exam at Airport to have another licensed pilot on staff for drone use to show progress on EHSD projects.
- OCD staff has completed a number of community work request throughout the warm seasons, which produced a substantial wood resource to be split and stored for anticipated distribution beginning Q1.
- Progress made on finalizing the contract for the USDA Agricultural Conservation Easement Program (ACEP) for 412 acres and roughly \$2,000,000. Final contract to be signed during the next quarter

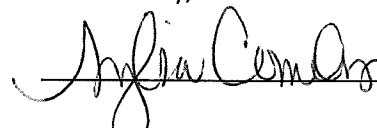
Current local or regional collaborations

- Town of Oneida, Brown and Outagamie Counties; WI DNR (Summer Tribal Youth Program); the Wisconsin Tribal Conservation Advisory Council/Forestry Sub-Committee (forestry issues affecting tribes) WTCAC, USFWS, UWGB, Outagamie County Land Commission, Green Bay Phragmites Advisory Council. Pheasants Forever, Ducks Unlimited, The Nature Conservancy, Outagamie County Health Department, Brown County Health Department, FDA, NWTC , NEW Waters, U.S. Fish and Wildlife Service, NRCS, WDNR, UWGB, USGS, USDA, EPA, BIA , APHIS, NWTC– Masonry and Carpentry classes. Midwest Tribal Energy Resource Association, National Renewable Energy Laboratory, SunVest Solar, Current Electric, Green Bay Metropolitan Sewage District, U.S. Fish and Wildlife, Department of Energy, Midwest Renewable Energy Association, Resource Conservation & Development, Ater Wynne LLP, BDO Financial, Sovereign Finance, Wisconsin Public Service, WE Energies. Environmental Resources Board (ERB), Veterans Affairs Committee, Oneida Retail, Oneida Farm/ Orchard, Tsyunhekwa, Recreation Department, Division of Land Management, local vendors, Wisconsin Department of Natural Resources, and community members, Oneida White Corn Growers Cooperative.

Report Prepared By:

 October 30, 2017

Patrick Pelky, EH&S Division Director

 October 30, 2017

Sylvia Cornelius, Eco Services Department Manager

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 25 / 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:

Lori Elm, DOLM Office Manager
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

DIVISION OF LAND MANAGEMENT

4th Quarter FY 2017

QUARTERLY SUMMARY

WE CURRENTLY OWN APPROXIMATELY 26,809.39 ACRES WHICH IS 41% OF THE RESERVATION

HIP PROGRAM, CLOSED ON 22 HOMES FY 17

CURRENTLY—10 VACANT HOMES

- ⇒ 1 OPEN HOUSE THIS FALL
- ⇒ 7 PENDING CLASSIFICATION
- ⇒ 2 PENDING DEMOLITION

SOLD 8 HOMES AND CONVERTED 2 MORE TO RENTAL PROPERTIES, USING THE MOVE-IN READY PROCESS, WHICH WAS IMPLEMENTED IN 2015



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>

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.

KEY INITIATIVE FOR QRT—COMMUNITY DEVELOPMENT

Comprehensive Housing Division— The Division of Land Management (DOLM) is in a time of change and transition. Staff has been working on transitioning the Oneida Sacred Burial Grounds from Enrollments to DOLM. In addition, 10 employees are being moved to the Comprehensive Housing Division in early FY 2018, along with the Leasing, Rental, Residential Maintenance and Loan Programs.

Open House at 3090 Sundance Scheduled October 24th & 25, 2017

Working with Planning, and Land Commission to assess the needs of Upper Oneida, and other key areas

COMMITTING TO BUILD A RESPONSIBLE NATION

ACQUISITION

We acquired 76.15 acres this quarter.

Acquired Date	Address	Acres	Type
7/13/2017	1818 Nobleman Ct	0.36	HIP
7/14/2017	1320 Baumgart Rd	0.23	HIP
7/28/2017	4375 Indian Trail	0.74	HIP
7/28/2017	878 Pine Hill	0.93	HIP
8/2/2017	3394 Bay Ridge Ct	2.64	Commercial
8/2/2017	2840 N. Chickadee Lane	0.29	HIP
8/24/2017	W752 Fish Creek Rd	0.87	Trust - HBO
8/29/2017	4405 Indian Trail	0.74	HIP
9/14/2017	3800 BLK Cty Rd U	69.1	Vacant
9/28/2017	2069 Candle Way	2.5	HIP

FEE TO TRUST

In the 4th quarter, 4 properties were accepted into trust approx. 101 acres and \$6490 taxes in the Town of Oneida

Today, there are 39 active applications (approx.1,233 acres) in various stages of the process;

8 Hobart applications, received a NOD and appealed (570 acres of residential and agriculture land)

1 Green Bay application, received a NOD and appealed (2 acres commercial land)

4 Town of Oneida applications, received a NOD (101 acres of residential, agriculture, and forested land)

14 Green Bay applications, NOD is being drafted (4 acres of residential land)

3 Town of Oneida applications, 3 in the PTO stage (550 acres of commercial, agriculture, and forested land)

ADVANCING ONVYOTE?A.KA PRINCIPLES

HIGHLIGHT - *Land Management staff worked with other Nation Departments to bring awareness and receive community support against a large development planned within the Oneida Reservation. Staff was able to get 120 signatures on letters asking Brown County to fully review the planned development.*

CREATING A POSITIVE ORGANIZATIONAL CULTURE

Worked with the newly hired Comprehensive Housing Division Director on the transition of Departments from Land Management to the Comprehensive Housing Division.

Currently have 686 Residential Leases:

- 3 cancels
- 14 leases
- 2 modifications



1396 Pearl Street Acquired May 8, 2017

Currently have 101 Commercial Leases:

- 44 Internal lease
- 57 External lease

Currently have 56 Agricultural Leases:

- 2 Internal lease
- 54 External lease



2583 West Mason Acquired June 22, 2017

IMPLEMENTING GOOD GOVERNANCE PROCESSES

Continued to work with Enrollments on transitioning the Oneida Sacred Burial Ground to the Division

LAND TITLE AND TRUST continue to work diligently to update and process probates, individual fee to trust, individual trust transactions and files, as well as, researching and completing the title work on numerous Title search requests.

BC Action Needed: Request OBC to accept the 4th Quarter Report for the Division of Land Management

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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:

Submission of the Comprehensive Housing Division 4th Quarter Report FY 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

COMPREHENSIVE HOUSING DIVISION

**MEMORANDUM**

TO: Business Committee
FROM: Dana McLester, CHD Division Director
Date: 11/02/2017
Subject: FY 2017 4th Quarter Direct Reports – Comprehensive Housing Division

Income Based Operations Quarterly Report Input – 4th Quarter FY 2017
 Provided by Scott Denny & Operational Staff

Income Based Vacancy Overview			
Period Ending September 30, 2017			
	Number of Units in Housing Inventory	Number of Vacant Units	Number of Eligible Applicants on Wait List
Family & Single Rental	249	15	58
Elder/Disabled Rental	68	2	14
Home Buyers	49	0	43
Totals	366	17	115
Occupancy Rate of 94%			
Inventory & Vacant Units Includes Uskah Village Townhouse -Certification of Occupancy Pending			

Wait List Breakdown – Rental Program - 72 TotalFamily & Single Rentals -

- 1 bedroom =16
- 2 bedroom =11
- 3 bedroom = 16
- 4 bedroom = 13 2 five bedroom apps

Elder/Disabled Rentals -

- 1 bedroom =13
- 2 bedroom = 1

Wait List Numbers – Family Home Ownership Program –43 Total

- 3 bedroom = 23
- 4 bedroom = 13
- 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, CHD does whatever we can to better accommodate the current tenant which in turn will open up units for other tenants and wait list applicants.

4th Quarter Move-In and Move-Out Facts

- A total of 19 tenant move-ins
- A total of 15 move-outs

Collections

CHD collection efforts focus on unpaid balances from past rental and homeownership tenants, 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

4th Quarter Unpaid Balances Key Facts

Unpaid balances from existing tenants	\$25,480.56
Number of tenants issued warning letters to include warnings of unpaid balances	112 – Rental & Home Ownership
Number of tenants bringing accounts current	40
Number of tenants remaining in arrears	59 – Rental 6 – Home Ownership
Number of repayment agreements	9
Number of Judiciary Court appearances regarding unpaid balances, and Court outcomes	3 – Rental <ul style="list-style-type: none"> • 1 Eviction due to unpaid rent • 2 Court ordered extension to become current with unpaid rent & utilities

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
- CHD 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)
- CHD Resident Services Staff offers basic budgeting when possible and also refers tenant to local agencies that offer budget training
- Repayment Agreements are established
 - 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 CHD 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 CHD having provided ample opportunity for tenants to make choices necessary to avoid eviction.

CHD continues to work with other departments and internal referrals to CHD's High Risk Tenant Case Worker 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.

**New Construction Development:**

- The new construction of three – 4 plexes at Uskah Village is progressing.
 - Building#2 – Approximately 80% complete – interior finishes and exterior siding.
 - Building#3 - Approximately 35% complete – rough framing.
 - Building#4 – Approximately 10% complete – foundation in and plumbing roughed in.
- Elder Village Phase II – The design and bidding documents are in the final stages. The advertisement for bid is anticipated for early December with a notice to proceed in mid to late February.
- Kevin House, Project Manager from the Development Division is leading the development projects for the Comprehensive Housing Division.

Crime Prevention & THVASH Quarterly Report: 4th 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
- Programming: Tour of NWTC, Street Drugs, Human Trafficking, Babysitting Class
- Women’s Group- Activities and Support group for women. Confidential. Meet twice a month.
- Youth Bingo- Discussed Halloween Safety & Discussed Consent
- Finished a successful Summer Youth Program.
- Surrounding Area Police helped carve pumpkins and well attended National Night Out

Flying Leaf Community Center

- Average attendance is 7 children
- Self-Awareness Videos and discussions on Dating & HIV, Drug Abuse
- Programming: STEM (Science, Technology, Engineering & Math) through Green Earth Library. Creative Cooking, Oneida Language and Culture, Budgeting
- Fishing Outing with OPD “Cops & Bobbers”

Tribal HUD VASH

- Housed – 10
- Update:
 - We have one Veteran that found a unit and set up for inspection.
 - New Case Worker interviews took place. Waiting to hear who was selected.
 - Landlord outreach efforts are continuing

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 17

2. General Information:

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

[Empty text box for session selection]

Agenda Header: Reports

Accept as Information only

Action - please describe:

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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:

Geraldine R Danforth
Geraldine Danforth, HRD Area Manager

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 4th Quarter Report for FY'17

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



Geraldine R. Danforth
HRD Area Manager

Human Resources Department (*HRD*) 4th QUARTER REPORT July - September - FY'17

ADMINISTRATION

Responsible for providing leadership and directions for the seven core functions of the HR Department and includes policy and procedure development, interpretation, notification, and enforcement with applicable laws. Administrative staff provides administrative support to Human Resources and are also responsible for coverage of the Skenandoah Complex reception area which includes answering phones and intake for all departments within the building.



HR Administrative Staff at Skenandoah Complex: – Geraldine Danforth- HRD Area Manager, Maureen Metoxen- Executive Assistant, Administrative Assistants – Megan White, Yasiman Metoxen, Gina Jasmer

Budget: HRD submitted the following budget for FY' 17:

Department	Budget Amount	Funding Source	Spending YTD	Variance
HRD	\$2,355,685	Indirect Cost	\$2,260,055	\$ 95,630
Employee Assistance	202,468	Tribal Contribution	\$ 167,750	\$ 34,718
Workforce Development	256,345	Grant 79% & TC	\$ 157,578	\$ 98,767
Student Intern Program	410,909	Tribal Contribution	\$ 121,970	\$288,939
Employee Incentive & Testing	17,641	Tribal Contribution	\$ 10,936	\$ 6,705

- The Employee Incentive and Testing budget is used to recognize employees who have 25, 30, 35, and 40 or more years of service (*YOS*) with a *YOS* gift. To date we have given out 90 blankets for *YOS* and 6 blankets for Retirement with 25 or more *YOS*.
- The Student Intern Program rolled out the new program hiring five college graduates as limited-term employees with the Nation for two years. In FY'18, three additional positions will be added. Supervisors are required to complete a job description for us to post and attract college graduates looking to gain work experience in their field of study.
- **Employee Incentive and Employment Levels:** HRD was assigned to come back with an incentive plan for the program side of the organization. A team was formed and includes: Joanie Buckley-Internal Services, Susan House-GSD, Ralinda Ninham-Lambries-ACFO, Chad Fuss-Gaming, Jacque Boyle-DPW, Jeff Carlson, Michele Doxtator (Kathy King), Marianne Close, and Geraldine Danforth-HRD. This team will be responsible for

assessment of vacant and new position requests and developing an incentive for the program side with measurable results for goals. Gaming has an approved incentive plan. HR is preparing options for training supervisors on creating S.M.A.R.T. goals.

