

Oneida Business Committee



Executive Session
8:30 a.m. Tuesday, August 7, 2018
Executive Conference Room, 2nd floor, Norbert Hill Center

Regular Meeting
8:30 a.m. Wednesday, August 8, 2018 and
BC Conference Room, 2nd floor, Norbert Hill Center

Agenda

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

I. CALL TO ORDER AND ROLL CALL

II. OPENING

- A. **Special Recognition for years of service – Oneida Nation employees**
Sponsor: Geraldine Danforth, Area Manager/Human Resources Department

III. ADOPT THE AGENDA

IV. OATHS OF OFFICE

- A. **Oneida ESC Group, LLC - Board of Managers – John Breuninger**

V. MINUTES

- A. **Approve July 25-26, 2018, regular meeting minutes**
Sponsor: Lisa Summers, Secretary

VI. RESOLUTIONS

- A. **Adopt resolution entitled Continuing Budget Resolution - Fiscal Year 2019**
Sponsor: Trish King, Treasurer

VII. STANDING COMMITTEES

- A. **COMMUNITY DEVELOPMENT PLANNING COMMITTEE** *(No Requested Action)*
- B. **FINANCE COMMITTEE**
Chair: Trish King, Treasurer

1. **Approve August 1, 2018, Finance Committee meeting minutes**

C. LEGISLATIVE OPERATING COMMITTEE

Chair: David Jordan, Councilman

1. **Accept July 18, 2018, Legislative Operating Committee meeting minutes**

D. QUALITY OF LIFE COMMITTEE *(No Requested Action)***VIII. APPOINTMENTS****A. Review Chairman's recommendation and determine next steps regarding one (1) Oneida Police Commission vacancy**

Sponsor: Tehassi Hill, Chairman

EXCERPT FROM JULY 25-26, 2018: 1) Motion by Lisa Summers to defer this item to later on the agenda, after executive session, seconded by Jennifer Webster. Motion carried unanimously. 2) Motion by David P. Jordan to defer to the review of the Chairman's recommendation regarding one (1) Oneida Police Commission vacancy to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously.

B. Review Chairman's recommendation and determine next steps regarding one (1) Oneida Pow-wow Committee vacancy – term ending February 29, 2020

Sponsor: Tehassi Hill, Chairman

IX. TABLED BUSINESS**A. Accept Oneida Nation School Board SOP entitled ONSS Contracted Employee Indirect Compensation: Unused Personal Leave and Vacation Time (formerly entitled ONSS Employee Indirect Compensation: Trade Back for Cash)**

Sponsor: Todd Hill, Chair/Oneida Nation School Board

EXCERPT FROM JULY 25-26, 2018: 1) Motion by David P. Jordan to take this item from the table, seconded by Brandon Stevens. Motion carried with one abstention. 2) Motion by Lisa Summers to table this item until a red-line version and a summary of the changes can be brought back, seconded by Kirby Metoxen. Motion carried with one opposed.

EXCERPT FROM JUNE 27, 2018: Motion by Lisa Summers to table this item until the Oneida Nation School Board comes back with proposed resolutions to the concerns that were addressed here today, seconded by Kirby Metoxen. Motion carried unanimously.

X. TRAVEL REPORTS**A. Approve travel report – Councilman Kirby Metoxen – 2018 Native American Tourism of Wisconsin (NATOW) Conference – Hayward, WI – June 10-13, 2018****XI. TRAVEL REQUESTS****A. Enter e-poll results into the record in accordance with OBC SOP entitled Conducting Electronic Voting:**

Sponsor: Lisa Summers, Secretary

1. **Approved travel request in accordance with § 219.16-1 – Four (4) Language House Department staff – Great Law Recital – Niagara, NY – August 12-20, 2018**

XII. NEW BUSINESS

- A. **Determine distribution – fifty (50) 2018 Indian Horse Relay tickets**
Sponsor: Lisa Summers, Secretary

XIII. REPORTS *(Scheduled times are subject to change)***A. OPERATIONAL**

1. **Accept Environmental, Health, Safety & Land Division FY-2018 3rd quarter report** *(1:30 p.m.)*
Sponsor: Pat Pelky, Division Director/Environmental, Health, Safety & Land
2. **Accept Comprehensive Housing Division FY-2018 3rd quarter report** *(1:50 p.m.)*
Sponsor: Dana McLester, Division Director/Comprehensive Housing
3. **Accept Human Resources Department FY-2018 3rd quarter report** *(2:10 p.m.)*
Sponsor: Geraldine Danforth, Area Manager/Human Resources Department
4. **Accept Retail Enterprise FY-2018 3rd quarter report** *(2:30 p.m.)*
Sponsor: Michele Doxtator, Area Manager/Retail Profits

B. CORPORATE BOARDS

1. **Accept Oneida Golf Enterprise Corporation FY-2018 3rd quarter report** *(2:50 p.m.)*
Sponsor: Josh Doxtator, COO/Oneida Golf Enterprise Corporation

XIV. EXECUTIVE SESSION *(Scheduled times are subject to change)***A. REPORTS**

1. **Accept Environmental, Health, Safety & Land Division FY-2018 3rd quarter executive report** – Pat Pelky, Division Director/Environmental, Health, Safety & Land *(8:30 a.m.)*
2. **Accept Comprehensive Housing Division FY-2018 3rd quarter executive report** – Dana McLester, Division Director/Comprehensive Housing *Not submitted (9:00 a.m.)*
3. **Accept Human Resources Department FY-2018 3rd quarter executive report** – Geraldine Danforth, Area Manager/Human Resources Department *(9:30 a.m.)*
4. **Accept Retail Enterprise FY-2018 3rd quarter executive report** – Michele Doxtator, Area Manager/Retail Profits *(10:00 a.m.)*
5. **Accept Oneida Golf Enterprise Corporation FY-2018 3rd quarter executive report** – Josh Doxtator, COO/Oneida Golf Enterprise Corporation *(3:15 p.m.)*
6. **Accept Chief Counsel report** – Jo Anne House, Chief Counsel

B. STANDING ITEMS

1. **LAND CLAIMS STRATEGY** *(No Requested Action)*
2. **ONEIDA GOLF ENTERPRISE CORPORATION – LADIES PROFESSIONAL GOLF ASSOCIATION**
 - a) **Accept Thornberry Creek LPGA Classic August 2018 report** *(3:30 p.m.)*
Sponsor: Josh Doxtator, COO/Oneida Golf Enterprise Corporation
3. **LAND MORTGAGE FUNDS** *(No Requested Action)*
4. **SERVICE ELIGIBILITY SUB-COMMITTEE** *(No Requested Action)*

C. AUDIT COMMITTEE

Chair: David Jordan, Councilman

1. **Accept June 14, 2018, Audit Committee meeting minutes**

EXCERPT FROM JULY 25-26, 2018: Motion by Kirby Metoxen to defer the June 14, 2018, Audit Committee meeting minutes to the August 8, 2018, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously.

2. **Accept Business Committee Credit Card Activity operational audit and lift confidentiality requirement**

EXCERPT FROM JULY 25-26, 2018: Motion by David P. Jordan to defer the Business Committee Credit Card Activity operational audit to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously.

3. **Accept Judiciary – Appellate and Trial Court performance assurance audit and lift confidentiality requirement**

EXCERPT FROM JULY 25-26, 2018: Motion by Kirby Metoxen to defer the Judiciary – Appellate and Trial Court performance assurance audit to the August 8, 2018, regular Business Committee meeting, seconded by Ernie Stevens III. Motion carried unanimously.

4. **Accept Judiciary – Family Court performance assurance audit and lift confidentiality requirement**

EXCERPT FROM JULY 25-26, 2018: Motion by Kirby Metoxen to defer the Judiciary – Family Court performance assurance audit to the August 8, 2018, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously.

D. TABLED BUSINESS *(No Requested Action)*

E. UNFINISHED BUSINESS**1. Complaint # 2018-DR11-02**

Sponsor: Tehassi Hill, Chairman; Brandon Stevens, Vice-Chairman; Lisa Summers, Secretary

EXCERPT FROM JULY 25-26, 2018: Motion by Kirby Metoxen to defer the 45-day update regarding complaint # 2018-DR11-02 to the August 8, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously.

EXCERPT MAY 23, 2018: Motion by David P. Jordan to accept complaint # 2018-DR11-02 as having merit and assign Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, and Secretary Lisa Summers to complete the investigation process in accordance with the OBC Standard Operating Procedure, seconded by Daniel Guzman King. Motion carried unanimously.

a) Accept 45-day update**b) Accept written report and determine next steps****2. Complaint # 2018-DR04-01 – Accept written report and determine next steps**

Sponsor: Brandon Stevens, Vice-Chairman; Kirby Metoxen, Councilman; Ernie Stevens III, Councilman

EXCERPT FROM JULY 25-26, 2018: Motion by Kirby Metoxen to defer the written report regarding complaint # 2018-DR04-01 to the August 8, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously.

EXCERPT FROM APRIL 25, 2018: Motion by David P. Jordan to accept the 45-day update regarding complaint # 2018-DR04-01, seconded by Ernie Stevens III. Motion carried unanimously.

EXCERPT FROM MARCH 28, 2018: Motion by Jennifer Webster to assign Councilman Kirby Metoxen to the OBC Sub-committee to investigate complaint # 2018-DR04-01 and to remove Councilman David P. Jordan from the Sub-committee, seconded by David P. Jordan. Motion carried with one abstention.

EXCERPT FROM MARCH 14, 2018: Motion by David P. Jordan to assign Vice-Chairman Brandon Stevens, Councilmen David Jordan, and Ernie Stevens III to investigate complaint # 2018-DR04-01, seconded by Kirby Metoxen. Motion carried unanimously.

3. Review application(s) for one (1) vacancy – Oneida Police Commission – remainder of term ending July 31, 2021

Sponsor: Tehassi Hill, Chairman

EXCERPT FROM JULY 25-26, 2018: Motion by David Jordan to defer the review of the application(s) for one (1) vacancy – Oneida Police Commission – remainder of term ending July 31, 2021, to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously.

4. Adopt resolution entitled Regarding Pardon of Joslin Skenandore

Sponsor: Lisa Summers, Secretary

EXCERPT FROM JULY 25-26, 2018: Motion by David P. Jordan to defer the resolution entitled Regarding Pardon of Joslin Skenandore to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously.

F. NEW BUSINESS

1. **Approve limited waiver of sovereign immunity – Apptricity Corporation SaaS Subscription license agreement – file # 2018-0562**
Sponsor: Louise Cornelius, Gaming General Manager
2. **File # ED18-002 – Approve three (3) actions (10:30 a.m.)**
Sponsor: Troy Parr, Division Director/Community & Economic Development
3. **Approve attorney contract and limited waiver of sovereign immunity – Andrus Intellectual Property Law, LLP – file # 2018-0942**
Sponsor: Jo Anne House, Chief Counsel
4. **Approve employment contract for DR10 – file # 2018-_____**
Sponsor: Tehassi Hill, Chairman; Brandon Stevens, Vice-Chairman; Lisa Summers, Secretary; Trish King, Treasurer
5. **Review application(s) for one (1) vacancy – Oneida Pow-wow Committee – term ending February 29, 2020**
Sponsor: Tehassi Hill, Chairman
6. **Community Complaint/Concern # 2018-CC-02 – Review and determine next steps**
Sponsor: Lisa Summers, Secretary
7. **Review draft Oneida Business Committee FY-2019 budgets and make appropriate adjustments**
Sponsor: Trish King, Treasurer
8. **Enter e-poll results into the record in accordance with OBC SOP entitled Conducting Electronic Voting:**
Sponsor: Lisa Summers, Secretary
 - a) **Approved Legislative Reference Office staff attorney contract – file # 2018-0869 – David P. Jordan, Councilman**

XV. ADJOURN

Posted on the Oneida Nation's official website, www.oneida-nsn.gov, at 6:30 p.m., Friday, August 3, 2018, pursuant to the Open Records and Open Meetings law (§ 107.14.)

The meeting packet of the open session materials for this meeting is available by going to the Oneida Nation's official website at: oneida-nsn.gov/government/business-committee/agendas-packets/

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 18 / 18

2. General Information:

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

[Empty text box]

Agenda Header: Announcement/Recognition

Accept as Information only

Action - please describe:

Presentation of Years of Service Certificates to approximately sixteen (16) employees by their immediate supervisor along with the Oneida Business Committee.

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 7/31/18
Geraldine Danforth, Area Manager/Human Resource Department

Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

HRD coordinates efforts on a quarterly basis, with all supervisors and the Business Committee to recognize employees who have reach the 25+ years milestone. With the assistance from each supervisor, HRD will create the certificate to be presented to the Years of Service recipient.

- 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

Fiscal Year: FY2018 Group #2

3rd Quarter		FY'18		8/8/2018	
Name	Supervisor Name	ADOH	Years	Status	
CARLSON,JEFFREY R	DANFORTH,DEBRA J	May 3, 1993	25		
LEGARE,SHAWN	DOXTATER,ANDREW J	May 3, 1993	25		
BAUMGART,CAROL J	JORDAN,JUDITH J	May 10, 1993	25		
KOSSOW,SANDRA L	ANTONE,DOROTHY A	May 11, 1993	25		
STEVENS,GEORGIA	PADRON,JESSE	May 23, 1993	25		
REED,MAURICE	DOXTATOR,JASON W	May 24, 1993	25		
VANARK,DONNA T	JORDAN,MISTY D	May 24, 1993	25		
UNDERDAHL,SARAH E	DOXTATOR,JASON W	Jun 1, 1993	25		
THOMAS,LEE V	NINHAM-LAMBERIES,RALINDA	Jun 2, 1993	25		
CORNELIUS,CARLOS T	FISH,SARAH A	Jun 14, 1993	25		
KRIESCHER,LINDA L	SANTIAGO,CHERICE A	Jun 14, 1993	25		
MEYERSPOONER,LAUREL M	DENNY,SCOTT J	Jun 25, 1993	25		
CORNELIUS,HARRY A	BRAATEN,BLAIR A	Jun 28, 1993	25		
SOT,JEFFREY	DANFORTH,KATSITSIYO T	Jun 28, 1993	25		
SKENADORE,SANDRA L	WEST,STEPHEN J	June 30, 1993	25		
DANFORTH,KERRY R	BOYLE,JACQUE	October 12, 1987	30		

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

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 John Breuninger for the Oneida ESC Group, LLC - Board of Managers.

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 June 27, 2018 the Oneida Business Committee appointed John Breuninger to the Oneida ESC Group, LLC - Board of Managers.

The action requested is to administer Oath of Office to John Breuninger for the Oneida ESC Group, LLC - Board of Managers.

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: 08 / 08 / 18

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 July 25-26, 2018, regular Business Committee meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="7/25-26/18 regular BC meeting minutes DRAFT"/>	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: Lisa Liggins, Info. Mgmt. Spec./BC Support Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

DRAFT**Oneida Business Committee**

Executive Session
9:30 a.m. Tuesday, July 24, 2018
Executive Conference Room, 2nd floor, Norbert Hill Center

Regular Meeting
8:30 a.m. Wednesday, July 25, 2018 and
1:00 p.m. Thursday, July 26, 2018
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes**EXECUTIVE SESSION**

Present: Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Treasurer Trish King, Council members: David P. Jordan, Kirby Metoxen, Jennifer Webster;

Not Present: Secretary Lisa Summers, Council members: Daniel Guzman King;

Arrived at: Councilman Ernie Stevens III at 2:29 p.m.;

Others present: Jo Anne House, Larry Barton, Lisa Liggins, Laura Laitinen-Warren, Louise Cornelius, Chad Fuss, Debbie Danforth, George Skenandore, Jacque Boyle, Troy Parr, Gerald L. Hill, Tana Aguirre, Forbes D. McIntosh, Ralinda Ninham-Lamberies;

REGULAR MEETING

Present: Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Secretary Lisa Summers, Council members: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster;

Not Present: n/a

Arrived at: Treasurer Trish King at 9:09 a.m.;

Others present: Jo A. House, Larry Barton, Lisa Liggins, Mike Debraska (via Polycom), Nancy Barton, Cathy L. Metoxen, Brad Graham, Will Graham, Lexus King, Dennis King, Sharon King, Peril Huff, Patricia Moore, Barbara Cornelius, Mary Vvalther, Chad Wilson, Wes Martin, Tsyoslake House, Jolene Hensberger, Todd Hill, Fred Muscavitch, Geraldine Danforth, Gerald L. Hill, Dr. Ravinder Vir, Debra Danforth, Susan House, Joanie Buckley, Richard Cluckey, Richard Elm-Hill, Michelle Danforth-Anderson, Jacque Boyle, Karen Smith, Troy Parr, James Petitjean;

I. CALL TO ORDER AND ROLL CALL by Chairman Tehassi Hill at 8:31 a.m.

II. OPENING administered by Councilman Daniel Guzman King

A. Recognition of Oneida Nation tribal member Lexus King

Special recognition of Lexus King being crowned Miss Rodeo Wisconsin Lady In Waiting (will be crowned Miss Rodeo Wisconsin 2019 in January) by Councilman Daniel Guzman King

III. ADOPT THE AGENDA (00:08:00)

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

Ayes: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Trish King

DRAFT**IV. OATHS OF OFFICE** administered by Secretary Lisa Summers **(00:08:24)**

- A. **Oneida Election Board** – Peril Huff
- B. **Anna John Resident Centered Care Community Board** – Patricia Moore
- C. **Personnel Selection Committee** – Barbara Cornelius
- D. **Oneida Nation Arts Board** – Mary Vvalther

V. MINUTES

- A. **Approve July 11, 2018, regular meeting minutes (00:11:25)**
Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to approve the July 11, 2018, regular meeting minutes, seconded by Kirby Metoxen. Motion carried unanimously:

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

VI. RESOLUTIONS

- A. **Adopt resolution entitled OJJDP FY2018 Opioid Affected Youth Initiative (00:11:47)**
Sponsor: Joanie Buckley, Division Director/Internal Services

Motion by Jennifer Webster to adopt resolution 07-25-18-A Office of Juvenile Justice and Delinquency Prevention FY2018 Opioid Affected Youth Initiative with the noted changes [spell out OJJDP in the title of the resolution], seconded by Ernie Stevens III. Motion carried unanimously:

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

VII. STANDING COMMITTEES

- A. **COMMUNITY DEVELOPMENT PLANNING COMMITTEE** *(No Requested Action)*

- B. **FINANCE COMMITTEE**
Chair: Trish King, Treasurer

- 1. **Approve July 16, 2018, Finance Committee meeting minutes (00:16:15)**

Motion by David P. Jordan to approve the July 16, 2018, Finance Committee meeting minutes, seconded by Ernie Stevens III. Motion carried unanimously:

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

DRAFT**C. LEGISLATIVE OPERATING COMMITTEE**

Chair: David Jordan, Councilman

1. Accept June 20, 2018, Legislative Operating Committee meeting minutes (00:20:07)

Motion by Lisa Summers to accept the June 20, 2018, Legislative Operating Committee meeting minutes, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Trish King

2. Adopt Legal Resource Center law rule #1 – Application for Services (00:20:58)

Motion by David P. Jordan to adopt the Legal Resource Center law rule #1 – Application for Services, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Trish King

Treasurer Trish King arrives at 9:09 a.m.