- Employment Levels are reported to direct reports each week reporting the Full-Time Equivalent Employees. The latest number for full-time equivalent is 2813 employees.

Vacation and Personal Time Accruals – 4th Quarter – FY 17

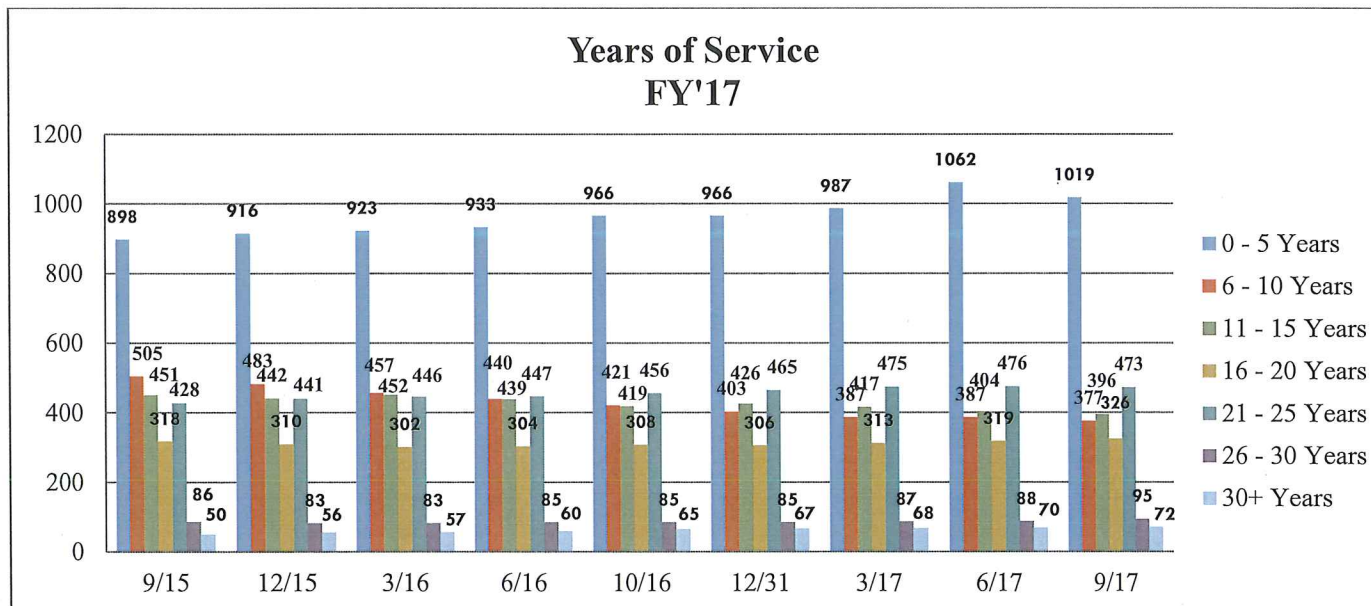
The accruals chart for the 4rd quarter show:

- Employees At maximum of 280 hours are at less than 1% or 19 employees.
- Since 2014, the number of employees has increased by 75
- The accrual payouts have increased by \$510,500. This is due to employee pay increases.

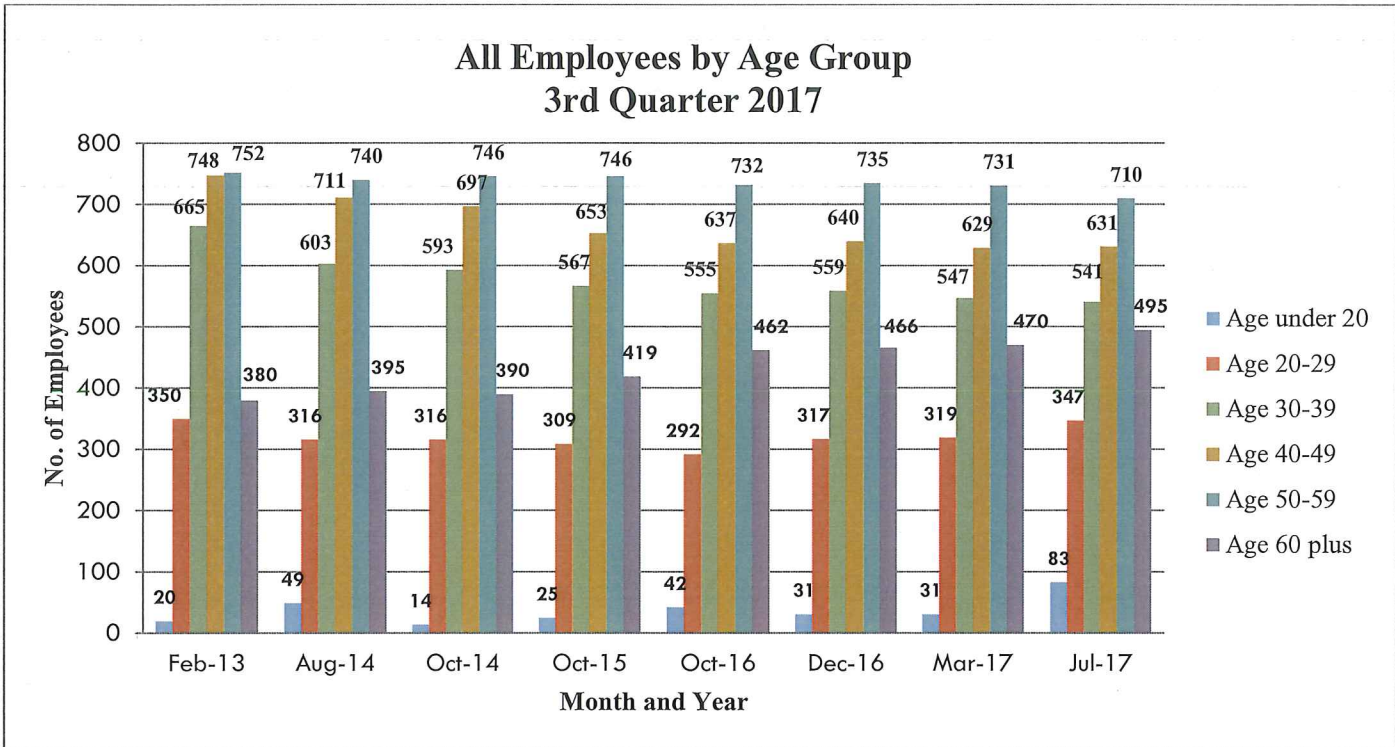
**Employee Vacation and Personal Time Accruals
For the Period of September 2017**

	Sep-14	Sep-15	Sep-16	Oct-16	Sep-17
Total EE's	2608	2623	2,639	2637	2683
Total Hours	260,572	263,529	264,422	265,535	255,165
Total Payout					
	\$5,271,854	\$5,412,394	\$5,793,148	\$5,864,113	\$5,782,351
No. of EE's @ Max					
	29	30	42	42	19
280 Hours	\$202,833	\$261,496	\$331,728	\$318,928	\$183,315
Avg Hours	99.91	100.47	100.2	100.7	95.10
Avg Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,155

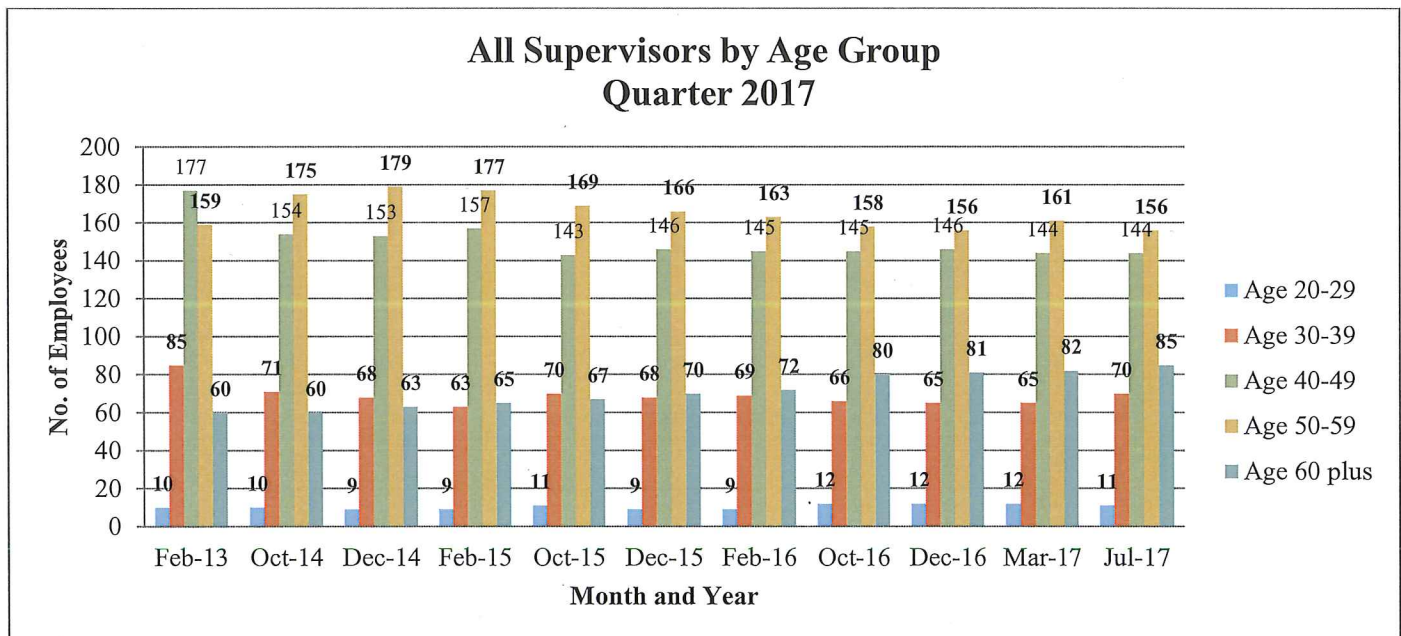
**Years of Service
FY'17**



In comparing the longevity of the employees from 2015 to 2017, the long-term employees in the 30 plus, years of service has increased by 22 employees. The 26-30 years has increased by 7 employees. At the 0-5 years has increased by 121 employees. The Tribe continues to hire new employees while the long-term employees are staying employed.



This chart represents all 2807 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 466 supervisors; in 2013 there were 491, decrease of 25 supervisors. Of the 466 supervisors, 33.48% of the supervisors are in the age group 50-59. Supervisors in the 60 plus age group are at 18.24% of the total supervisors, increase of 3 employees. Succession planning is needed to ensure the critical positions will have a replacement. HRD has requested Talent Management to assist in identifying potential and future leadership.

Succession Planning: 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. HRD 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 HRD 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 Nation's Branding initiative.
- Update: HRD has placed the Talent Management software in the FY 18 budget. This software will be a system measures the effectiveness of a performance system in supporting the strategic goals of our nation. The system is a performance system with will support motivation, learning, coaching, mentoring, recognition, and communication between employees and their immediate supervisor.

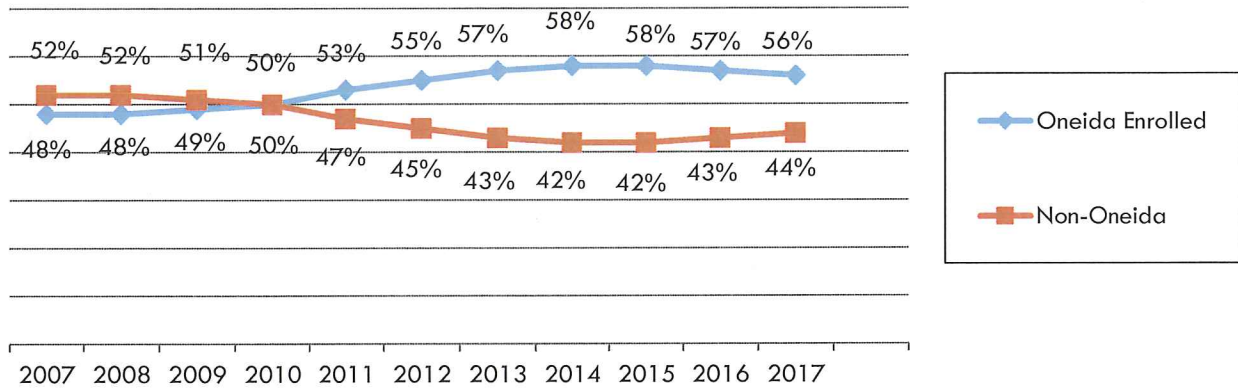
Status By Divisions

DIVISION	NO. OF EE	Full Time	Half Time	Part Time	LOA & Layoff	Sub-Relief	Total
Comprehensive Health	346	309	10	5	5	17	346
Development Division	215	202	9		4		215
Environmental Health & Safety	33	32			1		33
Enterprise	145	119	3	2	8	13	145
Gaming	1067	1010	28	11	18	0	1067
Governmental Services	299	268	10	5	3	13	299
Internal Services	100	100					100
Land	23	23					23
Non-Div _ Gaming Commission	52	49			3		52
Non-Div _ Central Accounting	44	44					44
Non-Div _ Finance	19	18			1		19
Non-Div _ Human Resources	48	39	3	6			48
Non-Div _ Internal Audit	11	10			1		11
Non-Div _ Judiciary	11	10	1				11
Non-Div _ OBC	49	45			4		49
Non-Div _ Police Commission	213	201	7	1	4		213
Non-Div _ School Board	112	88				24	112
Non-Div _ Trust/Enrollments	10	10					10
Non-Div _ Others	16	15	0	1			16
Total:	2813	2592	71	31	52	67	2813

92.14% 2.52% 1.10% 1.85% 2.38% 100.00%

COMPENSATION AND HIRING – Marianne Close-Comp and Hiring Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Katrina Mungo-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant

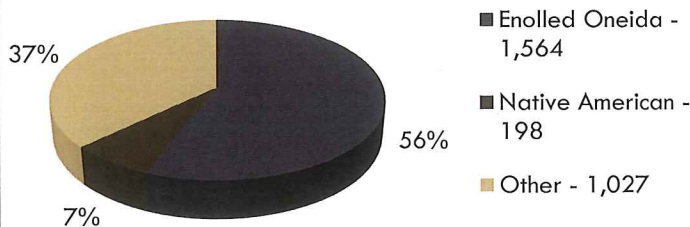
Ethnicity Report 2007 through 2017



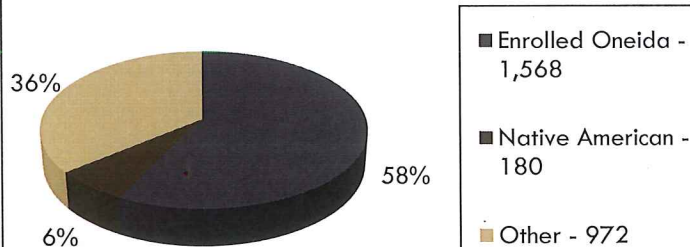
Note: 2007 through 2016 are for percentages as of December 31st of each year. 2017 is for September 30, 2017.

Ethnicity Report

Ethnicity Report - Sept 2017



Ethnicity Report - Sept 2016

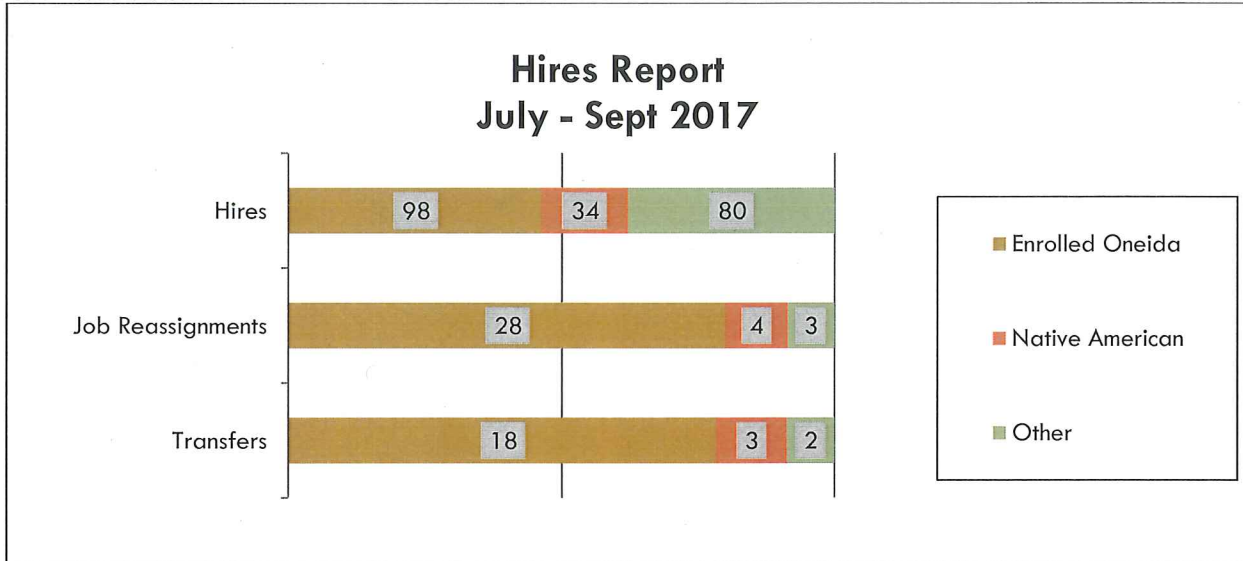


The number of Enrolled Tribal members decreased by only four (4) in comparison to this same time period last year. There was an increase in the hiring of other Native Americans, eighteen (18) more than the same time period. There was also an increase of 55 other ethnicities in comparison to the same time period last year. Increase in Number of Employees in comparison to the previous year. There were 2,789 employees in September 2017 in comparison to 2,720 employees in September 2016. This is an increase of 69 employees in comparison to the same time period this past year.

Hires Report

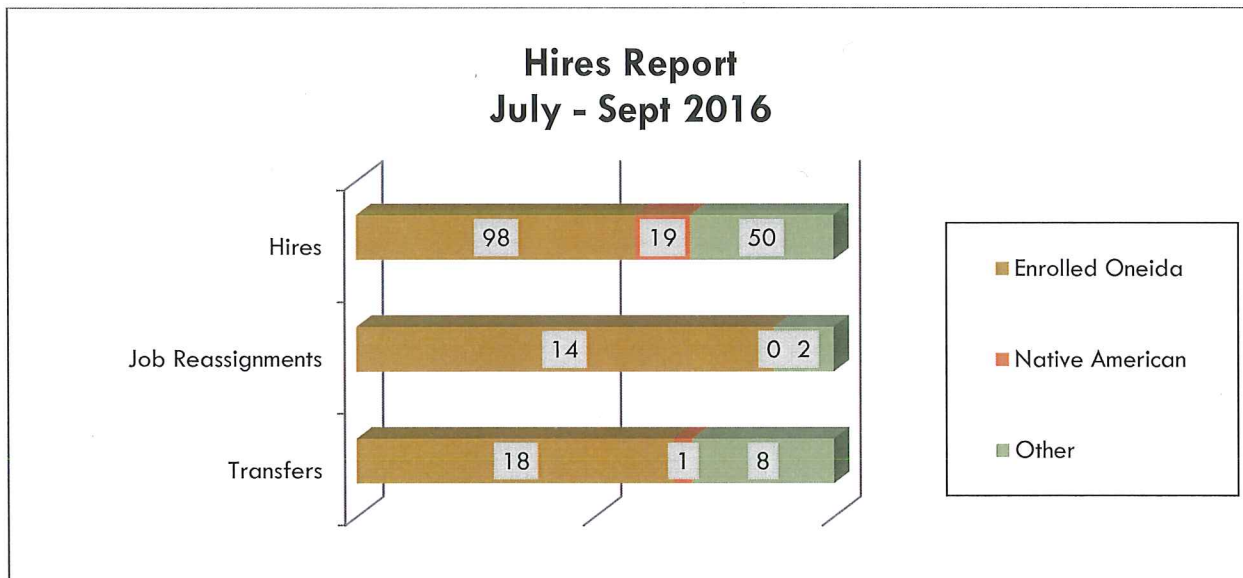
For July – September 2017

- 46% of all hires were filled with enrolled Oneida Tribal members
- 80% of all job reassignment were filled with enrolled Oneida Tribal members
- 78% of all transfers were filled with enrolled Oneida Tribal members



For July – September 2016

- 59% of all hires were filled with enrolled Oneida Tribal members.
- 88% of all job reassignments were filled with enrolled Oneida Tribal members.
- 67% of all transfers were filled with enrolled Oneida Tribal members.



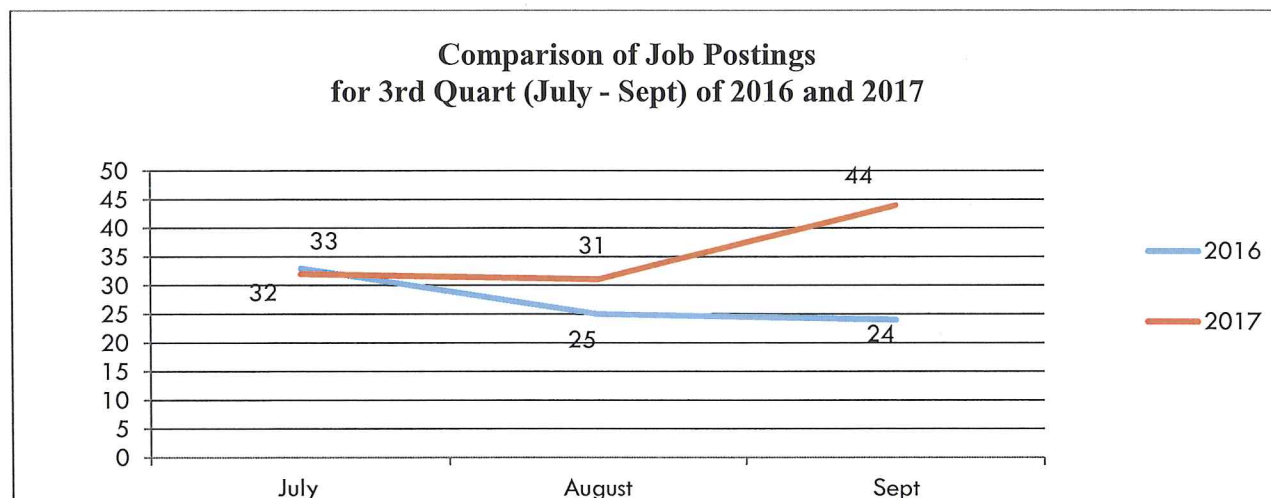
Comparison to the Previous Year's Quarter

- 13% less enrolled Oneida Tribal Members hired
- 8% less enrolled Oneida Tribal members reassigned.
- 11% more enrolled Tribal members transfer