D. QUALITY OF LIFE COMMITTEE

Chair: Brandon Stevens, Vice-Chairman

1. Accept May 10, 2018, Quality of Life Committee meeting minutes (00:39:21)

Motion by Brandon Stevens to accept the May 10, 2018, Quality of Life Committee meeting minutes, seconded by Lisa Summers. Motion carried unanimously:

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

VIII. APPOINTMENTS**A. Review Chairman's recommendation and determine next steps regarding one (1) Oneida Police Commission vacancy (00:51:47); (04:56:57)**

Sponsor: Tehassi Hill, Chairman

Motion by Lisa Summers to defer this item to later on the agenda, after executive session, seconded by Jennifer Webster. Motion carried unanimously:

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

Motion by David P. Jordan to defer to the review of the Chairman's recommendation regarding one (1) Oneida Police Commission vacancy to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III

Not Present: Daniel Guzman King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**IX. TABLED BUSINESS****A. Accept Oneida Nation School Board SOP entitled ONSS Contracted Employee Indirect Compensation: Unused Personal Leave and Vacation Time (formerly entitled ONSS Employee Indirect Compensation: Trade Back for Cash) as information (00:52:28)**

Sponsor: Todd Hill, Chair/Oneida Nation School Board

EXCERPT FROM JUNE 27, 2018: Motion by Lisa Summers to table this item until the Oneida Nation School Board comes back with proposed resolutions to the concerns that were addressed here today, seconded by Kirby Metoxen. Motion carried unanimously.

Motion by David P. Jordan to take this item from the table, seconded by Brandon Stevens. Motion carried with one abstention:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Brandon Stevens, Ernie Stevens III, Jennifer Webster
 Abstained: Lisa Summers

Motion by Lisa Summers to table this item until a red-line version and a summary of the changes can be brought back, seconded by Kirby Metoxen. Motion carried with one opposed:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
 Opposed: Brandon Stevens

X. UNFINISHED BUSINESS (No Requested Action)**XI. NEW BUSINESS****A. Post one (1) vacancy – Oneida Nation Arts Board term ending February 28, 2022 (01:04:03)**

Sponsor: Lisa Summers, Secretary

Motion by Jennifer Webster to post one (1) vacancy on the Oneida Nation Arts Board for a term ending February 28, 2022, seconded by Kirby Metoxen. Motion carried unanimously:

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

B. Approve Capital Improvement Process (CIP) concept paper – Food Distribution Store Concept – CIP # 18-010 (01:04:30)

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

Motion by Brandon Stevens to extend the comment period for Nancy Barton for an additional three (3) minutes, seconded by David P. Jordan. Motion carried unanimously:

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

Motion by Lisa Summers to approve the Capital Improvement Process (CIP) concept paper for the Food Distribution Store Concept – CIP # 18-010, seconded by Jennifer Webster. Motion carried unanimously:

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

DRAFT**C. Change appointed Oneida Tribal Representative – 2020 North American Indigenous Games
(01:27:39)**

Sponsor: Lisa Summers, Secretary

Motion by Jennifer Webster to appoint Secretary Lisa Summers as the North American Indigenous Games (NAIG) Tribal Representative for the Oneida Nation and to clarify that the appointment made on March 28, 2018 is superseded by this motion, noting that Secretary Summers and Vice-Chairman Brandon Stevens will remain co-liaisons to NAIG, seconded by Brandon Stevens. Motion carried unanimously:

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

XII. TRAVEL**A. TRAVEL REPORTS (No Requested Action)****B. TRAVEL REQUESTS****1. Approve travel request in accordance with § 219.16-1 – Eight (8) Oneida Nation Veteran Affairs Committee members – Indian Summer Festival 2018 – Milwaukee, WI – September 7-9, 2018 (01:31:40)**

Motion by Brandon Stevens to approve the travel request in accordance with § 219.16-1 for Eight (8) Oneida Nation Veteran Affairs Committee members to attend the Indian Summer Festival 2018 in Milwaukee, WI – September 7-9, 2018, noting the correct estimated cost per traveler is \$4,603, seconded by Ernie Stevens III. Motion carried unanimously:

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

Treasurer Trish King departs at 10:11 a.m.

Treasurer Trish King returns at 10:13 a.m.

2. Approve travel request in accordance with § 219.16-1 – Five (5) Oneida Gaming Commission members/staff – National Tribal Gaming Commissioners/Regulators Conference – Prior Lake, MN – September 17-20, 2018 (01:39:03)

Motion by Kirby Metoxen to approve the travel request in accordance with § 219.16-1 for Five (5) Oneida Gaming Commission members/staff to attend the National Tribal Gaming Commissioners/Regulators Conference in Prior Lake, MN – September 17-20, 2018, seconded by Lisa Summers. Motion carried unanimously:

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

3. Approve travel request – Councilman Kirby Metoxen – Annual American Indian Tourism Conference – Albuquerque, NM – September 16-21, 2018 (01:44:16)

Motion by Lisa Summers to approve the travel request for Councilman Kirby Metoxen to attend the Annual American Indian Tourism Conference in Albuquerque, NM – September 16-21, 2018, seconded by Daniel Guzman King. Motion carried with two abstentions:

Ayes: Daniel Guzman King, Trish King, Brandon Stevens, Ernie Stevens III, Lisa Summers, Jennifer Webster

Abstained: David P. Jordan, Kirby Metoxen,

DRAFT**XIII. OPERATIONAL REPORTS**

Chairman Tehassi Hill departs at 1:42 p.m.; Vice-Chairman Brandon Stevens assumes the responsibilities of the Chair.

A. Accept Comprehensive Health Division FY-2018 3rd quarter report (02:51:46)

Sponsor: Dr. Ravinder Vir, Division Director/Comprehensive Health Medical and Debra Danforth, Division Director/Comprehensive Health Operations

Motion by David P. Jordan to accept the Comprehensive Health Division FY-2018 3rd quarter report, seconded by Lisa Summers. Motion carried unanimously:

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

B. Accept Governmental Services Division FY-2018 3rd quarter report (03:28:39)

Sponsor: George Skenandore, Division Director/Governmental Services

Motion by David P. Jordan to accept the Governmental Services Division FY-2018 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

Secretary Lisa Summers departs at 2:20 p.m.

Chairman Tehassi Hill returns at 2:28 p.m. and assumes the responsibilities of the Chair

Vice-Chairman Brandon Stevens departs at 2:29 p.m.

Vice-Chairman Brandon Stevens returns at 2:40 p.m.

Councilman Kirby Metoxen departs at 2:43 p.m.

Councilman Kirby Metoxen returns at 2:46 p.m.

Treasurer Trish King departs at 3:03 p.m.

Treasurer Trish King returns at 3:06 p.m.

C. Accept Internal Services Division FY-2018 3rd quarter report (03:39:18)

Sponsor: Joanie Buckley, Division Director/Internal Services

Motion by Brandon Stevens to accept the Internal Services Division FY-2018 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

D. Accept Public Works Division FY-2018 3rd quarter report (04:29:51)

Sponsor: Jacque Boyle, Division Director/Public Works

Motion by David P. Jordan to accept the Public Works Division FY-2018 3rd quarter report, seconded by Kirby Metoxen. Motion carried unanimously:

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

Councilwoman Jennifer Webster departs at 3:29 p.m.

DRAFT**E. Accept Community & Economic Development Division FY-2018 3rd quarter report (04:48:02)**

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

Motion by David P. Jordan to accept the Community & Economic Development Division FY-2018 3rd quarter report, seconded by Jennifer Webster¹. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen,
Brandon Stevens, Ernie Stevens III, Lisa Summers

Not Present: Jennifer Webster

XIV. GENERAL TRIBAL COUNCIL**A. Approve four (4) actions regarding Petitioner Linda Dallas – Medicare Part B premium payment (01:46:03)**

Sponsor: Lisa Summers, Secretary

Motion by Lisa Summers to acknowledge receipt of the petition from Linda Dallas regarding Medicare Part B premium payment, seconded by Brandon Stevens. Motion carried unanimously:

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

Councilman Kirby Metoxen departs at 10:29 a.m.

Councilman Kirby Metoxen returns at 10:33 a.m.

Chairman Tehassi Hill departs at 10:36 a.m.; Vice-Chairman Brandon Stevens assumes the responsibilities of the Chair.

Motion by David P. Jordan to assign the petition to a General Tribal Council meeting agenda to be tentatively held on October 28, 2018, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Tehassi Hill

Amendment to the main motion by Ernie Stevens to defer this item to the next Business Committee Work Session to find an available agenda that fits the required timeline, seconded by Lisa Summers.²

For the record: Secretary Lisa Summers stated that there has been attempts to have this conversation before: at a BC Work Session and at BC Agenda Review.

Motion by Lisa Summers to direct the OBC Direct Report Offices to complete and submit their administrative impact statements of the petition to the Secretary by Wednesday, August 15, 2018, seconded by David P. Jordan. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster

Not Present: Tehassi Hill

Motion by Jennifer Webster to direct the Law, Finance, and Legislative Reference Offices to complete and submit the legal review, fiscal impact statement, and statement of effect, respectively, for the September 12, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously:

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

Not Present: Tehassi Hill

¹ The motion supported by Councilwoman Jennifer Webster was voted while she was not present.

² Amendment not voted on. The item will be added to the next Business Committee Work Session as requested; the Business Committee can make a determination on next steps at that time.

DRAFT

*Chairman Tehassi Hill returns at 10:43 a.m. and assumes the responsibilities of the Chair
Councilwoman Jennifer Webster departs at 10:44 a.m.*

B. Approve four (4) actions regarding Petitioner Gladys Dallas – \$5,000 payment (02:12:20)

Sponsor: Lisa Summers, Secretary

Motion by Lisa Summers to acknowledge receipt of the petition from Gladys Dallas regarding a \$5,000 payment, seconded by David P. Jordan. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen,
Brandon Stevens, Ernie Stevens III, Lisa Summers

Not Present: Jennifer Webster

Motion by Lisa Summers to assign the petition to a General Tribal Council meeting agenda to be tentatively held on October 28, 2018, seconded by David P. Jordan. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen,
Brandon Stevens, Ernie Stevens III, Lisa Summers

Not Present: Jennifer Webster

Councilwoman Jennifer Webster returns at 10:47 a.m.

Motion by Lisa Summers to direct the OBC Direct Report Offices to complete and submit their administrative impact statements of the petition to the Secretary by Wednesday, August 15, 2018, seconded by David P. Jordan. Motion carried unanimously:

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

Motion by Lisa Summers to direct the Law, Finance, and Legislative Reference Offices to complete and submit the legal review, fiscal impact statement, and statement of effect, respectively, for the September 12, 2018, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously:

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

Councilman Ernie Stevens departs at 10:49 a.m.

Councilman Ernie Stevens returns at 10:51 a.m.

Secretary Lisa Summers departs at 10:59 a.m.

Secretary Lisa Summers returns at 11:04 a.m.

Councilman Daniel Guzman King departs at 11:08 a.m.

C. Approve two (2) actions regarding OBC Triennial Strategic Plan documents (02:17:36)

Sponsor: Trish King, Treasurer

Motion by Lisa Summers to approve the Oneida Business Committee and OBC Special Project Triennial Strategic Plan documents, seconded by Kirby Metoxen. Motion carried unanimously:

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

Not Present: Daniel Guzman King

Councilman Daniel Guzman King returns at 11:15 a.m.

DRAFT**D. Approve notice and materials for August 27, 2018, tentatively scheduled GTC meeting
(02:38:52)**

Sponsor: Lisa Summers, Secretary

Motion by Lisa Summers to approve the notice and materials for the August 27, 2018, tentatively scheduled GTC meeting, noting the BC Recommendation will be included once it's completed, seconded by Jennifer Webster. Motion carried unanimously:

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

XV. EXECUTIVE SESSION (02:50:57)

Motion by David P. Jordan to go into executive session at 11:22 a.m., seconded by Kirby Metoxen. Motion carried unanimously:

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

The Oneida Business Committee, by consensus, took a one and a half (1.5) hour recess at 12:00 p.m.

Called to order by Chairman Tehassi Hill at 1:31 p.m.

Roll call for the record:

Present: Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Treasurer Trish King, Council members: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster;

(02:51:29)

Motion by Jennifer Webster to come out of executive session at 1:31 p.m., seconded by Ernie Stevens III. Motion carried unanimously:

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

Not Present: Lisa Summers

Vice-Chairman Brandon Stevens and Councilman Kirby Metoxen arrive at 1:32 p.m. Agenda continues as scheduled with XIII. Operational Reports.

(04:56:21)

Councilman Kirby Metoxen departs at 3:36 p.m.

Councilwoman Jennifer Webster returns at 3:36 p.m.

Motion by Ernie Stevens III to go into executive session at 3:36 p.m., seconded by Daniel Guzman King. Motion carried unanimously:

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

Not Present: Kirby Metoxen, Lisa Summers

The Oneida Business Committee, by consensus, agreed to recess at 5:10 p.m. until 1:00 p.m. on Thursday, July 26, 2018.

Called to order by Chairman Tehassi Hill at 1:01 p.m. on Thursday, July 26, 2018.

Roll call for the record:

Present: Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Treasurer Trish King, Council members: David P. Jordan, Kirby Metoxen, Ernie Stevens III, Jennifer Webster;

DRAFT

Motion by David Jordan to come out of executive session at 2:52 p.m., seconded by Ernie Stevens III. Motion carried unanimously:

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

A. REPORTS

- 1. Accept Gaming General Manager July 2018 report** – Louise Cornelius, Gaming General Manager **(04:57:32)**

Motion by David P. Jordan to accept the Gaming General Manager July 2018 report, seconded by Ernie Stevens III. Motion carried unanimously:

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

- 2. Accept Comprehensive Health Division FY-2018 3rd quarter executive report** – Dr. Ravinder Vir, Division Director/Comprehensive Health Medical and Debra Danforth, Division Director/Comprehensive Health Operations **(04:57:53)**

Motion by Kirby Metoxen to accept the Comprehensive Health Division FY-2018 3rd quarter executive report, seconded by Ernie Stevens III. Motion carried unanimously:

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

- 3. Accept Governmental Services Division FY-2018 3rd quarter executive report** – George Skenandore, Division Director/Governmental Services **(04:58:12)**

Motion by Kirby Metoxen to accept the Governmental Services Division FY-2018 3rd quarter executive report, seconded by David P. Jordan. Motion carried unanimously:

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

- 4. Accept Internal Services Division FY-2018 3rd quarter executive report** – Joanie Buckley, Division Director/Internal Services **(04:58:25)**

Motion by Ernie Stevens III to accept the Internal Services Division FY-2018 3rd quarter executive report, seconded by Kirby Metoxen. Motion carried unanimously:

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

Motion by Kirby Metoxen to send the Print Shop sustainability discussion to an upcoming BC Work Session for discussion, seconded by David P. Jordan. Motion carried unanimously:

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

DRAFT

- 5. Accept Public Works Division FY-2018 3rd quarter executive report** – Jacque Boyle, Division Director/Public Works **(04:58:58)**

Motion by David P. Jordan to accept the Public Works Division FY-2018 3rd quarter executive report, seconded by Kirby Metoxen. Motion carried unanimously:

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

- 6. Accept Community & Economic Development Division FY-2018 3rd quarter executive report** – Troy Parr, Division Director/Community & Economic Development **(04:59:15)**

Motion by Kirby Metoxen to accept the Community & Economic Development Division FY-2018 3rd quarter executive report, seconded by Ernie Stevens III. Motion carried unanimously:

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

- 7. Accept Chief Counsel report** – Jo Anne House, Chief Counsel **(04:59:32)**

Motion by David P. Jordan to accept the Chief Counsel report dated July 20, 2018 and associated handouts, seconded by Ernie Stevens III. Motion carried unanimously:

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

- 8. Accept Intergovernmental Affairs and Communications July 2018 report** – Tehassi Hill, Chairman **(04:59:49)**

Motion by Kirby Metoxen to accept the Intergovernmental Affairs and Communications July 2018 report, seconded by David P. Jordan. Motion carried unanimously:

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

Motion by Kirby Metoxen to approve the concepts presented in the recommendations provided in the memorandum dated July 26, 2018, seconded by Trish King. Motion carried unanimously:

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

B. STANDING ITEMS

- 1. LAND CLAIMS STRATEGY** *(No Requested Action)*
- 2. ONEIDA GOLF ENTERPRISE CORPORATION – LADIES PROFESSIONAL GOLF ASSOCIATION**
 - a) Accept Thornberry Creek LPGA Classic July 2018 report** **(05:00:26)**
Sponsor: Josh Doxtator, COO/Oneida Golf Enterprise Corporation

Motion by Trish King to accept Thornberry Creek LPGA Classic July 2018 report, seconded by Ernie Stevens III. Motion carried unanimously:

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

DRAFT**3. LAND MORTGAGE FUNDS (No Requested Action)****C. AUDIT COMMITTEE**

Chair: David Jordan, Councilman

1. Accept June 14, 2018, Audit Committee meeting minutes (05:00:42)

Motion by Kirby Metoxen to defer the June 14, 2018, Audit Committee meeting minutes to the August 8, 2018, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously:

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

2. Accept Business Committee Credit Card Activity operational audit and lift confidentiality requirement (05:01:04)

Motion by David P. Jordan to defer the Business Committee Credit Card Activity operational audit to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously:

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

3. Accept Judiciary – Appellate and Trial Court performance assurance audit and lift confidentiality requirement (05:01:24)

Motion by Kirby Metoxen to defer the Judiciary – Appellate and Trial Court performance assurance audit to the August 8, 2018, regular Business Committee meeting, seconded by Ernie Stevens III. Motion carried unanimously:

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

4. Accept Judiciary – Family Court performance assurance audit and lift confidentiality requirement (05:01:45)

Motion by Kirby Metoxen to defer the Judiciary – Family Court performance assurance audit to the August 8, 2018, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously:

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

D. TABLED BUSINESS (No Requested Action)

DRAFT**E. UNFINISHED BUSINESS****1. Accept 45-day update regarding complaint # 2018-DR11-02 (05:02:07)**

Sponsor: Tehassi Hill, Chairman; Brandon Stevens, Vice-Chairman; Lisa Summers, Secretary

EXCERPT MAY 23, 2018: Motion by David P. Jordan to accept complaint # 2018-DR11-02 as having merit and assign Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, and Secretary Lisa Summers to complete the investigation process in accordance with the OBC Standard Operating Procedure, seconded by Daniel Guzman King. Motion carried unanimously.

Motion by Kirby Metoxen to defer the 45-day update regarding complaint # 2018-DR11-02 to the August 8, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously:

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

2. Accept written report regarding complaint # 2018-DR04-01 and determine next steps (05:02:31)

Sponsor: Brandon Stevens, Vice-Chairman; Kirby Metoxen, Councilman; Ernie Stevens III, Councilman

EXCERPT FROM APRIL 25, 2018: Motion by David P. Jordan to accept the 45-day update regarding complaint # 2018-DR04-01, seconded by Ernie Stevens III. Motion carried unanimously.

EXCERPT FROM MARCH 28, 2018: Motion by Jennifer Webster to assign Councilman Kirby Metoxen to the OBC Sub-committee to investigate complaint # 2018-DR04-01 and to remove Councilman David P. Jordan from the Sub-committee, seconded by David P. Jordan. Motion carried with one abstention.

EXCERPT FROM MARCH 14, 2018: Motion by David P. Jordan to assign Vice-Chairman Brandon Stevens, Councilmen David Jordan, and Ernie Stevens III to investigate complaint # 2018-DR04-01, seconded by Kirby Metoxen. Motion carried unanimously.

Motion by Kirby Metoxen to defer the written report regarding complaint # 2018-DR04-01 to the August 8, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously:

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

DRAFT**3. Review Going Long additional due diligence and determine next steps (05:03:04)**

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

EXCERPT FROM MAY 9, 2018: Motion by Jennifer Webster to direct the Community and Economic Development Division Director to complete additional due diligence and bring a recommendation to the May 23, 2018, regular Business Committee meeting, seconded by David P. Jordan. Motion carried unanimously.

EXCERPT FROM MAY 23, 2018: Motion by Ernie Stevens III to accept the update and review, as information, and to direct the Community and Economic Development Division Director to move forward with Tier 1 review, seconded by Daniel Guzman King. Motion carried with one abstention.

Motion by David P. Jordan to accept the additional due diligence and recommendation in the memorandum dated July 17, 2018, seconded by Trish King. Motion carried unanimously:

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

F. NEW BUSINESS**1. Review response – request for recommendation for service eligibility (05:03:31)**

Sponsor: George Skenandore, Division Director/Governmental Services

Motion by David P. Jordan to accept the response provided to the request for recommendation for service eligibility dated July 19, 2018, seconded by Kirby Metoxen. Motion carried unanimously:

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

Motion by David P. Jordan to assign Vice-Chairman Brandon Stevens, Secretary Lisa Summers, and Councilman Kirby Metoxen to sub-committee to work with the Governmental Services Division on a review of service eligibility, seconded by Kirby Metoxen. Motion carried unanimously:

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

Motion by David P. Jordan to create a Standing Item in Executive Session entitled Service Eligibility Sub-Committee and for updates to be provided every other month, beginning in August 2018 at the second regular Business Committee meeting of the month, seconded by Kirby Metoxen. Motion carried unanimously:

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

2. Review Chief Financial Officer recommendations regarding FY-2019 draft budget (05:04:55)

Sponsor: Trish King, Treasurer

Motion by David P. Jordan to approve the Chief Financial Officer recommendations regarding FY-2019 draft budget and request the Treasurer to move forward with the required meetings, seconded by Kirby Metoxen. Motion carried unanimously:

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

DRAFT**3. Review application(s) for one (1) vacancy – Oneida Police Commission – remainder of term ending July 31, 2021 (05:05:28)**

Sponsor: Tehassi Hill, Chairman

Motion by David Jordan to defer the review of the application(s) for one (1) vacancy – Oneida Police Commission – remainder of term ending July 31, 2021, to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously:

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

4. Adopt resolution entitled Regarding Pardon of Joslin Skenandore (05:05:54)

Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to defer the resolution entitled Regarding Pardon of Joslin Skenandore to the August 8, 2018, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried unanimously:

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

XVI. ADJOURN (05:06:13)

Motion by David P. Jordan to adjourn at 3:01 p.m., seconded by Kirby Metoxen. Motion carried unanimously:

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

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 fiscal year 2019 Continuing Resolution

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="S.O.E."/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Brian A. Doxtator, Executive Assistant to Tribal Treasurer
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

History

The Treasurer, with support of the Oneida Business Committee, has requested that the implementation of a "budget strategy" be brought to the General Tribal Council for understanding and support. Therefore, as part of a transition from a "line item" budgeting process to a "value-based" budget process, a special General Tribal Council meeting is scheduled for September 24, 2018, to present the strategic policy resolution titled, "Adoption of Transparent and Participatory Budget Strategy for the Oneida Nation." Therefore, the special General Tribal Council meeting to review and adopt the fiscal year 2019 budget is scheduled for December 10, 2018. In accordance with Chapter 121 - Twahwistatye?nitha? (Budget Management and Control), section 121.5-9. Budget Adoption states, "The Oneida Business Committee shall present the budget to the General Tribal Council with a request for adoption by resolution no later than September 30th of each year. In the event that the General Tribal Council does not adopt a budget by September 30th, the Oneida Business Committee may adopt a continuing budget resolution(s) until such time as a budget is adopted."

Requested motion:

Adopt "Continuing Budget Resolution - Fiscal Year 2019."

- 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



1 **BC Resolution # _____**
 2 **Continuing Budget Resolution - Fiscal Year 2019**

3
 4 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
 5 recognized by the laws of the United States of America; and
 6

7 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
 8

9 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section
 10 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
 11

12 **WHEREAS,** the General Tribal Council adopted further direction regarding the duties and
 13 responsibilities of the Oneida Business Committee in resolution #GTC-02-25-82 and
 14 specifically directed the Oneida Business Committee to become "actively involved in the
 15 legislative areas such as...Fiscal Plan[ning]" *Resolve # 2*; and
 16

17 **WHEREAS,** the General Tribal Council adopted further direction regarding the duties and
 18 responsibilities of the Oneida Business Committee, and more specifically the Treasurer,
 19 through the adoption of 'job descriptions' on July 30, 1990, directing the Treasurer to
 20 "review [the] annual budget and make recommendations to the Oneida Business
 21 Committee, who will submit an annual budget to the General Tribal Council",
 22 *Representative Duties (9)*; and
 23

24 **WHEREAS,** the Oneida Business Committee approved the Treasurer's recommendation regarding
 25 the fiscal and financial goals of the Oneida Nation for the following three years by
 26 resolution #BC-02-11-15-A, "which supports and enhances efficient and sustainable
 27 public financial management which is key to promoting economic sustainability, good
 28 governance, social progress and a rising standard of living for all enrolled Oneida[.]"
 29 *Resolve #1*; and
 30

31 **WHEREAS,** the Oneida Business Committee, in resolution #BC-02-11-15-A approved the following
 32 financial initiative set forth in *Resolve #1*:
 33 "The end in mind is Sustainability. Assessment guidelines will be the path for the
 34 Tribal organization to develop a Fiscal Year 2016 budget so that we may begin
 35 to implement strategies for growth in Fiscal Year 2017 and Fiscal Year 2018 to
 36 support the Oneida Tribe overall;" and
 37

38 **WHEREAS,** the Treasurer has worked with the operations of the Oneida Nation to develop a budget
 39 which clearly identifies revenue projections, external funding opportunities, and
 40 programming needs in a manner that meets the goals set forth in resolution #BC-02-11-
 41 15-A; and
 42
 43

- 44 **WHEREAS,** The General Tribal Council further motioned for the Treasurer to continue improving the
45 budget process to include General Tribal Council input with developing the annual
46 budget:
47 “Motion...to direct the Treasurer and Oneida Business Committee to continue
48 improving our budgeting actions and making those processes more open to input
49 from the membership.” *GTC Meeting Minutes, April 11, 2016*; and
50
- 51 **WHEREAS,** the Oneida Business Committee adopted resolution #BC-02-08-17-C, *Adoption of the*
52 *Budget Management and Control Law*, to establish a standardized process for putting an
53 annual proposed budget together; and
54
- 55 **WHEREAS,** the Budget Management and Control Law requires the Oneida Business Committee and
56 the Oneida Nation’s fund units to prepare triennial strategic plans, and
57
- 58 **WHEREAS,** The Oneida Business Committee adopted resolution #BC-9-27-17-B, *Setting the*
59 *Strategic Plan for the 2017-2020 Term of the Oneida Business Committee*, expressing
60 the foundation for the strategic plans are to be built on the foundations of: Trust, Value-
61 Based Budgeting, Sovereignty Protection, Change Management, and Communication,
62 and
63
- 64 **WHEREAS,** The foundations support the following six unique broad goals: Advancing Onlayote?a-ká
65 principles, Exercising Sovereignty, Improving Organizational Changes, Promoting
66 Positive Community Relations, Inspiring Yukwatsístayλ and Encouraging
67 Tsi?niyukwalihotλ; and that the Oneida Business Committee support these goals by
68 requesting all direct reports, and all parts of the organization, utilize the concepts as a
69 guide for all organizational needs, actions, planning, and reporting for effective
70 development and measure, and
71
- 72 **WHEREAS,** the Oneida Business Committee adopted resolution #BC-09-27-17-I, *Strategic Workforce*
73 *Planning – Budget – Implementation for Oneida Nation*, which required “additional focus
74 on right-sizing the organization to meet programming and service demands as well as to
75 work within the financial limits of the Oneida Nation, and identified, as a plan to support
76 strategic budget planning, and
77
- 78 **WHEREAS,** the Oneida Business Committee adopted resolution #BC-10-25-17-E, *Fiscal Years 2019*
79 *to 2022 Triennial Strategic Fiscal Planning*, which expands the initiative set forth in
80 resolution #BC-02-11-15-A, *Budget Initiative for Fiscal Years 2016, 2017, and 2018*, to
81 support and enhance efficient and sustainable public financial management which is key
82 to promoting economic sustainability, good governance, social programs and a rising
83 standard of living for all Oneidas:
84 “The goal of sustainability is identified though measures of all activities in
85 enterprises, programs and services to ensure that the revenues and expenses of
86 the Oneida Nation are being utilized in a manner that creates the most effective
87 and efficient use of those revenues or expenditures.” *Resolve #1*; and
88
- 89 **WHEREAS,** the Budget Management and Control Law requires the Oneida Business Committee to
90 establish a priority list based upon input derived from community budget meeting(s) and
91 responses/recommendations from the Chief Financial Officer and fund unit managers,
92 and to approve the priority list by resolution no later than the last meeting in February
93 each year, *section 121.5-3*; and
94
- 95 **WHEREAS,** The Treasurer and Oneida Business Committee have scheduled community meetings,
96 community budget meetings, and presented information at General Tribal Council and
97 Oneida Business Committee meetings, and has not received adequate input from the
98 meetings to provide guidance regarding budget development as required in section
99 121.5-2 of the Budget Management and Control Law; and

- 100
101 **WHEREAS,** The Chief Financial Officer and fund unit managers, in accordance with section 121.5-
102 2(c) have not had sufficient input from the community to which to provide responses
103 which would better direct the formation of the Oneida Nation’s budget; and
104
- 105 **WHEREAS,** The Oneida Business Committee has scheduled a Special General Tribal Council
106 Meeting for September 24, 2018, for the purposes of:
107 1) informing the General Tribal Council of Triennial Strategic Plans;
108 2) seeking approval of the Transparent and Participatory Budget strategy;
109 3) garnering input from Oneida membership to help set priorities for the Oneida Nation
110 in accordance with section 121.5-3 of the Budget Management and Control Law; and
111
- 112 **WHEREAS,** The Oneida Business Committee will utilize the Quality of Life Survey results, and input
113 received from the General Tribal Council on September 24, 2018, to determine the
114 priorities as required by the Budget Management and Control Law, section 121.5-3, and
115
- 116 **WHEREAS,** The Oneida Business Committee will host an informational meeting in November 2018 to
117 share the results of the input, and present a review of the proposed FY2019 annual
118 budget in November 2018, and
119
- 120 **WHEREAS,** the Treasurer has engaged the operations to present the technical needs of programs,
121 services and enterprises in requests for budget allocations consistent with the 2015
122 Oneida Business Committee resolution; and
123
- 124 **WHEREAS,** the Oneida Business Committee has been invited to participate in, and been informed of,
125 the budget development processes; and has taken up opportunities to actively
126 participate as well as monitor budget development progress through reporting and
127 meetings, whether formal or informal; and
128
- 129 **WHEREAS,** the Treasurer, in accordance with the responsibilities set forth in the 1982 resolution, the
130 1990 motion of the General Tribal Council adopting job descriptions, and the Budget
131 Management and Control Law, identified budget development timelines for the
132 presentation to the General Tribal Council in September 2018; and
133
- 134 **WHEREAS,** the Treasurer, Chief Financial Officer and Assistant Chief Financial Officer met during
135 the progression of the budget development and discussed options to maintain the
136 timelines for development of the FY2019 budget and could identify no process by which
137 the budget could be developed, analyzed, corrected, and input into the technical
138 programs in time to meet the deadlines to present the FY2019 budget to the General
139 Tribal Council in September 2018; and
140
- 141 **WHEREAS,** the Oneida Business Committee, acting in accordance with its delegated responsibilities,
142 has identified that shutting down government operations (programming and enterprise) is
143 not in the best interests of the Oneida Nation or its members, and has determined that a
144 Continuing Budget Resolution is necessary to enable the government to operate to
145 continue to meet the needs of membership; and
146
- 147 **WHEREAS,** the Oneida Business Committee is committed to ensuring that operations of the Oneida
148 Nation continue to protect the health, safety, welfare, and regulatory compliance of the
149 Oneida Nation; and
150
- 151 **WHEREAS,** the Oneida Nation can only operate under an approved budget, whether by a Continuing
152 Budget Resolution or adoption of a budget by the General Tribal Council, and operations
153 of the Oneida Nation need to continue until a budget can be adopted; and
154

155 **WHEREAS,** the Treasurer has recommended to the Oneida Business Committee, and the Oneida
156 Business Committee, in accordance with the responsibilities set forth in the 1982
157 resolution and the 1990 motion of the General Tribal Council adopting job descriptions,
158 desires to adopt a Continuing Budget Resolution that aligns to the Oneida Business
159 Committee's Strategic plan's foundations directing operations of the Oneida Nation to
160 continue, and that protects the ability of the General Tribal Council to make budgetary
161 decisions; and
162

163 **WHEREAS,** the Treasurer and the Oneida Business encourage all levels of the operations to utilize
164 this resolution, resolution #BC-09-13-17-A, *Adoption of Budget Contingency Plan in*
165 *Conformance with the Budget [Management and Control] Law*, resolution # BC-03-14-
166 18-D, *Amending Resolution # BC-09-27-17-I, Strategic Workforce Planning – Budget –*
167 *Implementation for Oneida Nation*, and resolution # BC-09-27-17-B, *Setting the Strategic*
168 *Plan for the 2017-2020 Term of the Oneida Business Committee*, in the decision-making
169 process; and
170

171 **NOW THEREFORE BE IT RESOLVED,** the Oneida Business Committee adopts this Continuing Budget
172 Resolution for FY2019 and directs that the Oneida Nation shall operate at the FY2018 levels, with a
173 wage increase of \$0.85 per hour per eligible employee effective September 30, 2018. Operations are
174 directed to use their discretion in approving all expenditures, express attention to grant funds until the
175 budget has been formally adopted.



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



Statement of Effect

Continuing Budget Resolution - Fiscal Year 2019

Summary

The resolution directs that the Oneida Nation operate at the Fiscal Year 2018 levels, with a wage increase of eighty-five cents (\$0.85) per hour per eligible employee effective September 30, 2018, until the budget has been formally adopted by the General Tribal Council.

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

Date: August 2, 2018

Analysis by the Legislative Reference Office

The Oneida Business Committee adopted the Budget Management and Control law (“the Law”) through resolution BC-02-08-17-C for the purpose of setting forth the requirements to be followed by the Oneida Business Committee and Oneida fund units when preparing the budget to be presented to the General Tribal Council for approval, and to establish a triennial strategy planning process for the Nation’s budget.