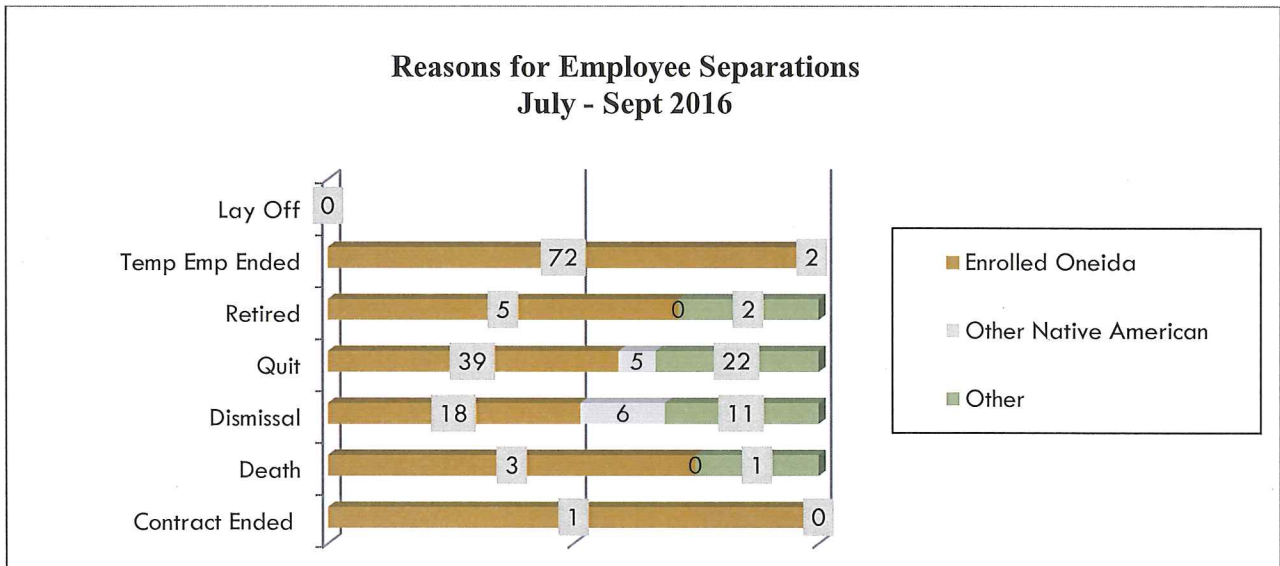
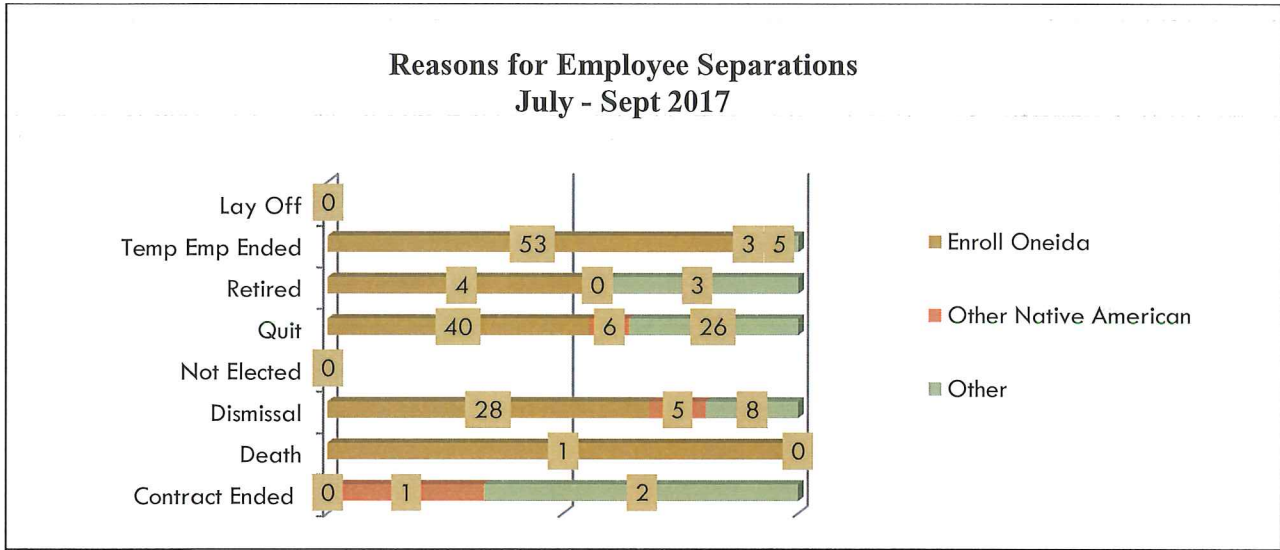
Job Postings by Division for July, August and September 2017				
	July	August	September	TOTAL
Gaming	6	5	16	27
Comprehensive Health	4	5	8	17
Development	6	0	3	9
Land Management	1	0	0	1
Environmental Health & Safety	0	0	0	0
Internal Services	3	1	6	10
Enterprise	0	0	0	0
Finance	0	0	0	0
Non-Divisional	4	4	7	15
Governmental Services	8	16	4	28
Total	32	31	44	107

Job Postings by Division for July, August and September 2016				
	July	August	Sept	TOTAL
Gaming	5	12	10	27
Comprehensive Health	5	1	7	13
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	0	0
Internal Services	4	2	0	6
Enterprise	0	0	0	0
Finance	1	1	0	2
Non-Divisional	7	7	4	18
Governmental Services	11	2	3	16
Total	33	25	24	82

There were a total of 107 positions posted from July through September 2017. A total of 82 positions were posted from July through September of 2016. There were 25 more positions posted this year during this timeframe when comparing these quarters.



Employee Separations Reports



There were a total of 185 employee separations for the period July through September 2017 in comparison to 188 employee separations for July through September 2016.

WORKFORCE DEVELOPMENT- *Victrietta Hensley-WFD Manager, Teresa Schuman-WFD Specialist, Renita Hernandez-WFD Specialist, Paula Ninham-WFD Trainee, Presley Cornelius-WFD Trainee.*

Workforce Development Report for July, August and September 2017				
	<i>July</i>	<i>August</i>	<i>September</i>	<i>TOTAL</i>
<i>TrANS</i>	<i>0</i>	<i>6</i>	<i>2</i>	<i>8</i>
<i>Job Readiness Boot Camp</i>	<i>0</i>	<i>18</i>	<i>3</i>	<i>21</i>
<i>OutStanding Applicant</i>	<i>0</i>	<i>40</i>	<i>0</i>	<i>40</i>
<i>NWTC</i>	<i>18</i>	<i>4</i>	<i>2</i>	<i>24</i>
<i>Youth Employment Solution Success</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>3</i>
<i>Supportive Services</i>	<i>2</i>	<i>19</i>	<i>4</i>	<i>25</i>
<i>Mock Interviews</i>	<i>5</i>	<i>19</i>	<i>19</i>	<i>43</i>
<i>Presentations</i>	<i>1</i>	<i>5</i>	<i>3</i>	<i>9</i>
<i>Client Outreach</i>	<i>91</i>	<i>91</i>	<i>60</i>	<i>242</i>
<i>Collaboration with partners</i>	<i>16</i>	<i>1</i>	<i>13</i>	<i>30</i>
<i>Total</i>	<i>133</i>	<i>203</i>	<i>109</i>	<i>445</i>

During the 4th Quarter, Workforce Development did outreach to a total of 272 clients and partners. Our Vision is to ***Build a Strong Oneida Workforce.*** Our project has two (2) objectives:

Objective 1: By October 2018, we will build an Oneida workforce by providing classes and training that will increase the knowledge, skill set, employability and earning potential for 180 Oneida community members

Objective 2: By October 2018, build both internal and external partnerships with employers and colleges to help 120 program participants obtain full-time employment within the community.

During this past quarter the staff attended the Green Bay Area Workforce Development and Regional WFD, gave presentations on job readiness for Native students in area schools, collaborated with Wise Women Gathering Place opportunities for our target clientele (homeless, unemployed and under employed), provided Job Readiness Boot Camp. We continue to review resumes, provide mock interviews, and assist with tools and clothing for new job placements. The team facilitated the Post Graduate Work Experience Program in hiring 5 post graduates for Land, Higher Education & Training, Dental, and HR.

Transportation Alliance for New Solutions (TrANS) Program:

Collaborate in their networking session with contractors to hire graduates. The hiring rate is 90% placement.

1) Assist clients that were in need of tools and clothing for starting their new job.

NWTC Partnerships:

1) Forklift Certification – A one day certification. We had eighteen people signed up for classes. Earning this Certification helps to get a foot in the door to entry level positions.

2) Participate in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation. Assisted clients with scrubs, watches, stethoscopes etc.

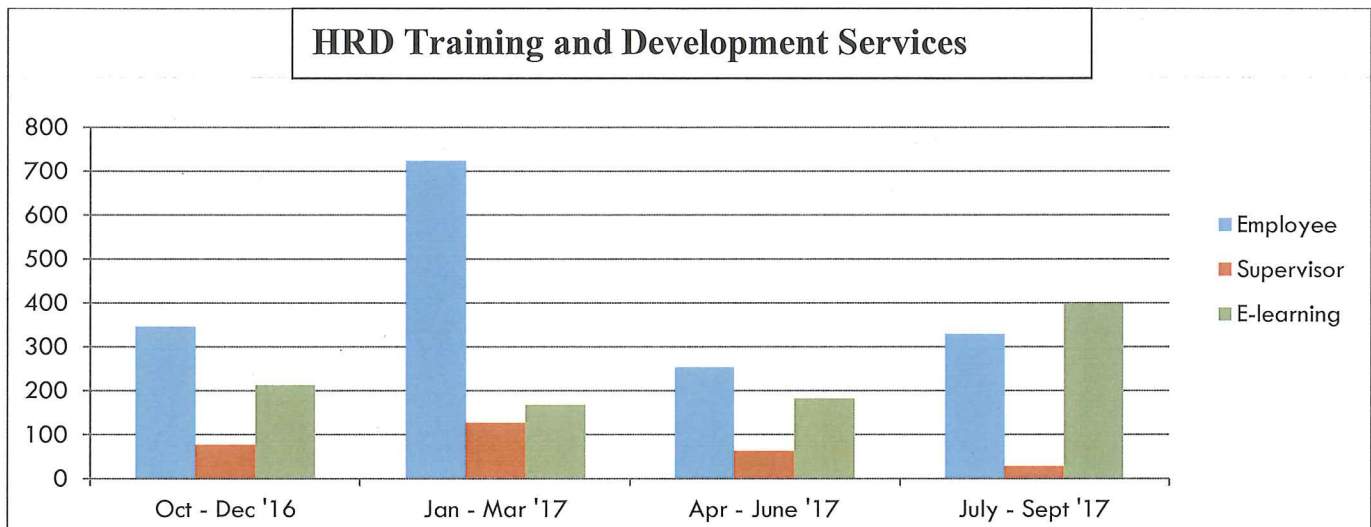
3) Collaborate on classes and training which may help the Nation fill employment gaps.

School Partnerships:

We continue to recruit for classes.

WFD advertises on our Facebook page: current job openings, job fairs, tips on how to present yourself for a job interview, as well as what employers want in an employee.

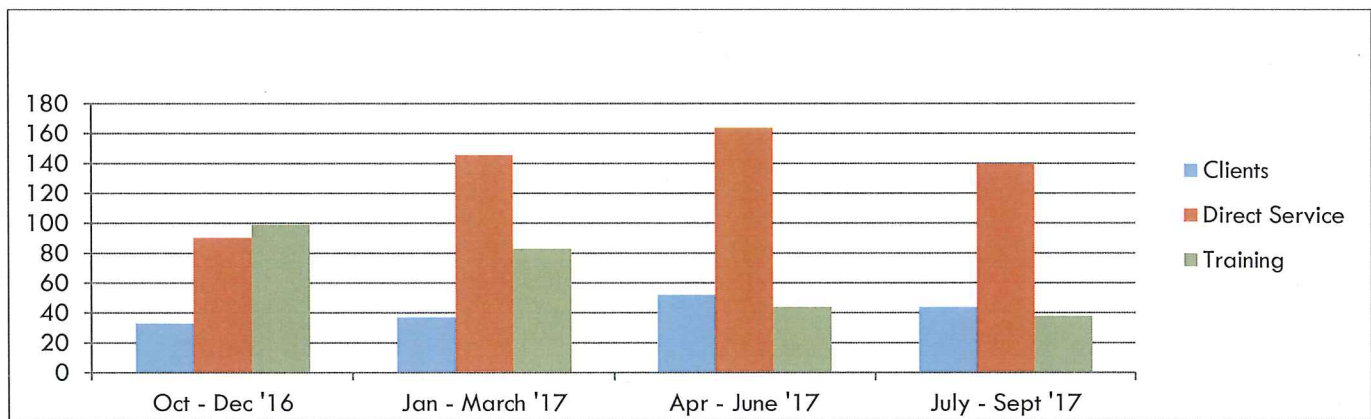
TRAINING AND DEVELOPMENT- *Nicolas Reynolds-Training & Development Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon Stone-Sr. Training Specialist, Megan White-Administrative Assistant*



Training & Development Updates:

HR Training and Development developed and delivered the Organization-wide training on the new Workplace Violence Law, the new Vehicle Driver Certification & Fleet Management Law, as well as helped coordinate the Tribal Vehicle Driver Safety Presentation. A total of 2,379 employees attended the Workplace Violence Training. A total of 1,290 people attended the Vehicle Driver Law training. It was a busy quarter with high utilization of normal services, including e-learning. We continue to work on unrolling O'cademy, an employee and leadership development initiative. The first year will focus on laying the foundation upon which the program will be able to grow in coming years.

EMPLOYEE ASSISTANCE PROGRAM – Carol Bauman, EAP Director, Crystalene V. House, MAC, Counselor-in-Training



EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle. * DAFWP Return to Work Agreements First violation – 3, Second violations – 0.

EAP Updates: Over the course of the last year, the number of direct service hours with customers has increased. This is due to several factors, including changes to how EAP meets with clients, events both inside and outside the organization, as well as other factors. Overall, year over year, utilization of EAP services has increased to near double what it was this time one year ago.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS - Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician, Mitchell Skenandore-Records Technician.