The Oneida Business Committee, executive managers and managers are required to follow the processes provided in the Law when creating the budget to present to the General Tribal Council for consideration. [1 O.C. 121.5-1]. The Law contains processes and timelines for triennial strategic planning [1 O.C. 121.4], community input meetings [1 O.C. 121.5-2], the establishment of a priority list by the Oneida Business Committee [1 O.C. 121.5-3], deadlines for the finalization of the final draft budget [1 O.C. 121.5-7], presentation of the final draft budget in community meetings [1 O.C. 121.5-8], and consideration of the final draft budget by the General Tribal Council [1 O.C. 121.5-9]. The Oneida Business Committee is required to present the budget to the General Tribal Council with a request for adoption by resolution no later than September 30th of each year. [1 O.C. 121.5-9].

The Law permits the Oneida Business Committee to alter the deadlines for the various processes and procedures provided in this law only upon a showing of good cause, provided that, the Oneida Business Committee shall approve any such alterations by resolution. [1 O.C. 121.5-1]. Due to the fact that the Oneida Business Committee did not receive adequate input from the community budget meetings and recommendations from the Chief Financial Officer and fund unit managers, the Oneida Business Committee required more time to solicit input for the establishment of the priority list required by section 121.5-3 of the Law. The Oneida Business Committee found good cause to grant an extension of time for implementation of the Budget Management and Control Act through resolution BC-02-28-18-C. This resolution identified that due to the extension of the deadline for the establishment and approval of the priority list required by section 121.5-3, all further deadlines would be extended and the Oneida Business Committee would develop a continuing budget resolution to be effective until all requirements of the Budget Management and Control law have been met for fiscal year 2019.

In the event that the General Tribal Council does not adopt a budget by September 30th, the Law allows for a continuing budget resolution to be adopted by the Oneida Business Committee until such time as a budget is adopted by the General Tribal Council. [1 O.C. 121.5-9].

This resolution adopts a continuing budget resolution for the Fiscal Year 2019 and directs that the Oneida Nation shall operate at the Fiscal Year 2018 levels, with a wage increase of eighty-five cents (\$0.85) per

hour per eligible employee effective September 30, 2018. The operations of the Nation are also directed by this resolution to use their discretion in approving all expenditures, express attention to grant funds until the budget has been formally adopted by the General Tribal Council.

Conclusion

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 8 / 8 / 18

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor: Denise Vigue, Executive Assistant to the CFO /Finance Administration
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the FC is a standing committee of the OBC.

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

ONEIDA NATION

P.O. Box 365



Oneida, WI 54115

MEMORANDUM

TO: Finance Committee
CC: Business Committee
FR: Denise Vigue, Executive Assistant
DT: August 2, 2018
RE: E-Poll Results of: FC Meeting Minutes of August 1, 2018

An E-Poll vote of the Finance Committee was conducted to approve the 8/1/18 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority 5 YES votes from Chad Fuss, Larry Barton, Jennifer Webster, Patrick Stensloff and Shirley Barber to approve the Aug. 1, 2018 Finance Committee Meeting Minutes.

The minutes will be placed on the next BC agenda of Aug. 8, 2018 for approval and the next Finance Committee agenda of August 13, 2018 to ratify this E-Poll action.

Yaw^ko

* Per the Finance Committee By-Laws Article III-Meetings, 3-4 Quorum. Four (4) members of the Finance Committee shall constitute a quorum & 3-6 Voting. (d) The Finance Committee shall act by a majority of vote of the quorum present at any meeting.

ONEIDA FINANCE COMMITTEE

FC REGULAR MEETING

August 1, 2018 – 1:30 P.M.
 BC Executive Conference Room

FC WORK MEETING

August 1, 2018 – 2:50 P.M.
 BC Executive Conference Room

REGULAR MEETING MINUTES

FC REGULAR MEETING:

Patricia King, Treasurer/FC Chair

Jennifer Webster, BC Council Member

Patrick Stensloff, Purchasing Director

Larry Barton, CFO/FC Vice-Chair

Chad Fuss, AGGM-Finance (Gam. Alt.)

Shirley Barber, FC Elder Member

EXCUSED: Daniel Guzman King, BC Council Member

OTHERS PRESENT: Ron Wurth, Luke Schuab, David Emerson, Lorna Smith, Wesley Smith, Robert Keck, Timothy Skenandore, and Denise J. Vigue taking minutes

FC WORK MEETING:

Patricia King, Treasurer/FC Chair

Jennifer Webster, BC Council Member

Shirley Barber, FC Elder Member

Larry Barton, CFO/FC Vice-Chair

Patrick Stensloff, Purchasing Director

EXCUSED: Daniel Guzman King, BC Council Member & Chad Fuss, AGGM-Finance (Gam. Alt.)

OTHERS PRESENT: Denise J. Vigue, taking notes

I. **CALL TO ORDER:** The Regular FC Meeting was called to order by the FC Chair at 1:30 P.M.

II. **APPROVAL OF AGENDA:** AUGUST 1, 2018

Motion by Chad Fuss to approve the FC meeting agenda of Aug. 1, 2018 with items under IV. Moved to the end of the agenda for discussion. Seconded by Jennifer Webster. Motion carried unanimously.

III. **APPROVAL OF MINUTES:** JULY 16, 2018 (Approved via E-Poll on 7/17/18):

Motion by Patrick Stensloff to ratify the FC E-Poll action taken on 7/17/18 approving the July 16, 2018 Finance Committee Meeting Minutes. Seconded by Larry Barton. Motion carried unanimously.

IV. **TABLED BUSINESS:** None

V. **CAPITAL EXPENDITURES:**

1. **Great Lakes Roofing**

Amount: \$58,600.00

Tim Skenandore, Gaming – Facilities

Tim Skenandore was present to discuss this contract for the installation of anti-slip mats on the walking pathways on the roofs of Gaming buildings; sole source as vendor holds the 20 year warranty for the roofs; approved by Gaming Cap Ex from identified funds budgeted from their Cap Ex and per their SOP's.

Motion by Larry Barton to approve the Gaming Capital Expenditure to Great Lakes Roofing in the amount of \$58,600.00. Seconded by Patrick Stensloff. Motion carried unanimously.

VI. COMMUNITY FUND:
(Information was reviewed at the end of the agenda)

REPORT(S):

1. CF Product Update Report for July 2018

Denise J. Vigue, Finance

The vendor agreed to extend the contract year through September and starting October 1st the product will be tracked per fiscal year of the Nation just as the funding is tracked/provided.

Motion by Chad Fuss to accept the July 2018 Community Fund Product Update Report. Seconded by Shirley Barber. Motion carried unanimously.

2. CF (Funds) Year End Summary – FY18

Denise J. Vigue, Finance

Denise highlighted the CF funds summary as all funding has been expended for FY18 with the majority used by families for their children to participate in various positive activities, something to be reviewed when the SOP's are updated.

Motion by Jennifer Webster to approve the Community Fund (Funds) FY18 Year End Summary. Seconded by Patrick Stensloff. Motion carried unanimously.

REQUESTS:

1. Big Apple Fest

Amount: 25 Cases

Jeff Scofield, Apple Orchard

Motion by Jennifer Webster to approve from the Community Fund the Coca-Cola Product request in the amount of 25 Cases for use at Big Apple Fest in September. Seconded by Chad Fuss. Larry Barton abstained. Motion carried.

VII. NEW BUSINESS:

1. Incredible Technologies - FY18 PO Increase

Amount: \$30,000.00

David Emerson, Gaming – Slots Dept.

David Emerson was present to discuss this PO increase; it is an expansion of their lease games from this vendor; no new funds; as this PO expands they decrease PO's from other lease vendors.

Motion by Jennifer Webster to approve the FY18 Blanket Purchase Order increase with Incredible Technologies in the amount of \$30,000.00. Seconded by Patrick Stensloff. Motion carried unanimously.

2. Alliant Insurance - Cyber Premium

Amount: \$121,836.00

Robert Keck, Risk Management

Robert Keck was present and detailed all that is covered from cyber threats; his area is also working on a training for employees on how to spot threats and reporting them to MIS.

Motion by Chad Fuss to approve the Alliant Insurance Premium for Cyber Security in the amount of \$121,836.00. Seconded by Jennifer Webster. Larry Barton abstained. Motion carried.

- 3. Alliant Specialty Ins. Serv. – Liability Pkg. Premium** Amount: \$104,968.00
Robert Keck, Risk Management

This is the first of 4 payments that covers every type of liability that Nation may incur.

Motion by Jennifer Webster to approve the Alliant Specialty Insurance Services Liability Package Premium in the amount of \$104,968.00. Seconded by Chad Fuss. Larry Barton abstained. Motion carried.

- 4. Alliant Specialty Ins. Serv. – Property Premium** Amount: \$451,739.00
Robert Keck, Risk Management

This insurance covers any loss of work such as a shutdown; discussion of Tribal First which Alliant is part of and has more than 200 tribes that they cover.

Motion by Jennifer Webster to approve the Alliant Specialty Insurance Services Property Premium in the amount of \$451,739.00. Seconded by Chad Fuss. Larry Barton abstained. Motion carried.

- 5. Meadowbrook Premium – Excess Worker’s Comp.** Amount: \$85,672.00
Robert Keck, Risk Management

Claim activities has been cut down drastically over the last three years from about 8 years ago; mainly due to more training and outreach to departments on safety; newer managers are the most receptive to this information /training.

Motion by Chad Fuss to approve the Meadowbrook Excess Worker’s Compensation Premium in the amount of \$85,672.00. Seconded by Jennifer Webster. Larry Barton abstained. Motion carried.

- 6. M3-EMPower, LLC – FY18 PO Increase** Amount: \$35,000.00
Robert Keck, Risk Management

PO increase is to cover the last two months of FY18; seeing a high demand for chiropractic and preventative services from employees; increase amount is budgeted.

Motion by Chad Fuss to approve the FY18 Blanket Purchase Order increase with M3-EMPower, LLC in the amount of \$35,000.00. Seconded by Jennifer Webster. Larry Barton abstained. Motion carried.

- 7. Broadway Hyundai Inc. – FY18 PO Increase** Amount: \$25,000.00
Wesley Smith, DPW – Automotive

This PO increase will cover the last two months of FY18 and is mainly for repairs to the fleet vehicles that cannot be done in-house.

Motion by Larry Barton to approve the FY18 Blanket Purchase Order increase with Broadway Hyundai Inc. in the amount of \$25,000.00. Seconded by Patrick Stensloff. Jennifer Webster abstained. Motion carried.

- 8. Graphic Composition Inc.** Amount: \$625,000.00/yr.
Ron Wurth, Gaming – Promotions

There was a lengthy discussion about this contract, the bidding process and utilization of the tribe's own Print shop; the BC will be discussing the latter very soon to get more information and Gaming should be included to offer suggestions to help the BC and the Nation to support all our programs.

Motion by Larry Barton to approve the Graphic Composition, Inc. multi-year contract in the amount of \$625,000.00 for this first year noting that the requestor will bring back renewal payment each successive year as an FYI item. Seconded by Patrick Stensloff. Chad Fuss abstained. Motion carried.

VIII. EXECUTIVE SESSION: No Requests

IX. FOLLOW UP:

- 1. FC Meeting Calendar for FY19**
Denise J. Vigue, Finance

Motion by Jennifer Webster to approve the change of the FC Regular Meeting time to begin at **9:00 A.M.** with the FC Work Meetings to immediately follow starting in FY19. Seconded by Patrick Stensloff. Motion carried unanimously.

X. FYI and/or THANK YOU:

- 1. FYI: FY19 Blanket Purchase Orders**
David Emerson, Gaming – Slots Dept.

Motion by Jennifer Webster to accept as FYI the FY19 Blanket Purchase Orders for Slot Lease games and machine parts. Seconded by Larry Barton. Motion carried unanimously.

- XI. ADJOURN:** Motion by Chad Fuss to adjourn. Seconded by Jennifer Webster. Motion carried unanimously. Time: 2:46 P.M.

Minutes taken & transcribed by:
Denise Vigue, Executive Assistant to the CFO
& Finance Committee Contact/Recording Secretary

Finance Committee-E-Poll Minutes Approval Date: August 2, 2018

Oneida Business Committee's FC Minutes Approval Date: _____

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 8 / 8 / 18

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 July 18, 2018 LOC meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. 3.

2. 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: 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

July 18, 2018

9:00 a.m.

Present: David P. Jordan, Kirby Metoxen, Ernest Stevens III, Daniel Guzman King

Excused: Jennifer Webster

Others Present: Brandon Wisneski, Maureen Perkins, Clorissa Santiago, Jennifer Falck, Lee Cornelius, Bonnie Pigman, Leyne Orosco, Rae Skenandore, Wes Martin, Cathy Bachhuber

I. Call to Order and Approval of the Agenda

David P. Jordan called the July 18, 2018 Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Ernest Stevens III to adopt the agenda and move item VI.2. to the top of the agenda right after the minutes are approved; seconded by Daniel Guzman King. Motion carried unanimously.

II. Minutes to be Approved (:33 - :54)

1. June 20, 2018 LOC Minutes

Motion by Kirby Metoxen to approve the June 20, 2018 LOC minutes and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

III. Current Business

1. Comprehensive Policy Governing Boards, Committees, and Commissions Amendments (4:55 – 6:34)

Motion by Kirby Metoxen to accept the public meeting comments and the public meeting comment review memorandum and defer the item to a work meeting; seconded by Ernest Stevens III. Motion carried unanimously.

2. Military Service Employee Protection Act Amendments (6:35 – 8:48)

Motion by Kirby Metoxen to approve the public meeting packet and forward the Military Service Employee Protection Act amendments to a public meeting to be held on August 16, 2018 and forward the Military Service Employee Protection Act amendments to the Finance Office for a fiscal analysis; seconded by Daniel Guzman King. Motion carried unanimously.

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



3. Sanction and Penalties Law (8:49 – 9:43)

Motion by Kirby Metoxen to accept the legislative analysis for the Sanctions and Penalties Law and defer to a work meeting; seconded by Daniel Guzman King. Motion carried unanimously.

4. Oneida Personnel Policies and Procedures Amendments (9:44 – 10:30)

Motion by Ernest Stevens III to accept the legislative analysis for the Oneida Personnel Policies and Procedures amendments and defer to a work meeting; seconded by Daniel Guzman King. Motion carried unanimously.

IV. New Submissions**1. Budget Management and Control Law Amendments (10:32 – 13:52)**

Motion by Kirby Metoxen to have the Legislative Reference Office send a memo discussing why this item will not be added to the active files list at this time; seconded by Ernest Stevens III. Motion carried unanimously.

V. Additions**VI. Administrative Updates****1. Travel Report: National Association of Drug Court Professionals Annual Conference (14:00 – 16:24)**

Motion by Daniel Guzman King to accept the travel report as information; seconded by Kirby Metoxen. Motion carried unanimously.

2. Legal Resource Center Rule #1- Application for Service (1:00 – 4:46)

Motion by Daniel Guzman King to certify the rule and forward to the Business Committee for consideration; seconded by Ernest Stevens III. Motion carried unanimously.

3. Petition: G. Powless-Oneida Personnel Commission Dissolution E-Poll (16:30 – 20:00)

Motion by Ernest Stevens III to enter the e-poll results into the record; seconded by Kirby Metoxen. Motion carried unanimously.

VII. Executive Session**VIII. Adjourn**

Motion by Ernest Stevens III to adjourn the July 18, 2018 Legislative Operating Committee meeting at 9:20 a.m.; seconded by Daniel Guzman King. Motion carried unanimously.

Oneida Business Committee Agenda Request

08 / 08 / 18

1. Meeting Date Requested: ~~07-25-18~~

Item deferred at 7/25/18 BC meeting to the 8/8/18 BC meeting

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Review Chairman's recommendation and determine next steps regarding one (1) Oneida Police Commission vacancy

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: Laura Laitinen-Warren, Senior Policy Advisor
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request**6. Cover Memo:**

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

One [1] vacancy was posted for the Oneida Police Commission to complete a term ending July 31, 2021.

The original application deadline was February 9, 2018 and one [1] application was received. At the BC Meeting on March 28, 2018 a motion was made to re-notice the vacancy.

The vacancy was re-noticed with an application deadline of May 11, 2018. Two [2] applications were received for the following applicants:

Joan McLester
Michele Doxtator

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: 08 / 08 / 18

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Review Chairman's recommendation and determine next steps regarding one (1) Oneida Pow Wow Committee vacancy for term ending February 29, 2020.

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: Laura Laitinen-Warren, Senior Policy Advisor
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

One (1) vacancy was posted for the Oneida Pow Wow Committee for a term ending February 29, 2020.

The original application deadline was April 13, 2018 and one (1) application was received. On May 23, 2018 the Business Committee made a motion to re-post the vacancy.

The new application deadline was July 13, 2018 and five (5) applications were received for the following applicants:

Shannon Metoxen
Worden Shane Webster
Trista Cornelius-Henrickson
Terry Lee Blackowl
Tina Skenandore

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: 08 / 08 / 18

2. General Information:

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

Other - type reason

Agenda Header: Tabled Business

Accept as Information only

Action - please describe:

[Empty text box for description]

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo

3. MOA

2. Clean and Redlined Version of SOP #8

4. School Minutes

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Brandon Stevens, Vice-Chairman

Primary Requestor/Submitter: Todd Hill, School Board Chair
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

The Oneida Nation School System's contracted employees do not have 2018-2019 contracts. There is one breach of contract. The ONSS SOP #8 titled: ONSS Contracted Employee Indirect Compensation: Unused Personal Leave and Vacation Time, had been tabled twice. The School Board worked with HRD on two separate occasions to revise and clarify the SOP, which went back to the School Board Attorney for final review. Attached is a Memo with further clarification of the SOP and its intended process; the redlined and clean versions of the SOP; and School Board Minutes to show that the SOP is School Board approved.

- 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

School Board

PO Box 365 • Oneida, WI 54155-0365

(920) 869-1676



MEMO

To: Oneida Business Committee

From: Todd Hill, School Board Chair *TKH*

RE: ONSS SOP #8 Contracted Employees Unused Personal Leave and Vacation Time

Date: August 1, 2018

After meeting with Ms. Geraldine Danforth, Mr. Joshua Cottrell, and Ms. Sheri Mousseau, the following points were discussed to clarify the ONSS SOP: Indirect Compensation – Contracted Employees' Unused Personal Leave and Vacation Time.

1. Only the Principals and Superintendent are on 12-month contracts and earn both vacation time and personal leave. They are eligible to request compensation for any unused personal leave and vacation time at the end of their current contract year. Seven grandfathered-in staff receive 12 personal leave days and all other contractual staff earn 10 days of personal leave each year on the 190-day contract, which begins each third week of August and ends the first part of June.
2. A small number, 7 out of 80, or nearly 9% of the total current contractual staff are grandfathered-in with 12 personal leave days instead of 10 due to their longevity with the school system. This number is decreasing each year as staff retire. This began in SY2006-07 when the School Board approved changes to the contracts by reducing the amount of time individuals would receive for personal leave during the school year. The Board agreed that employees with significant longevity with the Oneida Nation School System should be allowed to continue to receive 12 personal days of leave per year.
3. The personal leave time is capped at 280 hours which can be credited at the beginning of a new contract year, consistent with the overall Oneida Nation Employees policy. A contracted employee's unused personal leave over 200 hours and/or remaining vacation time at the end of a current contract year may be compensated, consistent with the SOP #8 and the employee's contract. Any unused vacation time does not carry over to the next year.

4. Employees may use their personal leave and vacation time during their current contract year. However, if contracted employees request leave during the contractual school year, it is disruptive to the student curriculum and contact time; and employment of substitute certified staff would cost additional tribal contribution. Most salaries for substitute teachers are paid out of tribal contribution.
5. Currently, one employee's contract is breached since compensation has not been issued for the submitted request of unused vacation time from the SY2017-2018.

<p>ONEIDA TRIBE OF WISCONSIN</p> <p>ONEIDA NATION SCHOOL BOARD</p> <p>STANDARD OPERATING PROCEDURE</p>	<p>TITLE: ONSS <u>Contracted</u> Employee Indirect Compensation: <u>Unused Personal Leave and Vacation Time Trade Back for Cash</u></p>	<p>ORIGINATION DATE: 06/03/14</p> <p>REVISION DATE: <u>July 19, 2018</u></p> <p>EFFECTIVE DATE: One week after Board approval</p>
<p>SOP NUMBER: <u>#8</u></p>	<p>APPROVED BY: Oneida Nation School Board</p>	<p>DATE: 6/3/14</p> <p>REVISION DATE: <u>July 19, 2018</u></p>
<p>PAGE NO. 1 of 3</p>	<p>REVIEWED BY: Business Committee</p>	<p>DATE: 06/25/14; Review DATE: _____</p>

1. PURPOSE

1.1 The General Tribal Council provided for the autonomous administration of the Oneida Nation School System (ONSS) (formerly known as the Oneida Tribal School) through the administration of the Oneida Nation School Board (formerly known as the Oneida Tribal School Board). By agreement with the Oneida Business Committee in the Memorandum of Agreement (“MOA”) dated March 21, 1988, the Oneida Nation School Board, in its responsibilities related to all personnel matters, is to ensure that personnel decisions are based upon sound educational practices and policies.

1.1.1 The MOA also directed that the Personnel Policies and Procedures system (formerly known as the Oneida Tribal Management System) shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel.

1.2 The MOA also provides that the Oneida Nation School Board (hereafter referred to as “School Board”) has the authority to enter into contracts, including contracts with personnel, as necessary for the sound educational practices of ONSS.

1.2.1 The MOA further directs that all contracts related to the operation or planning of the ONSS shall be first reviewed and endorsed by the School Board.

1.2.2 The School Board’s initiation, review, and endorsement of contracts, including personnel contracts, shall be presented in writing to the Business

Committee at times consistent with existing Oneida Nation Personnel Policies and Procedures.

1.2.3 The MOA provides that the recommendations of the School Board shall be followed by the Business Committee, unless good cause to the contrary is shown.

1.3 This Standard Operating Procedure is enacted for the purpose of promulgating a rule that provides for the School Board's ability to provide indirect compensation in the form of a payment for unused personal leave and vacation time at the end of a contract year ~~exception to the Oneida Nation Policies and Procedures related to the "trade back for cash" program~~ when contracting with ONSS employees.

1.3.1 The School Board's decisions for ONSS contracted employees' indirect compensation ~~that are related to the ability of employees to trade back for cash to include~~ their annual unused vacation and/or personal time shall be based on sound educational practices that consider the professional and educational needs of the ONSS and the School Board's ability to recruit and hire qualified personnel.

1.3.2 The School Board has determined that ONSS employees are frequently unable to utilize their personal and/or vacation leave due to their working conditions and that it is fiscally responsible to enable these employees to receive compensation in place of time off, consistent with sound educational practices.

2. DEFINITIONS

- 2.1 Personnel Policies and Procedures – Oneida Nation Personnel Policies and Procedures
- 2.2 Contracted Employee: An individual who is issued a contract of employment with the ONSS from the School Board and who has accepted employment with the ONSS.
- 2.3 MOA – March 21, 1988, Memorandum of Agreement between the Business Committee and the Oneida Nation School Board approved by the General Tribal Council
- 2.4 ONSS – Oneida Nation School System
- 2.5 School Board – Oneida Nation School Board

3. WORK STANDARDS

- 3.1 The School Board shall make an annual determination of the nature and type of indirect compensation that will be offered to current and new employees under a new contract with the ONSS to be issued by the School Board.
- 3.2 The annual review and determination of the ONSS contracted employees' indirect compensation shall be made in a timely manner and based on sound educational practices and market forces related to the recruitment and employment of qualified educational personnel.

- 3.3 The School Board shall revise the then-current employee contracts based on its annual review, at its sole discretion as it deems necessary, and prior to any renewal notification that may be required under the then-current employee contracts.
- 3.4 The School Board shall determine the terms and conditions that will be offered to contracted employees for indirect compensation under a “trade back for cash” program that may create an exception to the then-current Personnel Policies and Procedures. ~~The “trade back for cash” program~~ Indirect compensation may include cash compensation and be available for both unused personal leave time and vacation time, consistent with the employee’s contract.
- 3.5 The School Board shall adopt the annual employee contract(s), including the terms and conditions for indirect compensation, by motion at a properly convened meeting of the School Board.
- 3.6 Employees may be entitled to indirect compensation that includes paid personal time and/or vacation time. The availability of ~~trade back for cash~~ indirect compensation of accumulated, unused personal hours and/or vacation time will be provided under the terms of the employee’s contract, consistent with this Standard Operating Procedure and the policy of the Oneida Nation, including the MOA. Any personal time hours over 200 hours that the individual has accumulated, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, at the end of the term of the contract will not accrue to a new contract year, but can be paid ~~out as cash compensation~~ after the end of a contract year and the employee’s final contract payroll period, upon request. The cash ~~payout~~ compensation is calculated using the employee’s earned pay rate. Failure to request the hours accumulated over 200 hours, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, at the end of the current contract year will result in a loss of those hours for the ~~trade back for cash~~ compensation program.

If the employee has over 200 hours of personal leave and/or vacation time at the beginning of the new contract year, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, the maximum the employee may be credited at the beginning of the next ONSS contract year will be 280 hours of personal leave and/or vacation time. The employee receives personal days of leave as indirect compensation available for use during the full term of the contract, but which are attributed to the employee at the beginning of the new contract year when they are “loaded” into the personnel management system.

3.6.1 Supervisors are responsible for monitoring employee vacation/personal time accruals, scheduling employees’ working hours and approving or denying time off requests.

3.6.2 Employees are responsible for requesting time off utilizing personal, vacation, and/or donated hours, and shall comply with the procedures established

by the ONSS Administration for documentation of the use of personal leave and vacation time, including approval.

3.6.3 ~~Trade back for cash of~~ Indirect cash compensation for unused personal leave and/or vacation time shall not be provided to an ONSS contracted employee if it is inconsistent with the then-current ONSS Employee Contract.

3.6.4 The employee is responsible annually for requesting the hours accumulated over any maximum number of hours allowed to accrue under the then-current Employee Contract.

3.6.4.1 The School Board's Chair, or in his/her absence, the Vice-Chair, shall approve or decline to approve a request by the Superintendent or Administrators.

3.6.4.2 The immediate supervisor of all other employees shall approve or decline to approve a request by the employee.

3.7 Consistent with the MOA, the Personnel Policies and Procedures shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel, including personnel contracts ~~and the trade back for cash program~~ regarding indirect compensation of unused personal leave and vacation time.

3.7.1 The Human Resource Department shall process ONSS Contracted Employees' requests for ~~trade back for cash~~ unused personal leave and vacation time consistent with the then-current terms and conditions of the ONSS employee contracts.

4. REFERENCES

- 4.1 Memorandum of Agreement between the Oneida Business Committee and the Oneida Nation School Board, March 21, 1988
- 4.2 GTC Resolution 05-23-11-B, Amendments to the Personnel Policies and Procedures on Trade Back for Cash of Personal and Vacation Time
- 4.3 Oneida Tribe of Wisconsin, Personnel Policies and Procedures
- 4.4 Oneida Tribe of Wisconsin, Standard Operating Procedure, Quarterly Trade Back for Cash Tribal Work Standards (October 11, 2011)
- 4.4 ONSS Employee Contracts

<p style="text-align: center;">ONEIDA TRIBE OF WISCONSIN</p> <p style="text-align: center;">ONEIDA NATION SCHOOL BOARD</p> <p style="text-align: center;">STANDARD OPERATING PROCEDURE</p>	<p>TITLE: ONSS Contracted Employee Indirect Compensation: Unused Personal Leave and Vacation Time</p>	<p>ORIGINATION DATE: 06/03/14</p> <p>REVISION DATE: July 19, 2018</p> <p>EFFECTIVE DATE: One week after Board approval</p>
<p>SOP NUMBER: #8</p>	<p>APPROVED BY: Oneida Nation School Board</p>	<p>DATE: 6/3/14 REVISION DATE: July 19, 2018</p>
<p>PAGE NO. 1 of 3</p>	<p>REVIEWED BY: Business Committee</p>	<p>DATE: 06/25/14; Review DATE: _____</p>

1. PURPOSE

1.1 The General Tribal Council provided for the autonomous administration of the Oneida Nation School System (ONSS) (formerly known as the Oneida Tribal School) through the administration of the Oneida Nation School Board (formerly known as the Oneida Tribal School Board). By agreement with the Oneida Business Committee in the Memorandum of Agreement (“MOA”) dated March 21, 1988, the Oneida Nation School Board, in its responsibilities related to all personnel matters, is to ensure that personnel decisions are based upon sound educational practices and policies.

1.1.1 The MOA also directed that the Personnel Policies and Procedures system (formerly known as the Oneida Tribal Management System) shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel.

1.2 The MOA also provides that the Oneida Nation School Board (hereafter referred to as “School Board”) has the authority to enter into contracts, including contracts with personnel, as necessary for the sound educational practices of ONSS.

1.2.1 The MOA further directs that all contracts related to the operation or planning of the ONSS shall be first reviewed and endorsed by the School Board.

1.2.2 The School Board’s initiation, review, and endorsement of contracts, including personnel contracts, shall be presented in writing to the Business

Committee at times consistent with existing Oneida Nation Personnel Policies and Procedures.

1.2.3 The MOA provides that the recommendations of the School Board shall be followed by the Business Committee, unless good cause to the contrary is shown.

1.3 This Standard Operating Procedure is enacted for the purpose of promulgating a rule that provides for the School Board's ability to provide indirect compensation in the form of a payment for unused personal leave and vacation time at the end of a contract year when contracting with ONSS employees.

1.3.1 The School Board's decisions for ONSS contracted employees' indirect compensation to include their annual unused vacation and/or personal time shall be based on sound educational practices that consider the professional and educational needs of the ONSS and the School Board's ability to recruit and hire qualified personnel.

1.3.2 The School Board has determined that ONSS employees are frequently unable to utilize their personal and/or vacation leave due to their working conditions and that it is fiscally responsible to enable these employees to receive compensation in place of time off, consistent with sound educational practices.

2. DEFINITIONS

- 2.1 Personnel Policies and Procedures – Oneida Nation Personnel Policies and Procedures
- 2.2 Contracted Employee: An individual who is issued a contract of employment with the ONSS from the School Board and who has accepted employment with the ONSS.
- 2.3 MOA – March 21, 1988, Memorandum of Agreement between the Business Committee and the Oneida Nation School Board approved by the General Tribal Council
- 2.4 ONSS – Oneida Nation School System
- 2.5 School Board – Oneida Nation School Board

3. WORK STANDARDS

- 3.1 The School Board shall make an annual determination of the nature and type of indirect compensation that will be offered to current and new employees under a new contract with the ONSS to be issued by the School Board.
- 3.2 The annual review and determination of the ONSS contracted employees' indirect compensation shall be made in a timely manner and based on sound educational practices and market forces related to the recruitment and employment of qualified educational personnel.
- 3.3 The School Board shall revise the then-current employee contracts based on its annual review, at its sole discretion as it deems necessary, and prior to any

- renewal notification that may be required under the then-current employee contracts.
- 3.4 The School Board shall determine the terms and conditions that will be offered to contracted employees for indirect compensation that may create an exception to the then-current Personnel Policies and Procedures. Indirect compensation may include cash compensation and be available for both unused personal leave time and vacation time, consistent with the employee's contract.
- 3.5 The School Board shall adopt the annual employee contract(s), including the terms and conditions for indirect compensation, by motion at a properly convened meeting of the School Board.
- 3.6 Employees may be entitled to indirect compensation that includes paid personal time and/or vacation time. The availability of indirect compensation of accumulated, unused personal hours and/or vacation time will be provided under the terms of the employee's contract, consistent with this Standard Operating Procedure and the policy of the Oneida Nation, including the MOA. Any personal time hours over 200 hours that the individual has accumulated, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, at the end of the term of the contract will not accrue to a new contract year, but can be paid as cash compensation after the end of a contract year and the employee's final contract payroll period, upon request. The cash compensation is calculated using the employee's earned pay rate. Failure to request the hours accumulated over 200 hours, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, at the end of the current contract year will result in a loss of those hours for the cash compensation program.

If the employee has over 200 hours of personal leave and/or vacation time at the beginning of the new contract year, or over 184 accumulated hours for individuals earning 12 days of personal leave under the contract, the maximum the employee may be credited at the beginning of the next ONSS contract year will be 280 hours of personal leave and/or vacation time. The employee receives personal days of leave as indirect compensation available for use during the full term of the contract, but which are attributed to the employee at the beginning of the new contract year when they are "loaded" into the personnel management system.

3.6.1 Supervisors are responsible for monitoring employee vacation/personal time accruals, scheduling employees' working hours and approving or denying time off requests.

3.6.2 Employees are responsible for requesting time off utilizing personal, vacation, and/or donated hours, and shall comply with the procedures established by the ONSS Administration for documentation of the use of personal leave and vacation time, including approval.

3.6.3 Indirect cash compensation for unused personal leave and/or vacation time shall not be provided to an ONSS contracted employee if it is inconsistent with the then-current ONSS Employee Contract.

3.6.4 The employee is responsible annually for requesting the hours accumulated over any maximum number of hours allowed to accrue under the then-current Employee Contract.

3.6.4.1 The School Board's Chair, or in his/her absence, the Vice-Chair, shall approve or decline to approve a request by the Superintendent or Administrators.

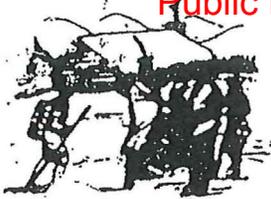
3.6.4.2 The immediate supervisor of all other employees shall approve or decline to approve a request by the employee.

3.7 Consistent with the MOA, the Personnel Policies and Procedures shall be revised to accommodate the decisions made by the Oneida Nation School Board related to personnel, including personnel contracts regarding indirect compensation of unused personal leave and vacation time.

3.7.1 The Human Resource Department shall process ONSS Contracted Employees' requests for unused personal leave and vacation time consistent with the then-current terms and conditions of the ONSS employee contracts.

4. REFERENCES

- 4.1 Memorandum of Agreement between the Oneida Business Committee and the Oneida Nation School Board, March 21, 1988
- 4.2 GTC Resolution 05-23-11-B, Amendments to the Personnel Policies and Procedures on Trade Back for Cash of Personal and Vacation Time
- 4.3 Oneida Tribe of Wisconsin, Personnel Policies and Procedures
- 4.4 Oneida Tribe of Wisconsin, Standard Operating Procedure, Quarterly Trade Back for Cash Tribal Work Standards (October 11, 2011)
- 4.4 ONSS Employee Contracts



bringing several
bags of corn to
Washington's starving army
at Valley Forge, after the
colonists had consistently
refused to aid them

Post Office Box 365

Phone: 869-2214

Oneida, WI 54155



UGWA DEMOLUM YATEHE
Because of the help of this
Oneida Chief in cementing
a friendship between the
six nations and the Colony
of Pennsylvania a new na-
tion the United States was
made possible

ONEIDA TRIBAL SCHOOL
MEMORANDUM OF AGREEMENT

WHEREAS, the Oneida General tribal Council, on January 8, 1983, by Resolution, directed that an agreement be reached between the Oneida Business Committee and the Oneida Tribal School Board regarding the autonomous administration of the Oneida Tribal School which would provide for full involvement of the Oneida Tribal School Board in all personnel matters related to all personnel employed in the operation of the Oneida Tribal School, and

WHEREAS, the Oneida General Tribal Council further directed that said Memorandum of Agreement be made consistent with existing policies and procedures of the Oneida Tribe as set forth in the Oneida Tribal Management System that accounting, purchasing, budgeting and budget planning of the Oneida Tribal School be consistent with approved policies and procedures of the Oneida Tribal Accounting Office, and

WHEREAS, the Oneida Tribal School Board is an elected body of the Oneida General Tribal Council, any cause against them individually or as a body should be consistent with the Oneida Removal Ordinance, and

WHEREAS, contracts with the federal or state governments on behalf of the Oneida Tribal School require endorsement and approval of the Oneida Business Committee and therefore cooperation and close communications should exist between the Oneida Tribal School Administration, Oneida Business Committee and Tribal School Board.