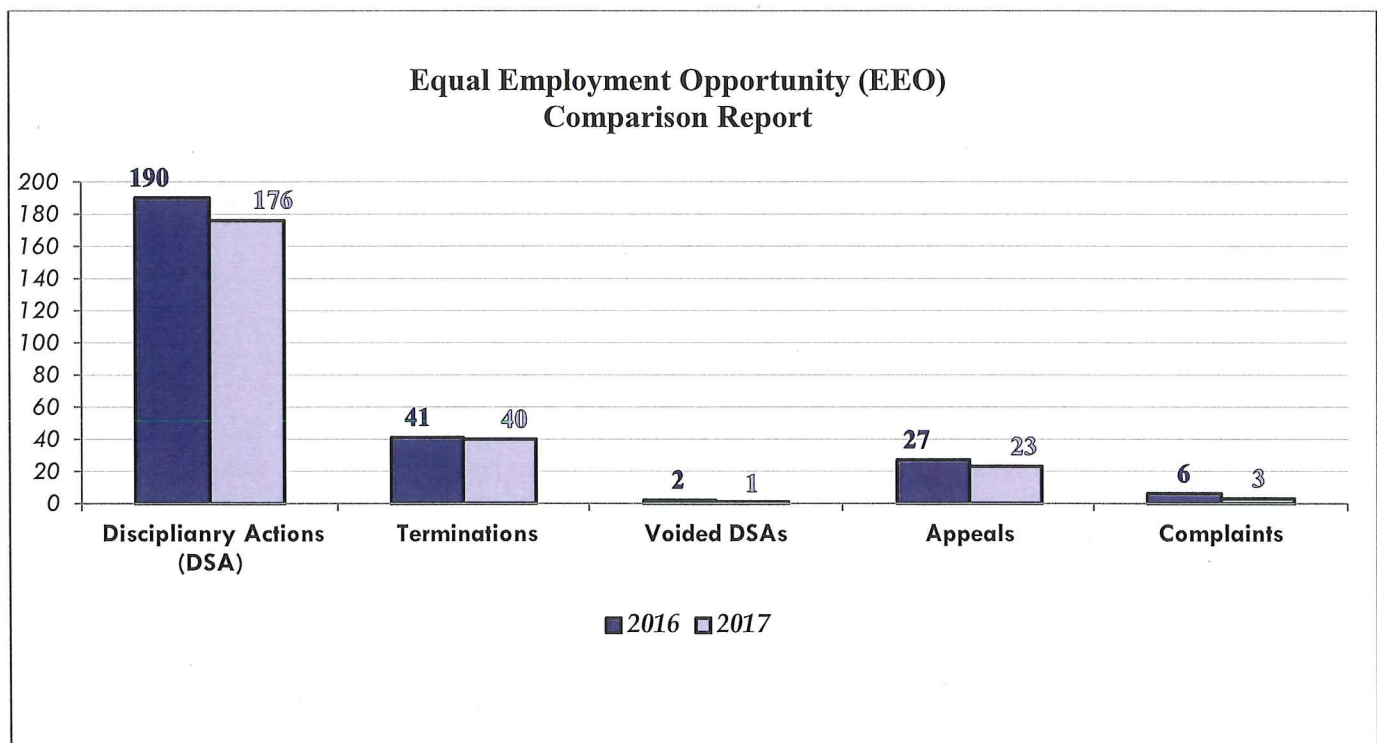
We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

Assisted with an external audit; Worked with MIS on Conflict of Interest reporting; Participated on Incentive Team (HR); Developed new codes for Professional Licensing data (new vehicle drivers policy).

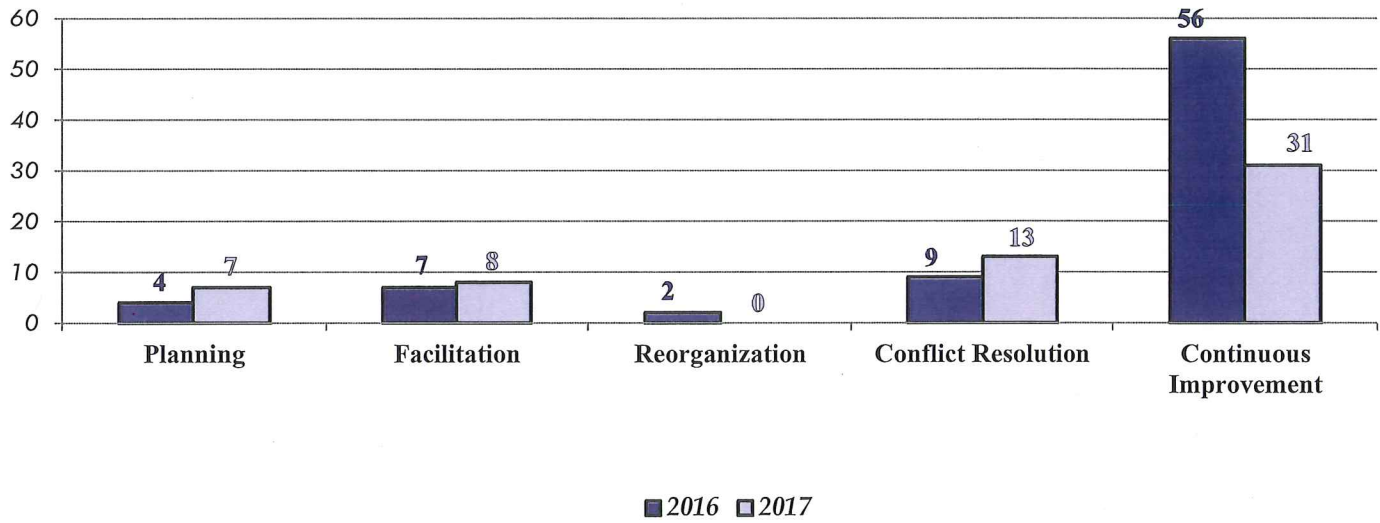
Functions	July	Aug	Sept	Total
HR/Payroll Entry Transactions	595	858	1424	2877
Employee Self-Service Entries	47	41	31	119
Employment Verifications	201	224	215	640
Unemployment Requests	5	32	37	74

*September volume of transactions is due to employee incentives.

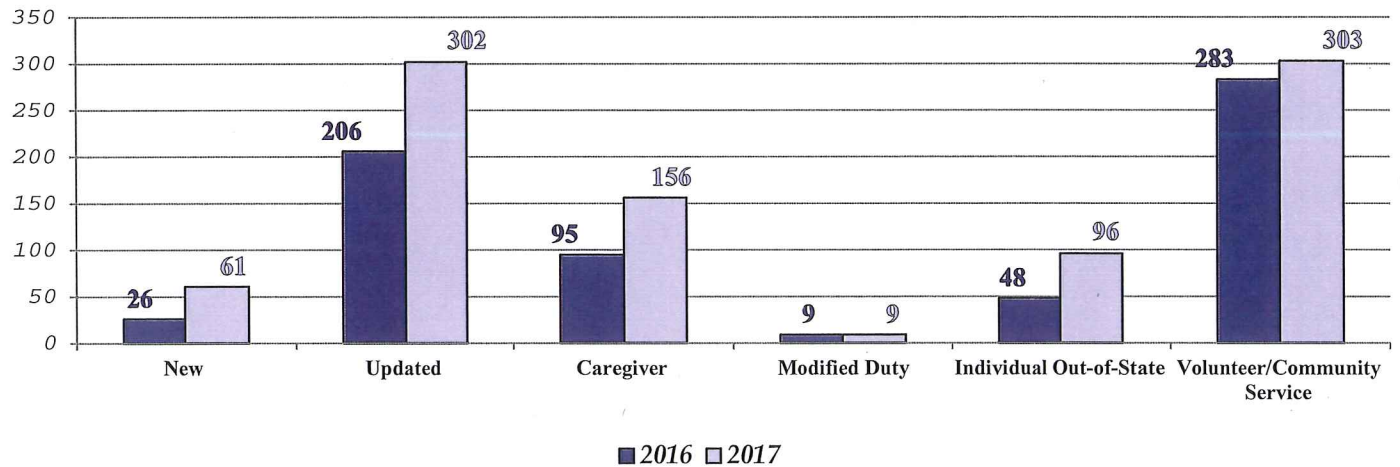
EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT (EEO) – Matthew R. Denny-EEO Director, Rita Reiter-EEO Officer, Terry Hetzel-Continuous Improvement Mediator, Kendall Barton-Background Investigations Manager, Barb Ninham-Investigator, Laurie Metoxen-Investigator



Continuous Improvement Mediation (CIMS) Comparison Report



Background Investigations Comparison Report



EMPLOYEE INSURANCES – *Josh Cottrell-Employee Insurance Manager, Christina Blue Bird-Insurance Specialist, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-HR Assistant*

During the fourth quarter of FY17, the Employee Insurance Department prepared for the annual healthcare open enrollment and the mandatory insurance meetings that both occur in October. The annual 401k audit was also completed and work started on the transition of platforms with the 401k administrator, Transamerica.

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 – Fourth Quarter FY17		
Type of Requests	# of Requests Processed	
	Fourth Quarter	FY17
Leaves/Return to Work	184	708
Applications, Insurance Changes, Beneficiary, etc.	189	647
Disability	51	209
RAS Completions	92	403
Wellness Incentives	166	720

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 – September 2017

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K / 401Roth	1,792		Medical – Single	851	2
LIF52 (Employer Paid Life Insurance)	2,568		Medical - Limited Family	463	
Short Term Disability	2,097		Medical – Family	595	
Long Term Disability	2,076				
Delta Dental – Single	660	5	Vision - Single	781	1
Delta Dental- Limited Family	460	2	Vision - Limited Family	534	1
Delta Dental - Family	616		Vision - Family	711	
Dental Associates – Single	136				
Dental Associates – Limited Family	72				
Dental Associates - Family	97				

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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 4th quarter (July to September 2017) Internal Services Division report that also includes the Apple Fest Case Study.

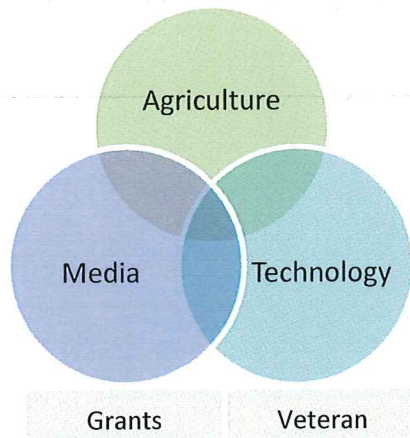
The report and case study are for your information only.

- 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

Fourth Quarter Report FY17

July, August, September



The summer is the busy month for those departments working on outdoor activities: Tourism, Tsyunhehkwa, and the Veterans. Other departments continue to support the organization's areas indoors with GTC mailers (Printing & Mail), the news with the Kalihwisaks, Grants by continuing to see new funding sources, and MIS who is constantly upgrading and implementing new technology. All areas continue to focus their activities, pursue deadlines, schedule for staff coverage and find a ways to make it work. Kudos to the staff who are working in a very collaborative manner across departments, and pulling additional help when needed.

ISD is transitioning toward *building systems* (technology, media, agriculture) that can maximize the collaboration and continue to bring about new approaches for development and efficiencies.

Each continues to build on our goals:

- Technology – strengthening operational performance
- Agriculture – promoting a mindset for healthy foods for the community
- Media – enhancing Oneida's brand as a strong Nation

MIS continues to collaborate to implement and process improvements, such as the "paperless" hiring process with Gaming and HRD. Knowing the amount of paper copies used throughout the organization, this small effort can go a long way in efficiencies and eventually cost savings. We have seen these technologies and "paperless" approaches in purchasing, budget reports, and medical records. The breath of MIS across the organization and the system enhancements may seem minimal, yet each initiative brings another dimension of efficiencies and system-wide integration.

Agriculture is highly visible in the summer months, with the white corn growing, the bergamot ready for picking in July, cucumbers growing, and ready for the cannery's famous pickles. The Farmers' Market in full swing, the pantry is assisting emergency food needs; and in September, the aquaponics produced its first official harvest of greens for the Oneida High School. The Oneida youth summer program at the cannery was another successful season finishing 1390 trail mix packages and sweet grass braids. The cannery continues to process the dehydrated corn, salsa, jellies, and pickles; in addition to devoting time to educational workshops.

As we continue building the Oneida brand, Tourism was quite busy supporting the LPGA, which had tremendous positive feedback; back-to-back with the Pow Wow. They were busy with enhancements throughout the reservation with the Veteran's memorial wall, and continuing to develop the Longhouse. The Packers' Family Night, the Big Apple Fest, and an Elder Services video soon followed. AIANTA (American Indian and Alaska Native Tourism Association) brought their National conference to the Radisson, which gave Tourism another opportunity to highlight their agri-tourism (Big Apple Fest), and to develop a case study for presentation (see final pages of report). The Kalihwisaks kept right on pace in covering all the activities and covering the elections and swearing in for the Business Committee.

Grants kept a busy schedule working on securing new funding opportunities. They secured an ANA grant 3-year grant for Language Restoration; and an EDA grant for a Food Center feasibility study. These efforts will help with some new initiatives.

As we close out the 4th quarter, we are working on plans for FY 18 to continue to align with the Business Committee's Strategic Direction and to build systems that can develop a healthy Nation.



Management Information Systems

ISD - Fourth Quarter Report FY17

Strategy #1 Deliver Business Technology Solutions

The Nation's voicemail system was upgraded from AUDIX to AVST/CX-E. The new system shares many similarities with AUDIX however it provides a greater range of functions and ease of administration. It also provides interoperability with many popular office solutions that are standard within the organization. The addition of CX-E is a key element in the Oneida MIS strategy associated with unified messaging.