NOW THEREFORE BE IT RESOLVED, that the following terms and conditions meet the criteria set forth by the Oneida General Tribal Council for the MEMORANDUM OF AGREEMENT above described;

ONEIDA TRIBAL SCHOOL

MEMORANDUM OF AGREEMENT

Page 2

This MEMORANDUM OF AGREEMENT is entered into this 21 day of March, 1988, between the Oneida Business Committee, hereafter referred to as the COMMITTEE, and the Oneida Tribal School Board, hereafter referred to as the BOARD, agree to abide, respect and follow the following provisions:

1. That all hiring, evaluations, promotions, suspensions/dismissals of all personnel employed in the operation of the Oneida Tribal School is to be performed by the BOARD: that hiring, promotions, suspensions/dismissals shall be conducted pursuant to the Oneida Tribal Management System wherein three (3) member of the BOARD and one (1) Tribal School Administrator, shall sit with one (1) member of the Oneida Tribal Personnel Selection Committee and the EEO Officer, that evaluations of instructional personnel shall be performed, based upon sound educational administration recognizing the contractual and school year provisions for teaching personnel, and that the COMMITTEE shall revise the Oneida Tribal Management System appropriately to accommodate the above.
 - A. Where the Oneida Tribal Management System refers to Personnel Administrator it shall be revised by the COMMITTEE to provide for Consultation with the Tribal School Administrator and Chairman of the BOARD.
2. Grievances of employees of the Oneida Tribal School are to be processed by two (2) members of the Oneida Personnel Selection Committee, three (3) BOARD members and the EEO Officer as per grievance procedures outlined in the Oneida Tribal Management System.
3. All contracts, grants and proposals related to the operation or planning of the Oneida Tribal School shall be first reviewed and endorsed by the BOARD. Such review and endorsement shall be presented in writing to the COMMITTEE at times consistent with existing Oneida Tribal Policies and Procedures. The recommendations of the BOARD shall be followed by the COMMITTEE, unless good cause to the contrary is shown, provided that such proposed contracts, grants and proposals are consistent with Oneida Tribal School funding cycles.

ONEIDA TRIBAL SCHOOL

MEMORANDUM OF AGREEMENT

Page 3

- A. Disputes between the COMMITTEE and the BOARD under this provision shall be negotiated by the parties.
 - B. If the matter cannot be resolved, the matter shall be reported at the next meeting of the Oneida General tribal Council or special meeting called therefore.
4. The BOARD shall submit all minutes of all meetings in writing to the COMMITTEE.
- A. Long and short range planning of the Oneida Tribal School shall be coordinated with the COMMITTEE.
 - B. The BOARD shall make two (2) annual reports in writing to the Oneida General Tribal Council to be available to the Oneida General Tribal Council consistent with the annual reports of all other tribal departments and programs to the regular annual meeting of the Oneida General Tribal Council.
5. The MEMORANDUM OF AGREEMENT shall not be amended except by the Oneida General Tribal Council or at the express direction of the Oneida General Tribal Council and shall be effective upon ratification by the Oneida General Tribal Council.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Oneida Business Committee, hereby, certify that the Oneida General Tribal Council in session with a quorum of 76 members present, at a meeting duly called, noticed, and held on the 21 day of March, 1988; that the foregoing resolution was duly adopted at such meeting by a unanimous vote of those present and that said resolution has not been rescinded or amended in any way.



Anelia Cornelius, Tribal Secretary
Oneida Tribe of Indians of Wisconsin



Oneida Nation School Board Minutes

Special Meeting

Date: Thursday, July 19, 2018

Time: 12:00 p.m.

Place: O.N.E.S. Conference Room

The Oneida Nation School Board is committed and accountable to students, parents, families, staff, and community members to provide regulatory oversight for a safe, positive, culturally diverse, holistic, learning atmosphere based on Onayoté a'ka values. We will provide the expectations, resources, and educational opportunities to encourage students to be productive.

Present: Todd (Moon) Hill, Fred Muscavitch, Melinda J. Danforth, Melinda K. Danforth, Shanna Torres

Excused: Rhiannon (RC) Metoxen, Shannon Metoxen

Others: Sheri Mousseau [departed at 12:40 p.m.], Jolene Hensberger

Called to order by: Todd Hill

Time: 12:05 p.m.

Opening by: None

I: Approve Agenda

Motion by Melinda J. Danforth to approve agenda with add-on of two new items of business 1) Next Meetings and 2) Creation of Antibullying Subcommittee. Seconded by Shanna Torres. Motion carried.

II: Follow up Items

1. SOP: ONSS Indirect Compensation – Unused Personal Leave and Vacation

Motion by Fred Muscavitch to approve SOP with the added changes of 3.7 and 3.7.1. Seconded by Melinda K. Danforth. Motion carried.

Discussion

Melinda J. Danforth: Put in the title or somewhere that this SOP is only for contracted employees to avoid confusion. Recommendation to invite an HRD Representative or to draft a Memo outlining changes and the meeting with HRD to discuss necessary changes, along with the process followed of sending contracts to Nation's attorney and School Board Attorney and that both legal representatives approved without any issues.

Melinda K. Danforth: Suggestion to add the word Contracted Employees in the title.

Shanna Torres: In section 3.7 and 3.7.1 the verbiage of Trade Back for Cash needs to be restated for consistency.

Melinda K. Danforth: There appears to be a breach of contract if the contracts are not being followed.

Motion by Melinda J. Danforth to go into Executive session at 12:42 p.m. Seconded by Melinda K. Danforth. Motion carried. [Sheri Mousseau departed at 12:41 p.m.] [Jolene Hensberger departed at 12:57 p.m.]

Motion by Melinda K. Danforth to come out of executive session at 1:37 p.m. Seconded by Fred Muscavitch. Motion carried.

2. Superintendent Evaluation / Job Performance

No action taken. School Board will meet on August 2nd from 3p-5p to complete Expectations. Melinda J. Danforth will send an email to HRD to request a two-week extension.

III. New Business1. Next meetings to schedule

Motion by Fred Muscavitch to schedule August 2nd from 3p-5p to complete the Superintendent expectations and School Board Policies and Procedures. Seconded by Shanna Torres. Motion carried.

2. Creation of Anti-Bullying Subcommittee

Motion by Melinda K. Danforth to approve subcommittee of Fred Muscavitch and Melinda J. Danforth to develop a draft SOP to include the Parent/Community Input meeting recommendations within the SOP and bring back to the School Board. Seconded by Shanna Torres. Motion carried.

Requesting to have the SOP provided at the September School Board meeting.

IV: Adjourn

Shanna motion to adjourn at 1:45 p.m. Seconded by Melinda K. Danforth. Motion carried.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 8 / 8 / 18

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

To accept the travel report for the Native American Tourism of Wisconsin (NATOW) Conference June 10th-13th, 2018.

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.

BUSINESS COMMITTEE TRAVEL REPORT



Travel Report for:	Kirby Metoxen		
Travel Event:	2018 Native American Tourism of Wisconsin (NATOW) Conference		
Travel Location:	LCO, Wisconsin		
Departure Date:	<u>06/10/2018</u>	Return Date:	<u>06/13/2018</u>
Projected Cost:	<u>210.00</u>	Actual Cost:	<u>0.00</u>
Date Travel was Approved by OBC:	<u>05/09/2018</u>		

Narrative/Background:

Councilman Kirby Metoxen is the representative for the Oneida Nation and member of NATOW (Native American Tourism of Wisconsin) Advisory Board. NATOW conference was June 11-13, 2018. The NATOW organization covered the cost for hotel and registration. Woodland Arts Board Covered mileage expenses.

At the NATOW Conference there were 3 Breakout Sessions each morning and afternoon. The first session was Creative Tour Itineraries on any Budget. The presenter brought new ideas for promoting Wisconsin as an ideal destination to the group travel industry. The second breakout session was WI Department of Tourism Programs & Development Opportunities. The presenters were very familiar with the challenges facing smaller communities and businesses in Wisconsin as they try to attract visitors and become a tourism destination. They also work with local business owners and community leaders to re-envision their brand image and create effective marketing. The third session was hosted by the owners of PeroDigm Design Studio. They help corporations, businesses, and non-profits leave their digital footprint on the world. They do the research to establish the best course of action to properly optimize your site with content, graphics, video, and targeted placement.

Bobbi Webster, Public Relations Director from the Intergovernmental Affairs and Communications Department of Oneida Nation hosted three sessions of NATOW Gets Real where she talks to Tribal Leaders to learn more about industry related topics. The first session was with Mic Isham, Executive Director of Great Lakes Fish and Wildlife Commission. Mic spoke about the importance of keeping natural resources

protected, and ways to accomplish that. The second session of NATOW Gets Real was with Emerson Vallo, AIANTA, Southwest Region Representative. He spoke about the economic development of his pueblo tribe, the welfare of his native lands, the promotion of cultural tourism in New Mexico and all Native Americans. The final session of NATOW Gets Real featured Ernie Stevens, Jr., Chairman and national spokesperson for the National Indian Gaming Association. Ernie spoke about how tourism affects the gaming industry and about new legislation on sports gaming.

There was a panel “Exploring Hemp”, with Marc Grignon, Hempstead Project Heart, and St. Croix Tribal General Council and Attorney, Jeff Cornell. Marc is Campaign Manager at Hempstead Project Heart, a project of the Earth Island Institute. In 2017, Hempstead Project Heart worked with a coalition of organizations and Wisconsin residents to push hemp legalization in the state of Wisconsin.

Lastly, congratulations to very own Rich Figueroa from Oneida Tourism for receiving the 2018 NATOW Pioneer of Tourism award.

Item(s) Requiring Attention:

Travel and lodging.

Requested Action:

Motion to approve travel report for 2018 Native American Tourism of Wisconsin (NATOW) Conference June 10th-13th, 2018.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

2. General Information:

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

Personnel Related

Agenda Header: Travel Request

Accept as Information only

Action - please describe:

Enter the e-poll results into the record for the approved travel request in accordance with § 219.16-1 for four (4) Language House Department staff to attend the Great Law Recital in Niagara Falls, NY – August 12-20, 2018

3. Supporting Materials

Report Resolution Contract

Other:

1. E-mails with request and results

3. BC Agenda Request and supporting materials

2. BC comments beyond a vote

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Lisa Summers, Secretary

Primary Requestor/Submitter: Submitted by: Lisa Liggins, Info. Mgmt. Spec./BC Support Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Requestor: Todd Hill, Chair/Oneida Nation School Board
Name, Title / Dept.

Additional Requestor: Requestor: Tracy Williams, Director/Language
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

BACKGROUND

On Friday, July 27, 2018, at 2:44 p.m., the following e-poll was conducted:

"Summary:

Attached is a travel request for BC approval. Four (4) staff from the Language House Department is requesting to attend the Great Law in New York on August 12-20, 2018. The next BC Agenda meeting date is August 8th which will not leave time for processing the paperwork for their travel; therefore, an E-Poll is respectfully requested from the Business Committee.

The reason why this item was not on this week's Business Committee's agenda was due to the authorizing personnel were not aware of it until Tuesday, July 24, 2018. The submission due date for the this week's Business Committee Agenda had already closed. In addition, the proper process to conduct a School Board E-poll had to be followed prior to obtaining request from the Business Committee.

The Language House Director [Tracy Williams] became aware of the Recital of the Great Law booking deadline via a Facebook page on or about July 11, 2018. At that time, the Director needed to organize the department, available staff who could attend, obtain lodging reservations, transportation, etc.

The requestors could not submit the request until the proper approval process had been obtained and followed.

Requested Action:

Approve travel request in accordance with § 219.16-1 for four (4) Language Department staff to attend the Great Law Recital in Niagara Falls, NY – Aug 12-20, 2018

Deadline for response:

Responses are due no later than 4:30 p.m., Monday, July 30, 2018."

As of the deadline, below are the results of the e-poll:

Support: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III, Jennifer Webster

Oppose: Kirby Metoxen, Lisa Summers

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

REQUESTED ACTION

Enter the e-poll results into the record for the approved travel request in accordance with § 219.16-1 for four (4) Language House Department staff to attend the Great Law Recital in Niagara Falls, NY – August 12-20, 2018

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

From: [TribalSecretary](#)
To: [TribalSecretary](#); [Brandon L. Yellowbird-Stevens](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ernest L. Stevens](#); [Jennifer A. Webster](#); [Kirby W. Metoxen](#); [Lisa M. Summers](#); [Patricia M. King](#); [Tehassi Tasi Hill](#)
Cc: [BC Agenda Requests](#); [Jolene D. Hensberger](#); [Brian A. Doxtator](#); [Cathy L. Bachhuber](#); [Chris J. Cornelius](#); [Danelle A. Wilson](#); [Jessica L. Wallenfang](#); [Laura E. Laitinen-Warren](#); [Leyne C. Orosco](#); [Melinda J. Danforth](#); [Rhiannon R. Metoxen](#); [Rosa J. Laster](#)
Subject: E-POLL RESULTS: Approve travel request in accordance with § 219.16-1 – Four (4) Language Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018
Date: Tuesday, July 31, 2018 9:00:32 AM
Attachments: [BCAR Approve travel request per § 219.16-1 – 4 Language Dept staff – Gre....pdf](#)
[KM comment beyond vote.pdf](#)
[JW comment beyond vote.pdf](#)
[BS comment beyond vote.pdf](#)
[LS comment beyond vote.pdf](#)

E-POLL RESULTS

The e-poll to approve the travel request in accordance with § 219.16-1 for four (4) Language Department staff to attend the Great Law Recital in Niagara Falls, NY – Aug 12-20, 2018, **has been approved**. As of the deadline, below are the results:

Support: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III, Jennifer Webster

Oppose: Kirby Metoxen, Lisa Summers

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

Lisa Liggins
Information Management Specialist
Business Committee Support Office (BCSO)



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

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

From: TribalSecretary
Sent: Friday, July 27, 2018 2:44 PM
To: Brandon L. Yellowbird-Stevens; Daniel P. Guzman; David P. Jordan; Ernest L. Stevens; Jennifer A. Webster; Kirby W. Metoxen; Lisa M. Summers; Patricia M. King; Tehassi Tasi Hill
Cc: TribalSecretary; Brian A. Doxtator; Cathy L. Bachhuber; Chris J. Cornelius; Danelle A. Wilson; Jessica L. Wallenfang; Laura E. Laitinen-Warren; Leyne C. Orosco; Melinda J. Danforth; Rhiannon R. Metoxen; Rosa J. Laster
Subject: E-POLL REQUEST: Approve travel request in accordance with § 219.16-1 – Four (4) Language

Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018

Importance: High

E-POLL REQUEST

Summary:

Attached is a travel request for BC approval. Four (4) staff from the Language House Department is requesting to attend the Great Law in New York on August 12-20, 2018. The next BC Agenda meeting date is August 8th which will not leave time for processing the paperwork for their travel; therefore, an E-Poll is respectfully requested from the Business Committee.

The reason why this item was not on this week's Business Committee's agenda was due to the authorizing personnel were not aware of it until Tuesday, July 24, 2018. The submission due date for the this week's Business Committee Agenda had already closed. In addition, the proper process to conduct a School Board E-poll had to be followed prior to obtaining request from the Business Committee.

The Language House Director [Tracy Williams] became aware of the Recital of the Great Law booking deadline via a Facebook page on or about July 11, 2018. At that time, the Director needed to organize the department, available staff who could attend, obtain lodging reservations, transportation, etc.

The requestors could not submit the request until the proper approval process had been obtained and followed.

Requested Action:

Approve travel request in accordance with § 219.16-1 for four (4) Language Department staff to attend the Great Law Recital in Niagara Falls, NY – Aug 12-20, 2018

Deadline for response:

Responses are due no later than **4:30 p.m., Monday, July 30, 2018.**

Voting:

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

Lisa Liggins
Information Management Specialist
Business Committee Support Office (BCSO)

From: [Kirby W. Metoxen](#)
To: [TribalSecretary](#); [Brandon L. Yellowbird-Stevens](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ernest L. Stevens](#); [Jennifer A. Webster](#); [Lisa M. Summers](#); [Patricia M. King](#); [Tehassi Tasi Hill](#)
Cc: [Brian A. Doxtator](#); [Cathy L. Bachhuber](#); [Chris J. Cornelius](#); [Danelle A. Wilson](#); [Jessica L. Wallenfang](#); [Laura E. Laitinen-Warren](#); [Leyne C. Orosco](#); [Melinda J. Danforth](#); [Rhiannon R. Metoxen](#); [Rosa J. Laster](#)
Subject: RE: E-POLL REQUEST: Approve travel request in accordance with § 219.16-1 – Four (4) Language Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018
Date: Friday, July 27, 2018 3:04:14 PM

Oppose they haven't had the time to move their office now they want to go out of town for a 10days. I say if they get moved then they can go. We been asking them to move their office for a year now they want to give us a 2 week notice to go somewhere for 10 days

Yaw^ko,

Kirby Metoxen

Oneida Nation Councilman

Phone: 920-869-4441

Fax:920-869-4040

kmetox@oneidanation.org

From: [Jennifer A. Webster](#)
To: [TribalSecretary](#); [Brandon L. Yellowbird-Stevens](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ernest L. Stevens](#); [Kirby W. Metoxen](#); [Lisa M. Summers](#); [Patricia M. King](#); [Tehassi Tasi Hill](#)
Cc: [Brian A. Doxtator](#); [Cathy L. Bachhuber](#); [Chris J. Cornelius](#); [Danelle A. Wilson](#); [Jessica L. Wallenfang](#); [Laura E. Laitinen-Warren](#); [Leyne C. Orosco](#); [Melinda J. Danforth](#); [Rhiannon R. Metoxen](#); [Rosa J. Laster](#)
Subject: RE: E-POLL REQUEST: Approve travel request in accordance with § 219.16-1 – Four (4) Language Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018
Date: Friday, July 27, 2018 3:11:18 PM

Approve.