Planning and preparation to migrate the Nation's desktop operating system from Windows 7 to Windows 10 has continued. During 4th quarter FY'17 the team completed the task of evaluating existing software compatibility with Windows 10. Though not all current products are compatible, the team can now take actions to address those exceptions. The project is targeted for completion in January 2018.

The Surveillance Project continues to progress. As of 9/25/2017 all Main Casino and Gaming Warehouse cameras are now working on the new Genetec system. This was after the team completed a significant cabling activity, 30 days of verified dual recording (old & new system) and confirmation/verification by the OGC. In the coming months the team will continue to introduce the new system within the Gaming environment.

Strategy #2 Promote Information Sharing & Collaboration

Gaming Employee Services has been holding "paperless" prescreening and interviews. The Personnel Commission members who have participated in the new process have given positive responses. This new method will soon be adopted by HRD and applied in a broader manner. MIS is currently developing plans to apply the process into additional areas, e.g., Applications, Personal Data Sheet, Declaration of Confidentiality, etc. These efforts are in support of the Nation's paper reduction strategies while supporting business unit effectiveness and efficiencies.

Strategy #3 Optimize Use of Resources

The MIS team has been working with the Oneida Museum to provide a POS capability that meets their unique needs. That effort has resulted in a design that utilizes Oracle/Micros point of sale system that is used within the Gaming food & beverage environment and a back office solution (Yellow Dog) that can support the Museum's product tracking and inventory control needs. The system is targeted for a go-live in 1st quarter FY'18.

As reported in the 3rd quarter report, MIS completed negotiations with our primary cellular provider, Celcom. The projected monthly expense for the Nation's cell phone and broadband devices is trending at \$16,500/mo which is about \$5,500/mo savings or \$66,000/yr. Currently, MIS is continuing to provide iPhone 7's vs iPhone 8's. Our cost for 7's is \$50 while an iPhone 8 is \$250. The price difference in relation to the value isn't realized by the majority of our customers. MIS will provide iPhone 8's with appropriate justification and signoff.

MIS Goals for FY'17

Deliver Business Technology Solutions

Develop mobile app's to support the goals and objectives associated with Oneida Language Preservation and On^yote?a.ka principles.

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.

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

ISD Fourth Quarter Report FY17

Strategy 1: Enhance tribal services with external funding (both new and continuation)

Our goal was to reach up to \$7 million in grant funding thru the Grants Office assistance. We came very close with a total of \$6.98 million in external funding going thru this office by end of FY17. Grants are getting harder to obtain due to a decrease in federal dollars and funding agencies wanting to spread the funding to more needy organizations.

Examples:

- ANA Oneida Language Restoration Project - \$230,421/yr. for 3 years.
- EDA Planning & Local Technical Assistance Program - \$128,928
- Delta Dental of WI Dental Clinic Expansion - \$55,000

We have a total of \$5.7 million remaining in pending grants for the FY.

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.
- We will be reaching out to programs within the Oneida Nation once again in an effort to collect and maintain overall data and statistics on an on-going basis.

Strategy 3: Enhance tribal and community efforts in fundraising thru the development of a 7871 fund unit.



- The Grants Office Manage also acts as the Oneida Youth Leadership Institute Executive Manager, as the OYLI is within the overall authority of the Oneida Nation.
- The OYLI website is close to being finished. Stellar Blue Technologies was obtained to develop our website. Once we get all the information finalized the Website will be up and running.
- An Advisory Board is currently being developed. Working SOPs and processes/policies are being developed with Accounting and the Asst. CFO. All disbursements are on hold until the Disbursement Policies and Procedures are approved. There is currently \$22,455 in the account at Bay Bank. Below is a breakdown of the deposits and their particular restrictions.

WPS donation to LPGA Youth Gold Clinic	restricted	\$10,000
Private donation	unrestricted	\$100
Packer ticket sales	unrestricted	\$1,010
Deposit for Team WI	restricted	\$400
LPGA Volunteer Fundraiser	restricted	\$8,145
Deposit for Lacrosse team	restricted	\$2800

TOTAL \$22,455

TSYUNHEHKWA

ISD Fourth Quarter Report FY17



Farm

Summary

Tsyunhehkwa staff monitored the growth of the white corn and continued to cultivation to limit weeds and ensure growth. They carefully watched the corn to determine the time for the Green Corn Ceremony and held a Green Corn Celebration. Tending to the garden needs they were able to harvest 255 lbs. of cucumbers, and gathered 1193 eggs from the chicken layers. They continue to assess the needs of the cattle and selected animals for processing.

Equipment and Improvements

New facing established for entire farm and to support managed grazing.

Cannery

Production & External Orders

Corn Bread Flour 50 lbs., Corn Bread 221 lbs., Corn Roasted 19 lbs., Assorted Jam 123 pt., Pickles 599 qt., Red Salsa 48 pt. **External Orders:** 15.

Community Food Processing

21 people used the cannery facility and equipment to process: Pickles 270 pt., Jelly 21.5 pt., Jam 22 pt., Salsa 20.5 pt., Apple Sauce 65 pt., Tomato Veggie Juice 165 pt., Tomatoes 40 pt. Dehy Corn 65 lbs., Hull Corn 32 lbs., Corn Mush Flour 20 lbs.

Oneida Entrepreneur Youth Group

Youth learned about food processing, food security, agriculture and medicinal plants. They cleaned hoop structure, addicted in making pickles, picked and made sweet grass braids & sweet grass ties, finished 1390 trail mix packages, hulled corn bread flour, and made corn bread for the Oneida Market and Oneida One Stop orders.

Workshops, Events, Tours, & Travel

Workshops: Dill Pickle on July 29 had 10 participants. Spaghetti Sauce & Tomato Veggie Juice canceled due timing of tomatoes. Tsyunhehkwa Seed Selection (Sept). **Events:** Bergamot Volunteer Event on July 27, 23 Volunteers picked 300 bundles of 30., Badger Park for Oneida Entrepreneur Youth Group. Green Corn Celebration. **Tours:** College Horizon Scholars on July 22 had 25 adults. **Travel:** Rekindling the Fire of Our Sisterhood (NY), Aug 18-21 - Vickie Cornelius; Hemp Field Day (MN) Aug 23 - Kyle Wisneski; 2017 Native American Nutrition Conference (MN), Sept 18-20 - Jamie Betters.

Other

- The Cannery is collaborating with accounting to develop a **Cannery Recall Policy**
- **Equipment Repairs:** Boiler, Refrigerator (processing)
- Updated **Farm to School** pricing for cucumbers





ONEIDA COMMUNITY INTEGRATED FOOD SYSTEM

ISD Fourth Quarter Report FY17



Gardening Workshop

Family Photo Banner

Kristy Krenke Presents

Strategy #1 Educate the Oneida community about food, agricultural opportunities, nutrition and health risks

- Collaborated with **Andrew Ruis from UW-Madison** on a grant for **OCIFS Augmented Reality** project and **Virtual Internship** that would use the Oneida High School as an Educational Pilot Project.
- Wrote up an article for the Kalihwisaks about the Blooming Prairie grant and the raised garden bed workshops with pictures that were put on in July.
- Wrote an article on the Nutrition Education workshop wrap-up article to be published in the Kalihwisaks with interviews and pictures.

Promote education through Agri-Tourism efforts

- Promoted Oneida Big Apple Fest/Harvest Fest. Set up the Oneida Farmers Market at the Big Apple Fest event on Saturday, Sept. 16 and at Harvest Fest event on Saturday, October 7.
- Planned for the **Experiential Learning sessions for the Food Summit** including: transportation, outlines and a PowerPoint presentation for the Apple session.

Share through educational forums

- Presented Oneida food and Agriculture with Kristy Oneida History at the New Perspectives Senior Living in Howard. There were 19 Elders in attendance.
- Attended the GROW Project on Friday, Sept. 22 in Green Bay where key stakeholders gathered to work together to measurably improve the well-being of all who call Greater Green Bay home.

Strategy #2 Integrate Oneida and locally produced foods into the Oneida community and institutions

- The weeks of August 24 and August 31 we held a Food and Funds Drive for the Oneida Food Pantry at the Oneida Farmers Market. **With the help of our customers and vendors we were able to raise 106 pounds of food and \$211 in funds.**
- Created a banner where families were able to get their pictures taken and learn about the benefits of healthy locally produced foods.

ONEIDA EMERGENCY FOOD PANTRY

ISD Fourth Quarter Report FY17

Emergency Food Pantry



The 4th Quarter completes the Oneida Emergency Food Pantry's 9th month in operation. We served 1,317 clients (Including repeats) and distributed 11,572 pounds of food during the 25 days available for food pick up during the quarter. We processed 123 bulk donations and continue to stay adamant about our food inventory process. We've identified some causes such as single income homes, job loss, unemployed, and disability as some of the causes for clients utilizing the pantry. We're working closely with Economic Support to close the gap. Some of our activities for the 4th quarter included the Farmers Market food and fund drive, Diamonds for dollars (Oneida Retail), and being awarded a \$2,000 grant from the United Way- Phase 34. Goals from 3rd quarter met include establishing Social media account, increasing donor base, volunteerism, and continued preparation of 2018 school food drives.

Q4 Donations Collected

14,267 Lbs. + 52%

Q4 Food Purchased

\$9,886.77 +283%

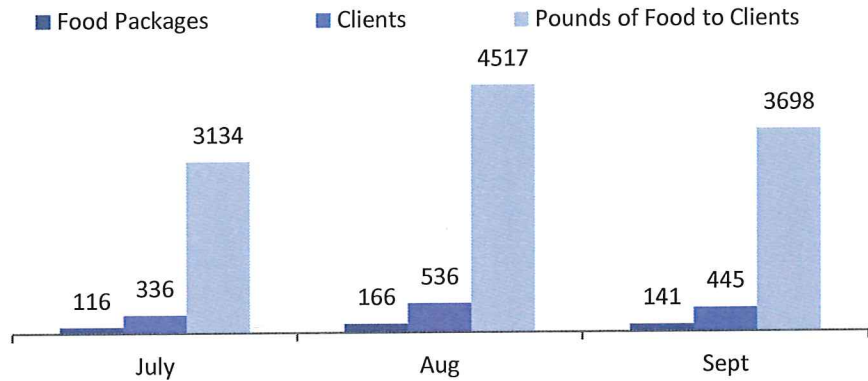
4,386 Lbs. -85%

Q4 Food Waste

1,905 Lbs. + 140.5%

Q4 Food Re-Donated

3,553.2 Lbs. +46%



In the 4th Quarter the Pantry saw an increase in families, packages, and food being dispersed. Out of the 423 packages dispersed 320 of those were to repeat clients. Out of the 103 families served, 62 were new clients. We help to feed 337 individuals in our community during Q4.

Strategic Goals

Establish the Emergency Food Pantry

- Food Pantry Operations Manual in progress
- Develop Informational Rack Cards

Reducing Food Waste

- Research Feasibility of Processing Station
- Implement Composting

Increase Community Engagement

- Collaborate with other Nation entities
- Continued Planning for 2018 school food drives



VETERAN DEPARTMENT

ISD Fourth Quarter Report FY17

Mission: Provide Quality Services and Assistance in the Delivery of Entitlements and Benefits due our Oneida Nation Veterans and their Families.

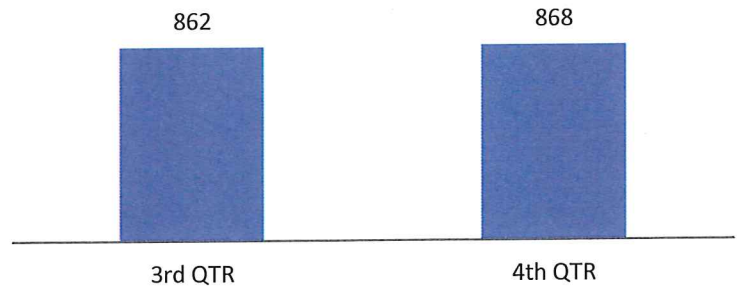
One of Oneida’s Veteran Departments Major Initiative is Improving Customer Service and our Clientele numbers maintain approx. 287 visits per month.

Another 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. 19 veterans have met the VA criteria and have been awarded Rent Vouchers and 10 have been housed to date. Oneida was awarded 20 Vouchers in 01/2016.

Oneida Nation Veteran Dept. supports the Nation’s Initiative Alignments, specifically Community Development. Our Dept. sponsored an eagle Feather Ceremony recognizing our LPGA staff, the Dept. was host to Congressman Gallagher at our Friday breakfasts and represented the Oneida Nation Veterans Dept. at Indian Summer, helping at the Wisconsin Dept. of Veterans Affairs veteran tent.