With suggestion: The recital is done every year, and every year we send staff. They could ideally request approval in April, May, June for staff to attend. We don't need names to approve, that can be identified internally when ready. Understanding they now have another board to get approval from. Just my 2 cents for next year, that approval can be done months in advance.

From: [Brandon L. Yellowbird-Stevens](#)
To: [Jennifer A. Webster](#); [TribalSecretary](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ernest L. Stevens](#); [Kirby W. Metoxen](#); [Lisa M. Summers](#); [Patricia M. King](#); [Tehassi Tasi Hill](#)
Cc: [Brian A. Doxtator](#); [Cathy L. Bachhuber](#); [Chris J. Cornelius](#); [Danelle A. Wilson](#); [Jessica L. Wallenfang](#); [Laura E. Laitinen-Warren](#); [Leyne C. Orosco](#); [Melinda J. Danforth](#); [Rhiannon R. Metoxen](#); [Rosa J. Laster](#)
Subject: Re: E-POLL REQUEST: Approve travel request in accordance with § 219.16-1 – Four (4) Language Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018
Date: Friday, July 27, 2018 3:13:20 PM

Support and I agree with Jenny's recommendation for next year.

Get [Outlook for iOS](#)

From: [Lisa M. Summers](#)
To: [TribalSecretary](#); [Brandon L. Yellowbird-Stevens](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ernest L. Stevens](#); [Jennifer A. Webster](#); [Kirby W. Metoxen](#); [Patricia M. King](#); [Tehassi Tasi Hill](#)
Cc: [Brian A. Doxtator](#); [Cathy L. Bachhuber](#); [Chris J. Cornelius](#); [Danelle A. Wilson](#); [Jessica L. Wallenfang](#); [Laura E. Laitinen-Warren](#); [Leyne C. Orosco](#); [Melinda J. Danforth](#); [Rhiannon R. Metoxen](#); [Rosa J. Laster](#)
Subject: Re: E-POLL REQUEST: Approve travel request in accordance with § 219.16-1 – Four (4) Language Department staff – Great Law Recital – Niagara Falls, NY – Aug 12-20, 2018
Date: Friday, July 27, 2018 5:40:36 PM

At this time I must decline support. I checked the Facebook announcement referenced, it took place on May 24, 2018. It appears the Language Director "liked" the announcement on this date.

Given this, it strongly appears there was knowledge of the dates at the end of May, giving the department plenty of time to organize a request for the OBC agenda. Additionally, we have raised concerns about last minute requests from this area in the past, asking it be corrected.

Given the scrutiny we are placed under for the use of electronic voting, I cannot in good conscience approve a request where it appears the Director was aware of dates in May as this would have given plenty of time to process this request. We are able to use this process when necessary, it appears this last minute request could have been avoided.

OBC approval is only needed when there is more than 3 from the same department, or more than 14 from the whole organization is traveling. This means there is still opportunity to participate under the normal process. Thank you all.

Sent from my Samsung Galaxy smartphone.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

2. General Information:

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

Other - type reason

Agenda Header: Travel Request

Accept as Information only

Action - please describe:

E-Poll Request

Number of travelers exceed number and needs Oneida Business Committee approval. Travel dates are August 12-20, 2018. Respectfully requesting approval via an E-Poll from the Business Committee as the next meeting date is August 8, 2018 and paperwork needs to be submitted and processed for travel, if the travel request is approved.

3. Supporting Materials

Report Resolution Contract

Other:

1. School Board E-Poll Approving Lang House Tra

3.

2. Memo from Lang House Director requesting tra

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Brandon Stevens, Vice-Chairman

Primary Requestor/Submitter: Todd Hill, School Board Chair
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Tracy Williams, Language House Director
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Requesting an E-Poll. The Oneida Language House Department submitted a travel request for August 12-20, 2018 for four (4) travelers, which needs School Board and BC approval.

- 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 Language Department



To: Artley Skenandore, HS/MS Principal & Athletic Director
Sharon Mousseau, ONSS Superintendent
Fr: Tracy Williams, Oneida Language Department Director
Da: July 20, 2018
Re: Great Law Travel 2018

Shekolih,

This memo will help provide some details to the travel requests being submitted for Great Law Travel, Aug 12-20, 2018. There are four (4) requests here; each one is for an individual in our department: Tracy Williams, Director-Language Department; Jessica Powless, Language Multimedia Specialist; Joe Powless, Language/Cultural Trainee; Rosa Francour, Language/Cultural Trainee. We have reserved a tribal vehicle from Aug 9-Aug 20, 2018 with DPW. Jessica and Joe will be using their own vehicles. We are using fuel costs only instead of mileage and per diem for meals is set only for the travel days and one (1) day while at Great Law because meals will be provided everyday onsite. Dinner on the final day will be on our own which is why only one (1) day of per diem is requested while at the Great Law.

The lodging is reserved at Quality Inn and Suites in Niagara Falls which was on the hotel listing for the Great Law and will be shared amongst the group. We have a total of 4 rooms reserved. The rate for lodging was given at a discount for the block of rooms set aside for the Great Law event per the Great Law Facebook page. The department will be staffed daily by the employees staying behind to take care of the operations. They will be available to provide services and continue classes. The funding for travel will be used from the budget line of the unclaimed per capita funds allocated to Language Revitalization Program (Resolution 01-28-04-A).

Further justification for this travel: when the Faithkeepers met to make a date for strawberry ceremony, Bob Brown informed us of the Great Law working committee's thought to have Great Law come to our community sometime in the next 5 years. The main goal of having people from our community attend Great Law is for language revitalization/acquisition. All of the reciting is done in all 6 of our languages (then translated to English). Being present and in that learning environment is ideal for staff development. The cultural knowledge gained will be used to help prepare and re-educate community members during our classes about our language and our ways. Our department continues to grow and we would very much like the opportunity to learn and bring back knowledge that we can share with our community.

Yawako for considering our request.



Oneida Nation
School Board
PO BOX 365
Oneida, WI 54155
Phone (920) 869-1676



July 26, 2018

An E-poll was sent on July 26, 2018 to approve the travel request for four (4) Language House staff to travel and attend the Great Law in Tuscarora Territory; Niagara Falls, New York during August 12-20, 2018. The Great Law will increase the cultural knowledge of the Language House staff which will be used to prepare and re-educate our community members about our language and ways. The main goal of having people from our community attend Great Law is for language revitalization/acquisition; all of the reciting is done in all six of our languages (then translated to English). Travel will be paid for out of unclaimed per capita funds allocated to the Language Revitalization Program.

Please see the attached document with further details of the travel to the Great Law. This travel request will also need to be forwarded to the Oneida Business Committee for approval as the request is for four (4) individuals.

Please reply to-all with Approve or Not Approve before 3:00 p.m. today, Thursday, July 26, 2018.

The request has been approved and the voting results of the E-Poll are as follows:

Melinda K. Danforth	Approve	Requesting travelers to submit a letter or summary of training at Sept. 2018 School Board meeting
Shanna Torres	Approve	
Todd Hill	Approve	Include how travel will be funded in E-Poll
RC Metoxen	Approve	Include names and titles of travelers
Fred Muscavitch	Approve	

This E-Poll will be in the next meeting for ratification.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 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:

Determine how to distribute fifty (50) tickets for the 2018 Indian Horse Relay

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Submitted by: Lisa Liggins, Information Management Specialist/BC Support
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Background:

Fifty (50) tickets for the 2018 Indian Horse Relay were received on July 31, 2018.

Per the attached SOP, the OBC needs to determine how they will be distributed. The SOP allows for one of three options: Random Drawing; First Come, First Serve; or Transfer to Joint Marketing.

Requested Action:

Determine how to distribute fifty (50) tickets for the 2018 Indian Horse Relay

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

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

Oneida Business Committee
TICKET DISTRIBUTION FORM

Page 1 of ____

Description of tickets received: 2018 Indian Horse Relay

Date tickets received by the Business Committee Support Office: August 1, 2018

Total number of tickets received: 50

Verified by: Debbie Melchert
Printed Name


Signature

1564
Employee #

Lisa Liggins
Printed Name


Signature

3703
Employee #

Source of tickets (i.e. donation, contract sponsorship):

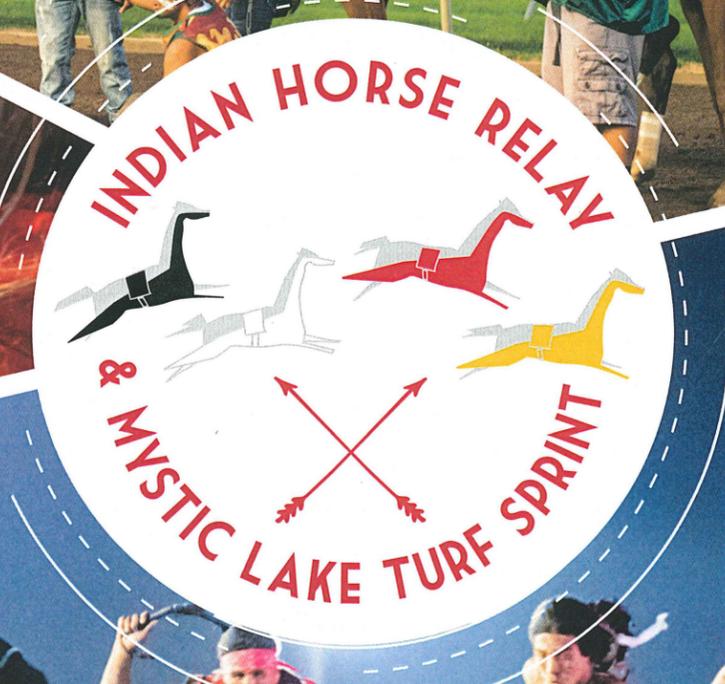
Received via mail addressed to Chairman directly from event.

Oneida Business Committee
TICKET DISTRIBUTION FORM

Page ___ of ___

Description of Tickets Received: 2018 Indian Horse Relay

	Seating or description, if applicable	# of tickets disbursed	Date Disbursed	Recipient Name	Recipient Initials	BCSO Initials
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



2018 INDIAN HORSE RELAY

CANTERBURY PARK • SHAKOPEE

THURSDAY, AUGUST 23
6:30pm

FRIDAY, AUGUST 24
6:30pm

SATURDAY, AUGUST 25
6pm

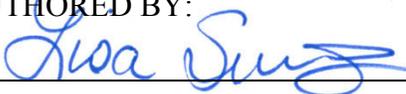
Indian Horse Relay Championships
Times are approximate

Experience America's First
EXTREME SPORT

Indian Horse Relay showcases high-speed bareback relay racing, with Native American riders leaping from horse to horse in a true display of athleticism and fearlessness.

JOIN THE FUN!

FOR MORE INFORMATION, VISIT
IndianHorseRelayMN.com

ONEIDA TRIBE OF WISCONSIN	TITLE: Ticket Distribution	ORIGINATION DATE: 01/27/2016 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: 01/27/2016
AUTHOR: Lisa Summers, Secretary	AUTHORED BY: 	DATE: 01/27/2016

1.0 PURPOSE

- 1.1 Standardize how tickets are distributed by the Oneida Business Committee

2.0 DEFINITIONS

- 2.1 *Alternate* means an individual who receives tickets in the event a winner refuses or does not claim.
- 2.2 *Packers Ticket Drawing Pool* means those Tribal members who provided the required information by June 30 and is the random drawing pool used for a random drawing of Packers Tickets.
- 2.3 *Random Drawing* means an act of choosing the recipients of tickets.
- 2.4 *Random Drawing Pool* means those Tribal members who are at least eighteen (18) years old on or before the date of the random drawing, for a random drawing for anything other than Packers Tickets.
- 2.5 *Secretary* means the current elected Secretary of the Tribe or his or her designee.

3.0 WORK STANDARD

- 3.1 All tickets will be tracked on a Ticket Distribution Form.
- 3.2 For a random drawing:
- 3.2.1 Notice of random drawing will be provided to the Enrollment Department and the Intergovernmental Affairs and Communications Department no less than five (5) business days prior to drawing.
- 3.2.2 A number of alternates equaling no less than two times the number of winners are selected. Alternates are selected from the same random drawing pool and at the same time as the winners.

- 3.3 Where the dates fall on a Saturday, Sunday, or holiday the deadline shall be construed to be the close of business on the following business day.

4.0 PACKERS TICKETS

- 4.1 In the event Packers Tickets are available for Tribal members, the following timelines and procedure will be followed. This procedure applies only to Packers Tickets for preseason games and regular season games.

June 1

- 4.2 BC Support Office sends a mailing to those Tribal members who are at least eighteen (18) years old on or before July 1.
- 4.3 Mailing includes:
- 4.3.1 Notice that a code of conduct is required in order to accept Packers tickets,
 - 4.3.2 Space for Tribal member to provide the required information:
 - 4.3.2.1 Name,
 - 4.3.2.2 Date of birth,
 - 4.3.2.3 Enrollment number, and
 - 4.3.2.4 Telephone number.
 - 4.3.3 Notice that required information must be returned to the BC Support Office no later than June 30 in order to be included in the Packers Ticket Drawing Pool.

July 1

- 4.4 Packers Ticket Drawing Pool is closed and includes only those Tribal members who returned the required information to the BC Support Office by June 30.
- 4.5 Deadline for Joint Marketing to provide notification to the BC Support Office of Packers Tickets available to Tribal members.

5.0 RECEIPTING AND PROCESSING TICKETS

- 5.1 Tickets are received by the Business Committee Support Office (BC Support Office).
- 5.2 BC Support Office:
- 5.2.1 Verifies the number of tickets received by double count.
 - 5.2.2 Completes any applicable paperwork indicating receipt of tickets.
 - 5.2.3 Completes applicable spaces on the Ticket Distribution Form. Ticket

Distribution Form must include:

- 5.2.3.1 Description of tickets received
 - 5.2.3.2 Date tickets received by the BC Support Office
 - 5.2.3.3 Source of tickets (i.e. donation, contract, sponsorship)
 - 5.2.3.4 Date tickets disbursed and to whom
 - 5.2.4 Provides copy of Ticket Distribution Form to the Secretary within one (1) business day.
- 5.3 Secretary adds Ticket Distribution Form to the next Business Committee meeting agenda for the consideration of how tickets will be distributed.
- 5.3.1 Three options for consideration are:
 - 5.3.1.1 Random drawing
 - 5.3.1.1.1 A random drawing may be considered only if adequate time is available for the notification required in 3.2.
 - 5.3.1.2 First come, first serve
 - 5.3.1.2.1 Eligibility criteria for first come, first serve must be determined by the Business Committee (i.e. Tribal members, employees only, elders age 55 and over)
 - 5.3.1.3 Transfer tickets to Joint Marketing
 - 5.3.2 An E-poll may be used (See OBC SOP titled Conducting Electronic Voting (E-polls)).

6.0 **RANDOM DRAWING**

Prepare for random drawing

- 6.1 BC Support Office provides notice to the Enrollment Department of random drawing. Notice must include:
 - 6.1.1 Date of random drawing.
 - 6.1.2 Time of random drawing.
 - 6.1.3 Number of winners needed.
 - 6.1.4 Number of alternates needed.
 - 6.1.5 Criteria for random drawing pool.
- 6.2 BC Support Office provides notice to the Intergovernmental Affairs and Communications Department of random drawing. Notice must include:
 - 6.2.1 Date of random drawing.
 - 6.2.2 Time of random drawing.
 - 6.2.3 Number of winners that will be drawn.
 - 6.2.4 Date and Time winners may begin to claim their tickets.
 - 6.2.5 Deadline by which winners must claim their tickets.
- 6.3 BC Support Office reserves meeting space to conduct the drawing.

Pre-Drawing Activities

- 6.4 BC Support Office ensures equipment is functional in order for the Enrollment Department staff to complete the random drawing.

Post-Drawing Activities

- 6.5 After random drawing is complete, the Enrollment Department staff provides the winner and alternate information to the BC Support Office. This information includes:
 - 6.5.1 Winner/Alternate Names
 - 6.5.2 Winner/Alternate Enrollment Number
 - 6.5.3 Winner/Alternate Address
 - 6.5.4 Winner/Alternate Phone Number
- 6.6 BC Support Office notifies winner by phone.
 - 6.6.1 Winner may accept or refuse/decline.
 - 6.6.2 If winner accepts:
 - 6.6.2.1 See 9.0.
 - 6.6.3 If winner declines tickets or cannot be contacted within three (3) business days from the date of the random drawing:
 - 6.6.3.1 Alternate is notified.
 - 6.6.3.2 If alternate accepts,
 - 6.6.3.2.1 See 9.0.
 - 6.6.3.3 If alternate declines tickets or cannot be contacted within three (3) business days from the date of the random drawing:
 - 6.6.3.3.1 see 6.6.3.1.

7.0 FIRST COME, FIRST SERVE

- 7.1 BC Support Office provides notice to Intergovernmental Affairs and Communications of ticket availability. Notice must include:
 - 7.1.1 Total number of tickets available.
 - 7.1.2 Limit of tickets available per person (i.e. four (4) tickets per person).
 - 7.1.3 Eligibility Criteria determined by the Business Committee in 5.3.1.2.1.
 - 7.1.4 Date and Time tickets may begin to be claimed.
 - 7.1.5 Deadline by which tickets must be claimed.
- 7.2 See 9.0.

8.0 TRANSFER TICKETS TO JOINT MARKETING

- 8.1 BC Support Office:
 - 8.1.1 Contacts Joint Marketing within one (1) business day to arrange transfer of tickets.
 - 8.1.2 Completes Ticket Distribution Form when transfer of tickets is completed.
 - 8.1.3 Files Ticket Distribution Form and forwards a copy to the appropriate party/parties as needed or required by contract or policy.

9.0 DISBURSING TICKETS

- 9.1 Recipient signs Acceptance Receipt and code of conduct agreement, if applicable
- 9.2 BC Support Office
 - 9.2.1 Receives acceptance receipt and code of conduct agreement, if applicable.
 - 9.2.2 Updates Ticket Distribution Form.
 - 9.2.3 Disburses tickets.
 - 9.2.3.1 Tickets may be mailed or picked up.
 - 9.2.4 Files Ticket Distribution Form and forwards a copy to the appropriate party/parties as needed or required by contract or policy.