The Oneida Nation Veterans Department main service is VA Disability Compensation/Pension claims. Awards this quarter total, in Retro payments the sum of \$152,023, last quarter was \$117,649. Monthly VA disability/pension checks, which total \$11,782, last quarter was \$11,526.

Veteran Department Client Visits



4th Quarter Highlights

Calls Received	1046
New Clients	5
Other Tribes	21
VA Disability Claims	32
Community Utilization of Veterans Building	39 Days

Aquaponics Project

The Aquaponics Project continues to draw in community members and outside visitors to see to see the operation up close and experience the newest element to our integrated food system. The Environmental Department and Department of Public Works continue to offer support makes sure the building and equipment are working properly. Tony and Melissa play key roles in inspecting plumbing and pumps, clearing tanks, transferring seedlings to rafts, weighing fish, testing temperature and PH levels to ensure water quality, pest control and harvesting product. So far, the aquaponics system has produced many varieties of lettuce and has introduced basil to begin testing the production of herbs. Veterans are showing interest in healthy food and plan on routine maintenance for the system.



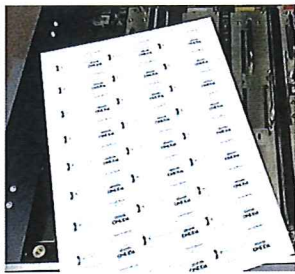
ONEIDA BIG BEAR MEDIA
 ISD Fourth Quarter Report FY17



Graphics * Print * Media * Mail

Strategy 1: Improve Infrastructure

- Training materials on variable data being revised for Mail Center.
- Hire an Oneida Press Operator Trainee position. The philosophy behind the department is to try and build capacity of individuals who may not be interested in school but in a skilled position.
- Purchase Duplo 646 – Machine allows monthly and re-occurring printed jobs to be programed into the machine and with a click of a button finishing is automated. This is for smaller quantity jobs.



Strategy 2: Increase sales

- Printing Operations exceed \$1 million in sales. \$9000 short of budgeted projections
- Continue to research additional machinery that can offer a new product to the outside market.

Monthly Invoices/Estimate Totals

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	
FY 17	87	107	99	116	108	120	100	108	146	95	162	107	1,355
FY 16	107	101	102	123	118	130	116	119	118	71	134	112	1,351
FY 15	101	85	93	95	94	108	112	106	105	118	144	111	1,272
FY 14	108	85	88	110	109	133	118	122	122	101	125	120	1,341

Strategy 3: Improve Brand/Image

- Continue roll out of Big Bear Media
- Begin to develop new collateral materials to market to the outside market.

Strategy 4: Improve Department Efficiencies

- Continue with communication improvements to improve efficiencies.
- Begin to develop cross training plan to be implemented in FY18.

KALIHWISAKS

ISD Fourth Quarter Report FY17



Achievements

- Printed six issues – July 6, July 20, August 3, August 17, September 7, and September 21, 2017. (Advancing Oneyote?aka Principles)
- Covered the tri-annual elections and printed the results (Implementing Good Governance Process)
- Covered events such as the Oneida Powwow, Miss Oneida, LPGA at Thornberry Creek, and Big Apple Fest (Advancing Oneyote?aka 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?aka Principles)
- Worked with Communications to produce weekly “This Week in Oneida” video. (Advancing Oneyote?aka Principles)

Goals for FY2018

- New photo contest limited to pictures taken on the Oneida Reservation
- Expand our media platforms to include phone apps, online payments, more online content
- Create a portfolio to attract advertisers
- Complete SOP’s and other suggestions made by 2017 department audit



Photo: Apple Fest (left) Oneida Nation Pow Wow (right)

TOURISM

ISD Fourth Quarter Report FY17

Strategy 1: Develop Cultural Tourism

- Long House – Architecture Structures installed trusses, and Conservation working on shell.
- Veterans Wall – Flowers planted and established with help of community.
- Amphitheater/Visitor Center – on hold, due to lack of funding.

Strategy 2: Drive traffic to the Oneida Reservation

- New Tourism Specialist hired and has transformed the bus tour process with an improved communication/reporting spreadsheet. New data base and PR plan being developed.
- Assisted the Oneida Pow Wow with arbor design and video
- Assisted the LPGA/July with a display in the Oneida Village.
- Aug. Packers Family Night – Oneida had the most popular booth once again teaming up with the Wild Life Sanctuary critters.
- Big Apple Fest was a BIG Success! Overall orchard sales were down due to the 85 degree heat but overall PYO is up.

Oneida Reservation Tours

2017	834 people
2016	2883 people
2015	2899 people

- In development is an on-line driving tour to promote all the entities of Oneida.

Strategy 3: Maximize Media

- Shot second interview with Gordon McLester for a documentary on the Oneida Elder Interview project.
- Elder Services Video at fine cut stage
- Facebook 47 posts, 47,623 QTR Reached, 211,550YTD reached, 2,088 likes: Total Page Likes 1,023, Following 4,075



Explore



Big Apple Fest
Oneida, Wisconsin

AGRITOURISM CASE STUDY



exploreoneida.com



Big Apple Fest is a family event in Oneida, Wisconsin sponsored by the Oneida Tourism Department, Oneida Cultural Heritage Department, Oneida Nation Apple Orchard, and Tsyunhehkwa Retail store.

The Big Apple Fest highlights Oneida Culture and History in a fun and inviting fall festival where most of the activities are free. Folks tour Oneida's five fully-restored historic log homes, play games, see live animals, ride horse-drawn wagons and are entertained by Rhea the Trick Horse. Food is available through vendors and the farmer's market. Big Apple Fest visitors hop on a shuttle from Cultural Heritage to the orchard to pick their own apples.

The focus of this case study is on the development and growth of Big Apple Fest. Big Apple Fest occurs the third Saturday in September and is planned and operated by the Oneida Tourism Department. The Big Apple Fest is going into its 8th year and each year it grows in attendance.

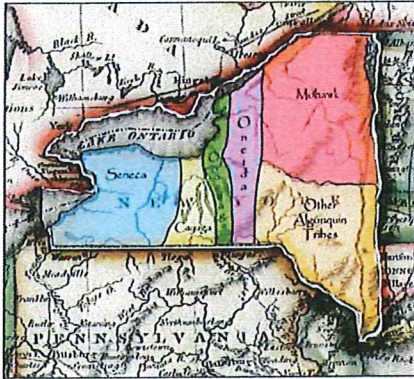
Michelle Danforth

Oneida Nation Marketing & Tourism Director



A Brief History of the Oneida Nation

The Oneida Nation reservation is located in Northeast Wisconsin just west of Green Bay. There are 17,147 enrolled citizens with approximately 3,100 living on or near the reservation. Because it is a "checkerboard" reservation, Oneida is a mix of urban, suburban and rural lands. Oneida has developed land for economic and housing needs, and has also taken steps to preserve and restore wetlands and forests.



Originally part of the Iroquois Confederacy, the Oneyote?a.ka – People of the Standing Stone (Oneida) lived in what is now central New York State. Oneida historically was a matriarchal society with three clans: turtle, bear and wolf. Clans and kinship were passed down through the mother's side of the family, and the women were in charge of agriculture and choosing chiefs. Our traditional crops were the Three Sisters: Corn, Beans and Squash. The Oneida supported the colonists against the British during the American Revolutionary War. However, in 1823, after the war, Oneidas were pressured by land speculators to move to what was known as the Michigan Territory.

Many of the Oneida carried on their livelihood of farming on the 65,400-acre reservation. The Dawes Act of 1887 divided the reservation into individual allotments for Oneida citizens. Eventually, a majority of the acreage was sold or lost to unpaid taxes.

In 1934, the federal government reversed the allotment policy under the Indian Reorganization Act. The Oneida wrote a new constitution and reorganized their tribal government in 1936, and purchased 1270 acres of land the following year.

In 1976, Oneida citizens, Sandra Ninham and Alma Webster, started holding bingo games to help pay for the utilities at the new Oneida Civic Center. Eventually, as Indian gaming expanded, Oneida was able to use gaming funds to purchase more lands within the borders of its 65,400-acre reservation including an apple orchard and the Cultural Heritage grounds.

Today, the Oneida people work to preserve their language and culture through the Oneida Nation School System, Oneida Language House, and by using cultural iconography in Reservation signs and media. The Oneida Nation is comprised of 2,800+ employees and has over 200 funded business units. Accomplishments include two large gaming facilities, hotels, bingo, and a golf course. The Oneida have also established a health center, nursing home, elder center, police department, judicial court, two libraries, and Big Bear Media Center to name a few more.



Thinking Big Works

In 2009, the Cultural Heritage Department aimed to create several annual historical events to promote culture and history. We were looking to create an experience to remind folks that 1) the Oneida people came from the New York territory, "The Big Apple"; and 2) that Oneida apple orchards were burned down after the Revolutionary War in retribution for standing with the colonists. The event would also nurture relationships between Oneida and Non-Oneidas. Big Apple Fest emerged to meet these needs.



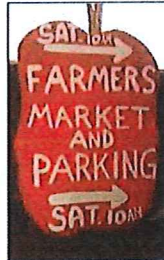
Overcoming Obstacles

One of the barriers the Cultural Heritage Department faced was funding. The Oneida General Manager reviewed the event proposal and supported the effort with \$5,000—enough money to pilot the event. During the planning process, we realized location was also a barrier. Cultural Heritage, located on Highway 54 at the edge of Green Bay is 1.5 miles away from the Apple Orchard. Shuttle buses would eventually carry attendees back and forth.

Cultural Heritage aimed to attract 500 attendees. The 2009 event included farm animals, a horse-drawn wagon, a log restoration project, old-time fishing, a couple of games for kids, and an apple pie contest. Heritage Hill, a local living history attraction, donated time period clothing from the late 1800s to early 1900s.



Funds were used for signage—to purchase plywood and cut out big wooden apples, golf carts, portable toilets, and pay other outside vendors. Donations of soda and water came from Coca-Cola. Departments collaborated to share resources: tents were borrowed from the Housing Department; trash and recycling bins and picnic tables were loaned from the Conservation Department; tables and chairs were also borrowed from the Department of Public Works; the Library pitched in to create games and crafts for kids.



Paid and unpaid promotions of the event included ads in the tribal newspaper, posters to tribal departments and a press release to local media. Flyers were sent to a few elementary schools in the area to invite students to Education Days, scheduled the Friday before Big Apple Fest. Kids came out in five school buses. Over 1,000 people showed up for the first annual event—exceeding expectations. Average product sales for a weekend at the apple orchard were approximately \$2,300. Big Apple Fest earned the same amount in a single day!

Building Annual Momentum

In its 2nd year, Big Apple Fest expenses grew by \$1,000 due to the purchase of reusable signage. Promotional materials increased to 3,600 flyers to local Green Bay and Oneida schools and 400 printed event cards. As a promotional tactic, caramel apples were sent to the news stations a week prior to the event. A portion of funding was used to purchase t-shirts for volunteers and workers during the event. Because the need for security grew, we added 3 security guards to support traffic control and included first responder preparations. This would be the last year of Education Days due to time constraints of staff.

However, other areas of the event were gaining momentum bringing our total attendance for the second year to over 1,500 people.



In 2011, the Big Apple Fest was brought under the Oneida Tourism Department and an infusion of funding was provided to take the event to the next level. The Oneida Tourism Department received room tax dollars as a base for their overall departmental funding. The total budget was now \$10,000. Rhea the Trick Horse became the new main attraction and the logistics of the event doubled with a professional tent company, 2 horse-drawn wagons, the Oneida Farmer's Market addition, and increased horse and wagon demonstrations. The signage was bigger and better. More security and workers for traffic control and demonstrations were required. Shuttles were added with service to the apple orchard from the Cultural Heritage grounds. Promotional materials included 5,000 school flyers to elementary schools. In the third year of the event the attendance was close to 3,000 people. Over 50 pies were entered in the pie contest. Noteworthy challenges: we were running out of parking at both locations, cars parking on the highway, long lines at 7 food vendors, and the Apple Orchard ran out of bags. The pie contest judges almost passed out from tasting 50 pies!



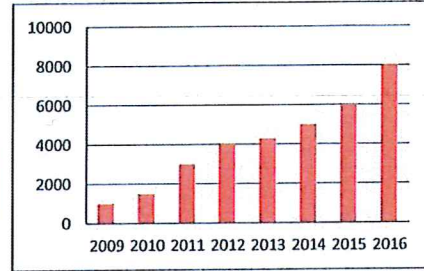
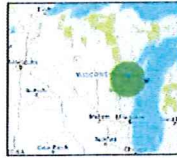
In 2012 attendance increased to over 4,000 people. A second parking area was created on the Cultural Heritage grounds. Entertainment for families brought Rhea the Trick Horse and Koko the One Trick Mule back. Promotional materials included 6,100 flyers to schools. Oneida apples were featured on Living with Amy, the Fox 11 website. Eight-second pump ads were played at two of the most popular One Stop gas stations and ads were placed in the Green Bay Press Gazette and on WFRV (CBS) channel.

In 2014, Koko the One Trick Mule was popular with kids attending the event. The addition of the Jazmine and Lexus King, who offered barrel racing demonstrations and rope tricks brought a new level of showmanship to the event. Apple sales at the orchard set a new record of \$7,700 for one day!

Attendance grew in 2015, surpassing 6,000 attendees. Big Apple Fest continued to grow with over 8,000 attendees in 2016. The average \$3,000 per weekend in Apple Orchard sales jumped to over \$15,000, a 36% increase since 2014. This does not include the overall gross sales generated at the Apple Orchard over the entire apple-picking season.

Moving Forward as a Community

Over the past eight years, Big Apple Fest has averaged an 87% annual increase in attendance and collected \$50,000 in sales. Families of all sizes commonly travel to the event from within a 45-mile radius. An all ages crowd includes grandparents, parents, and children. Attendees are Native and non-Native. With ever increasing attendance at Big Apple Fest, increased funds are required. We credit our success to working together and staying true to our vision.



The "Big Apple Fest" Brand

Our brand is as bold as the red apple. We are family-friendly with our bright red and shades of green. The Iroquois sky domes add an Oneida touch to the design. Icons display key characteristics of our event. Maps help the audience explore the grounds.



Poster



Social Media Ad



Event Fan



Event Card



Website Slider



Event Logo



Tips for Starting a Grassroots Event

1. Pick the Right Date

Start planning 9 months to a year in advance. Search the web for all the events happening in your area on the possible dates so you are not competing with an established event.

2. Develop a Unique Concept

Big Apple Fest was selected based on its association with Oneida's history in New York. Bring together different aspects of your community to create something intriguing.

3. Set Realistic Volunteer & Attendance Goals

Recruit volunteers in your family and friends. Volunteers can help you promote by word-of-mouth and decrease the time it takes to set up and take down.

4. Brainstorm to Borrow

Big Apple Fest sourced tents, a generator, bingo, hay bales, straw, corn stalks, goats, horses, garbage bins and picnic tables. Many of the resources came from internal Oneida tribal departments and Non-profits.

5. Develop a Budget

List all the costs associated with your event. Costs may include on-site restrooms, trash and recycling, tables & chairs, sound & music, golf carts for transport, location fee & permits, entertainment, supplies. Consider a small contingency fund. You might offset costs by charging a parking fee.

6. Outreach is Key

Promotional materials can range from posters and postcards to social media, radio and TV ads. For Big Apple Fest, school fliers were the most effective way to bring in families from our surrounding community.

7. Secure Sponsorships

Tribal sponsors and enterprises can help pay for your event. Contact local companies who align with your concept and check out your local Convention and Visitors Bureau. Search for local tourism grants or other tribal grants.

8. Develop a Traffic Plan

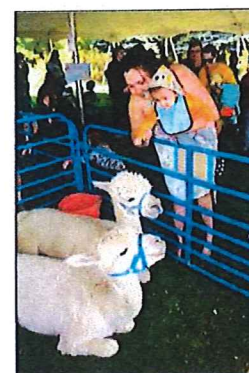
Visualize the type of experience you want your guests to have from the moment they arrive at your event. How will they know where to go?

9. Prioritize Safety & Security

Make sure you have enough trained staff or volunteers standing by for a health emergency. Include first aid kits and supplies for emergencies.

10. Develop a Brand

Create a cohesive look and feel for your event. Good design will generate excitement and communicate to people what they can expect.



Oneida Apple Orchard Site

Sat. 10 am - 4 pm

Big Apple Schedule
 Saturday, September 18
 Oneida Cultural Heritage Grounds
 10 am - 4:00 pm
 Under the Big Top Tent
 11:30 - 12:15 Old Time Bingo
 1:00 Apple Pie Cook in Class
 2:45 Apple Pie Fractions Announcement & Final Judging Begins
 3:00 - 4:15 Live Entertainment by Dewey Ruckert & Hovey

Demonstrations
 11:00 - 11:20 The Ring Gals
 Barrel Racing Demonstration
 11:30 - 12:15 Competition Horse & Carriage Demonstration
 12:30 - 1:00 Mini & Mini & Comedy Show
 1:15 - 2:00 Rope Tricks by Dewey
 2:15 - 2:45 Mini & Mini Comedy Show
 Special Appearances by: Juice - The One Trick Mule

Activities & Stalls: PVO (51 Books, Money Critz, 75 Ck's, other varieties), Horse Palm, Apple Cakes, Food Vendor, Shuttle Stop, Parking Lot 4, Entrance / Exit (Limited parking at orchard), Hwy 54, Dog Park, Farmstand Market, Tractor Show, Welcome Table, Veterans Food Area, Big Top Tent (Old Time Bingo, Kids Area, Games & Crafts), Archery Demo, HORSES & OTHER ENTERTAINMENT, Dog Cart, Debra Sam's Cartage, Koko, Chewy's Bage 165's, Archery Demo 11am-2pm, Petting Zoo, Hand Toss, Horse Show, Dog Park, Welcome Table, Veterans Memorial, Shuttle to Orchard, Entrance, Exit, Hwy 54, Green Bay.

Cultural Heritage Site

Sat. 10 am - 4 pm

Activities & Stalls: Farmstand Market, Welcome Table, Veterans Food Area, Big Top Tent (Old Time Bingo, Kids Area, Games & Crafts), Archery Demo, HORSES & OTHER ENTERTAINMENT, Dog Cart, Debra Sam's Cartage, Koko, Chewy's Bage 165's, Archery Demo 11am-2pm, Petting Zoo, Hand Toss, Horse Show, Dog Park, Welcome Table, Veterans Memorial, Shuttle to Orchard, Entrance, Exit, Hwy 54, Green Bay.

Bus & Transit Route

Lot 1 (longhouse)
 • 3 Lamers Trolley
 • 1 Handicap Trolley
 • 1 Reg. Transit

Lot 2 (Vets Wall)
 • 1 Lamers Trolley
 • 1 Discovery Coaches Trolley

Parking Lot 1 Shuttle Stop (to Apple Orchard)
 Drop Off, Pick-up, Dog Park, Pick-up Oneida Cultural Heritage, Pick-up Veteran's Wall

Parking Lot 2 Shuttle Stop (to Apple Orchard)
 Drop Off, Pick-up

Parking Lot 3 (Ridgeview Plaza)
 Lot 3 2 Transit Shuttles, Pick-up, Drop Off

Locations: Oneida Apple Orchard, W. Mason St., Hwy 172, Hillcrest Dr., Overland Rd., Riverdale Dr., Duck Creek, Trout Creek Rd.

Directions: Hwy 54, Hwy 76, Hwy 9E

2710 W Mason St. Green Bay, WI 54303 | 920-337-2627 | exploreoneida.com



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 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:

Rae Skenandore, Land Commission Chairperson
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Lori Elm, DOLM Office Manager
Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

LAND COMMISSION—(JULY— SEPT 2017) 4TH QUARTER REPORT

The Land Commission align their goals and expectations with Oneida Nations strategic direction and practical vision.

Direction **Committing to Build a Responsible Nation**
Vision **Accountable & Effective Governmental Design**

Land Commission supports Oneida Nation business and revenue; Identifying and acquiring strategic land purchases for our corporations and business units.

Direction **Advancing Onvyote?a.ka Principles**
Vision **Long Term Sustainability Plans**

The Land Commission developed a program for land ONLY purchase process; this allows membership more options in financing, ability to acquire a home that fits their individual needs, maximize the use of acquisition funds, and reduce Oneida Nation risk.

Direction **Creating a Positive Organizational Culture**
Vision **Accountable & Effective Governmental Design**

Recommended edits and changes for the by-laws submitted to the Legislative Operating Committee regarding Land Commissioner qualifications. The by-laws will outline specifications to Real Property Law class and/or equivalent hours, specified subject matter training , or completes specified training within one year of election .

MISSION

“The Land Commission is an elected body of policy makers for Land issues. The Commission oversees land acquisitions, leases, mortgage loans, land use, probates and all other tribal land issues.”

Oneida Land Commission Members

Rae Skenandore, Chairperson
Racquel Hill, Vice Chairperson
Julie Barton, Secretary
Jennifer Hill, Commissioner
Jay T. Rasmussen, Commissioner
Lloyd Powless, Jr., Commissioner
Rebecca Webster, Commissioner

Land Acquired this quarter

- ◆ Oneida currently own 26,809.39 acres or 41% of the original reservation
- ◆ 7 HIP homes acquired
- ◆ 1 Vacant
- ◆ 1 Commercial
- ◆ 1 Trust Property (future HBO site)
- ◆ 76.15 acres of land acquired for quarter

Meetings

Regular meetings are the 2nd Monday monthly. Acquisition Meetings are the 4th Monday monthly.

Meeting and Hearing Stipends

Meetings	\$ 50.00
Eviction Hearings	\$ 50.00
Probate Hearings	\$ 50.00
Foreclosure Hearings	\$150.00

* Note a hearing body consists of 3 members

Fourth Quarter Meetings

3 Regular
3 Acquisition
1 Special—No Stipend

Fourth Quarter Hearings

1 Zoning Hearing
4 Probate Hearings

LAND COMMISSION – (JULY – SEPT 2017)**LAND COMMISSION/BUSINESS COMMITTEE MEETING****DIVISION OF LAND MANAGEMENT CONFERENCE ROOM****QUARTERLY SUMMARY**

In compliance with the Business Committee, we are transitioning the hearing body authority to the Judiciary, the Land Commission worked with the Legislative Operating Committee and Legislative Resource Office and developed following;

- ◆ Real Property Law amendments
- ◆ Probate Law
- ◆ Mortgage Law
- ◆ By-Law amendments

Quarter Highlights;

- ◆ Bay Ridge Court Commercial property acquired (Strategic Purchase)
- ◆ Working with Planning on Strategic Purchases for the Nation
- ◆ The “land only purchase for new homeowners” pilot still being developed. Land Management together with Bay Bank, Bay Title, and the Bureau of Indian Affairs is promising.
- ◆ The Land Commission works with Chief Financial Officer’s on recommendations for key strategic purchases that enhance Oneida Nation’s ability to expand business development.
- ◆ The Land Commission request to DOLM to updated loan applications and scoring process for home loans, is complete.

BC ACTION NEEDED: REQUEST BUSINESS COMMITTEE TO ACCEPT THE LAND COMMISSION 4TH QUARTER REPORT FOR FISCAL YEAR 2017



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



Memorandum

To: Oneida Business Committee
From: Tehassi Hill, Chairman *T.H.*
Date: November 2, 2017
Re: Spiritual Fire E-Poll

I requested an e-poll regarding support for the spiritual fire being hosted by the community because there was an immediate need for additional assistance in regards to men needed to help keep the fire. Unfortunately, the e-poll did not receive the required number of votes to be a valid e-poll either in support of or against the request. I spoke with the Chief Counsel regarding the ability to bring forward a motion to be reconsidered. This is a summary of the discussion.

The E-Poll SOP allows a matter subject to an e-poll to be reconsidered under Rule 34, Take from the Table, of Robert's Rules of Order. This rule does not require notice. Because the Chairman can vote in an e-poll, I can bring the matter back before the Oneida Business Committee; however I cannot make the motion. As a result, I am presenting the request for reconsideration and I would call upon my colleagues to request a "Motion to take the E-Poll subject of Support for the Spiritual Fire Enough is Enough from the table as identified in section 5.1(c) of the SOP Conducting Electronic Voting (E-Polls)." Any member may second this motion. A motion to take this from the table is by majority vote.

Under the rules, this motion can only be brought back at the meeting upon which the e-poll is being entered unto the record. Since the spiritual fire is ongoing and would benefit from our support, I believe the matter is still relevant and can be acted upon.

The motion to take from the table requires a majority vote, and the effect of adoption of this motion would be to place my requested action back before the Oneida Business Committee – "Approve memorandum to Oneida Nation employees encouraging various support for the 'Enough is Enough' spiritual fire." While I can present an e-poll for action, I cannot make a motion. As a result, if the motion to take from the table passes, I would respectfully request an Oneida Business Committee member to be placed on the record as making the motion and another as a seconder to that motion.



Business Committee Meeting
8:30 a.m. Wednesday, November 8, 2017
Thank you for printing clearly

Janette Ninkam

Rachinda Ninkam Kimberley

Bonnie C. Gman

PAUL WITEK

Tyasha E. DeGroot

Erise Dymally

Michele Doxtator

Gerabino Donbrak

Marianne Close

Donald M. Mill

Nicolas Reynolds