10.0 UNCLAIMED TICKETS

- 10.1 Any tickets that are unclaimed 48 hours prior to the event will be transferred to Joint Marketing.
- 10.2 See 8.0.

11.0 REFERENCES

- 11.1 Conducting Electronic Voting (E-polls) SOP

12.0 FORMS

- 12.1 Ticket Distribution Form
- 12.2 Acceptance Receipt
- 12.3 Code of Conduct

13.0 FLOW CHART

XIII. NEW BUSINESS

- A. Accept request for Business Committee recognition and award of \$500 Exxon/Mobile Alliance Program grant to each six (6) area schools in cooperation with Oneida One Stops and Oneida Travel Center (00:26:00)**

Sponsor: Michele Doxtator, Area Manager/Retail Profits

Presentation of awards by Michele Doxtator and Angela Parks to Niki Disterhaft (Lannoye Elementary School), Kris Wells (Hillcrest Elementary School), Jamie Kallies (Pioneer Elementary School), Diane Stelmach (Martin Luther King Elementary School), Yvette Peguero (Oneida Nation Elementary School), Sharon Mousseau (Oneida High School).

- B. Approve Ticket Distribution Standard Operating Procedure (4:23:00)**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to approve the Ticket Distribution Standard Operating Procedure, seconded by Lisa Summers. Motion carried unanimously:

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

Not Present: Melinda J. Danforth, David Jordan

- C. Approve request to co-host the 2016 Tri-History Conference on June 13-17, 2016 (00:29:22)**

Sponsor: Jennifer Webster, Councilwoman

Motion by Lisa Summers to approve the request to co-host the 2016 Tri-History Conference on June 13-17, 2016, seconded by Fawn Billie. Motion carried with one abstention:

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

XIV. TRAVEL (4:24:32)**A. Travel Reports**

- 1. Accept travel report – Councilwoman Jennifer Webster – 2015 National Indian Head Start Directors Association (NIHSDA)/Office of Head Start (OHS) Tribal Leader Consultation – Sacramento, CA – June 15-17, 2015**

Motion by Lisa Summers to accept the travel report – Councilwoman Jennifer Webster – 2015 National Indian Head Start Directors Association (NIHSDA)/Office of Head Start (OHS) Tribal Leader Consultation – Sacramento, CA – June 15-17, 2015, seconded by Brandon Stevens. Motion carried with one abstention:

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

- 2. Accept travel reports – Secretary Lisa Summers, Councilwoman Jennifer Webster, and Councilman Tehassi Hill – 72nd Annual National Congress of American Indians (NCAI) Conference – San Diego, CA – October 17-24, 2015**

Motion by Fawn Billie to accept the travel reports – Secretary Lisa Summers, Councilwoman Jennifer Webster, and Councilman Tehassi Hill – 72nd Annual National Congress of American Indians (NCAI) Conference – San Diego, CA – October 17-24, 2015, seconded by Brandon Stevens. Motion carried with three abstentions:

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 07 / 18

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 & Land Division 3rd Quarter Report FY2018.

- 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



Improving Organizational Change

A second EHS&L Division staff member became a certified remote drone pilot in third quarter and took this drone photo at Tsyunhéhkwa Farm. They will be tracking white corn growth through the season at the Tsyunhehkwa Farm.

Yawlkó (A big thank you) to Tsyunhéhkwa staff that put in many extra hours over the Memorial Holiday weekend to make sure Oneida's white corn was planted in time for its long growing season to be ready in time to Harvest in October.



Overall Impressions of the THIRD Quarter

In the third quarter of FY2018, Environmental, Health ,Safety and Land Division (EHS&LD) has combined our two Divisional Reports and added Tsyunhéhkwá Farm into our report as approved by the Business Committee. Third quarter is our divisions busiest time of year to get field work in and when we hold outreach events for Oneida including Youth and Elder Fishing Day, Earth Day and Tree Give Away.

Moving Toward the Strategic Plan: How EHS&LD contributes...

<p>Advancing On'nyote'a'ká Principles</p>	<ul style="list-style-type: none"> • Tsyuhhéhkwá Farm staff participated in Oneida Culture Days at ONES teaching 125 students about traditional planting methods. • Three Sisters and Tobacco planting workshop taught by Tsyuhhéhkwá Farm staff on June 9 with 13 attendees. • Working towards strengthening Oneida values related to healthy waters in community by presenting and teaching. • Staff worked with Gene Redhail on implementing the clean up and overall improvement of the sweat lodge site at S. Overland Dr.
<p>Exercising Sovereignty</p>	<ul style="list-style-type: none"> • A class V Underground Injection Control (UIC) well risk assessment was created which will aid water monitoring efforts by showing what specific well sites pose a danger to underground sources of drinking water. • Provided Hazard Awareness Training to 15 Oneida Nation Staff (May 21). • Completed Nine (9) Underground Storage Tank inspections. • Provided UST Compliance training to 13 Oneida One Stop employees (April 3-5). • Participated in an inspection of natural gas pipelines through reservation with DOT. • Reviews to assist the acquisition of Homeowners Independent Purchase Program (HIPP) and two vacant parcels of agricultural land. • Completed a NEPA review for a new housing development that will make four lots available for community members to build their own homes. • Site visits and inspections to enforce Oneida codes.
<p>Improving Organizational Changes</p>	<ul style="list-style-type: none"> • After the retirement of the Forester in December 2017, the Eco Services dept revised the forester position and hired a new Oneida Forester in April. We are focused on making changes that will improve the communication, consistency and efficiency of the Hazardous Tree Removal Program. • Eco Services Dept took on management of Tsyuhhéhkwá Farm and hired a Supervisor Trainee to improve operations and fill a position that was vacant for a year. • Field Technician Trainee became a certified drone pilot. This will aid in acquiring more aerial photos or video of the various types of field work completed by the EHS&LD. This aids in transparency of the division, and data documentation and assessing the effectiveness of some field work. • Provided an Introduction to GIS Training to 7 Oneida Staff with the BIA (May 29-31). • Participate in the Land Use Review technical process improvement team. • Leading efforts to normalize and link land and project based information. • Pilot Division for utilizing Microsoft Sharepoint and Mircosoft Team collaboration. • Provided Customer Immersion Experience for Microsoft Products to 9 Oneida Staff (June 27). • Adopting the AWQMS water monitoring system is the first step toward conducting a full trend analysis that will quantify changes in water quality over time. All historic data has now been QA/QCd and entered into the new system • Solar deployment project commissioned and 100% operational; website monitoring is functional; all solar agreements are in place.

Moving Toward the Strategic Plan: How EHS&LD contributes...

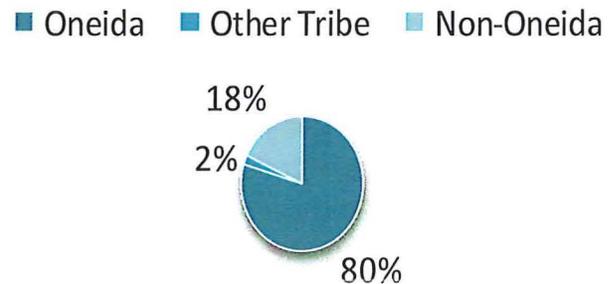
<p>Promoting Positive Community Relations</p>	<ul style="list-style-type: none"> • Tsyuhhéhkwa Farm staff conducted 7 tours for 76 community members. • May 20 Tsyuhhéhkwa Farm hosted the seed and plant distribution and sold 117 plant shares to the Oneida community on the day of the event. • April 19 Coffee with the Planners – Environmental education on sustainable agriculture plans, services Eco Services provide and updates/progress on the grazing projects. • May 19 Hosted the Earth Day Clean up and Tree Give Away Event for tribal members. • June 2 Hosted the Youth and Elder Fishing Day attended by 160 members. • Speaking with elders and various tribal departments on a daily basis to address their concerns about hazardous trees on their properties. • Hazardous tree program development: including submitting articles to Kalihwisaks to inform the community about our hazardous tree removal program; letters sent to elders who are waiting for contracted tree services to update them on the progress we are making to have their trees removed. • Updating and posting to our social media pages with relevant community information including swimming water quality testing results. Working to have our social media presence become a tool community member's look to for environmental related needs and questions. • An EHS staff member assists Oneida Adventures as paddle helper as it provides opportunities to meet and get to know community members; provide education about water resources at Oneida, and to receive feedback and to listen and respond to community concerns. Assisted Oneida Adventures with three kayaking events at Oneida Lake in June. • Participate in community meetings; work with building occupants and staff to understand energy systems, assisting electricians with Turtle School lighting project.
<p>Inspiring Yukwatsistayá (Our fire, our spirit within each one of us)</p>	<ul style="list-style-type: none"> • Outreach to get Oneida youth educated and excited about Oneida's water resources. • Finding wood turtles in the vicinity of the recent land acquisition (Desjardins property) is exciting and reminds staff of the importance of the work that Oneida Environmental is doing in healing the landscape and provides great motivation for this work. • Adding easily accessible resources for waste management so tribal members do not feel the need or desire to resort to illegal dumping or questionable storage practices.
<p>Encouraging Tsi' NiyukwalihoTá (We have everything here to sustain us)</p>	<ul style="list-style-type: none"> • Tsyuhhéhkwa staff performed tilling services for 35 personal gardens and 9 Program community gardens in Oneida to encourage gardening and local foods. • Work with Division staff to learn new software and collaboration tools. • EHS Staff Continued to bring in large amounts of outside funding to keep protecting and restoring Oneida Nation waters and lands. • Working towards strengthening Oneida values related to a healthy environment by teaching food safety class and education on healthy waters. • Awarded staff incentives for outstanding/above and beyond activities and encourage them to continue doing an excellent job. • Encouraging and assisting Tribe to be responsible stewards and practice energy conservation.

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 & Land Staff



Environmental, Health, Safety and Land Division have 4 Summer Youth workers this year.

- Dylan Pelky will be going to Western Michigan College in the fall. He learned administrative responsibilities as well as assisting with demolitions and trespassing issues.
- Boyd Thayer goes to Pulaski High School and is learning administrative responsibilities along with helping conservation pack with their move to the Land Office. He also learned to take inventory.
- Emmanuel Twocrow goes to a College in Oregon and is helping out at the Tsyunhehkwa Farm. Some of the things he is working on are the three sisters, tobacco, strawberry, community & seed bank gardens. He also does chicken chores, move and load cattle, overall farm cleanup and beautification, minor machine work and maintenance and some white corn work.
- Arianna Cottrell goes to Green Bay Southwest and is helping out at the Tsyunhehkwa farm also. She also works on the three sisters, tobacco, strawberry, community & seed bank gardens. She also does chicken chores, move and load cattle, overall farm cleanup and beautification, minor machine work and maintenance and some white corn work.

Encouraging Tsi? NiyukwalihoTÁ

(We have everything here to sustain us)

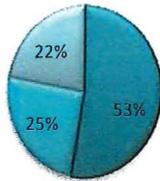
Planting grazing fields at Tsyunhehkwa for cattle supplies them with forage and provides Oneida with a source for grass fed cattle and the cows provide nutrients to build soil health for growing future White Corn fields .



Quarter Three Budget Update

EHS&L Funding for Period Ending 6/30/18

■ Revenue ■ Grants ■ TC



EH&SD Has a Positive Variance in Expenses for Period ending 6/30/17

1,076,706



Budgeted

1,035,675



Actual

Land Management has a Negative Variance in their Net Income for period ending 6/30/18

686,124



Budgeted

537,974



Actual

Promoting Positive Community Relations



Staff participated in Silver Creek Project Kids' Monitoring Event on Thursday, May 10, 2018 in partnership with N.E.W water and Oneida and Bayport High schools. Students learned about water quality assessment, invertebrate communities, and how drones are used for field exploration.



Grants Applied for in the Second Quarter of FY18		
Agency	Activities	Amount
Fund for Lake Michigan (applied)	To restore a reach of Silver Creek.	200,000
EPA (applied)	Hazardous waste assessment and determination for the Tribal Organization	90,000
EPA (awarded)	Clean Water Act 106 grant awarded to run the water resources program	346,320
WI DATCP (awarded)	Household clean sweep to assist in the disposal event costs associated with a hazardous materials collection event for Oneida Tribal Residents	6505

ACQUISITIONS

Date	Property Address	Acreage	Brown	Out	Use
4/30/2018	2464 He- Nis Ra Lane	0.2	0.2		HIP-RES
5/4/2018	W800 Blk Cooper Road	1.5		1.5	RES
5/7/2018	3781 Hillcrest Dr	0			RES
5/31/2017	2443 Parkwood	0.28	0.28		HIP-RES
6/1/2018	2420 Shady Oak	0.45	0.45		HIP-RES
6/14/2018	3900-4000 Blk N. Overland	22.98	22.98		Agricultural
6/29/2018	2855 Ogdan Woods	0.35	0.35		HIP-RES



Advancing On'oyote'a'ká Principles

Tsyunhéhkwa Farm grows traditional tobacco for the community available to tribal members for ceremonial and personal use.

Travel & Training

EH&S Division Travel for 3rd Quarter

Staff	Event	Location	Cost
Water Resources Supervisor	Society for Freshwater Science Meeting	Detroit MI	1,517.50
Water Resources Specialist	Society for Freshwater Science Meeting	Detroit MI	2,116.00
Water Resources Specialist	Region 5 State & Tribal Water Quality Standards Meeting	Chicago, IL	520.00
EHS&L Division Director	WTCAC	Danbury WI	Expense Free
EHS&L Division Director	WTCAC	Red Cliff, WI	Expense Free
Project Manager	Heating the Midwest Conference	Carlton MN	504.00
Deputy Director, Env Health & Safety	Region 5 Tribal Operations Committee meeting	New Buffalo MI	693.00
Council Member	Region 5 Tribal Operations Committee meeting	New Buffalo MI	693.00
Deputy Director, Env Health & Safety	2018 National Tribal Forum on Air Quality	Carlton MN	445.00
Deputy Director, Env Health & Safety	Rising Voices-Climate Solutions	Duluth MN	736.00
Safety Coordinator	Defensive Driving Course	Madison WI	203.50
Reality Specialist Coordinator/Fee to Trust Specialist	8th Tribal Land Staff National Conference	Tulsa Ok	1,173.00
GIS Specialist	Pix4D Software Training (Drone)	Eagan MN	436.00
Env Compliance Inspector/Specialist	UST Bootcamp Training	Tulsa OK	279.50
Env Compliance Coordinator	UST Bootcamp Training	Tulsa OK	294.50
Senior Warden	Native American Fish & Wildlife Society Board of Directors Meeting	Warwick, RI	280.00

Promoting Positive Community Relations

First Downs For Trees Tree Planting by the Oneida Nation High School science classes around the parking lot to provide shade at Turtle school took place on May 8 . This program of the Green Bay Packer Organization donates trees to local communities and supports tree planting by introducing children and their families to the value of trees in our neighborhoods.

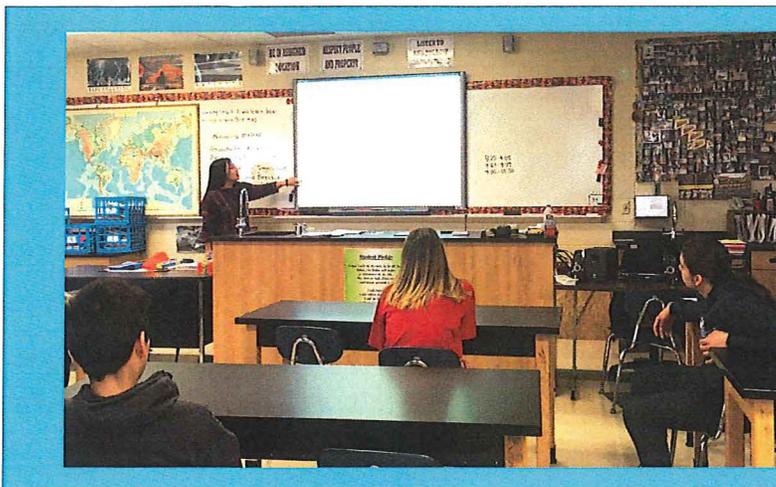


Notable Accomplishments for Third Quarter

- Oneida Compliance Assistance Program Provided Underground Storage Tank Boot Camp on April 3-5, 2018 in Oneida, WI and April 24-26, 2018 in Tulsa, OK.
- The Oneida Compliance Assistance Program hosted Cathodic Protection training/ certification in Oneida, WI May 1-3.
- Secured remaining funding needed for Silver Creek Stream Restoration and began meeting on the Oneida Community Trail project that will be constructed at the same time as the stream project.
- Taught Food Handler's certification training for our Pow Wow and LPGA vendors. Routine Food Handler's certification training for community members and employees.
- Food Handling Licensing and inspecting of the Pow Wow and the LPGA at Thornberry Event.
- Indoor Air Quality Complaints and Asbestos Inspections.
- Did 1 hour training for Oneida Adventures staff on identification of Aquatic Invasive Species on April 9.
- Conducted training for Frog & Toad Survey volunteers on April 5.
- Conducted "lightning talk" on grazing at Oneida for Green Bay Conservation Partners meeting on April 19
- Wildlife survey with wildlife ecologist surveying for wood turtles and bats. For Wood Turtles, we are focusing on how this information can help us make management decisions to better protect wood turtles which might include creating nesting areas and/or protecting existing nest sites. The State of Wisconsin lists Wood Turtle as a Threatened species. As a long-lived, slow-to-mature species, wood turtle populations are very vulnerable to loss of even a single adult. Wood turtles prefer rivers and streams with adjacent wetlands and upland hardwood forests, much like the habitat found in the intact portions of Duck and Trout Creeks. For bats we are gathering baseline data as we have no data.
- Oneida Conservation Department (OCD) monitored sportsmen and collected data on the harvest of fish.
- May opening of Oneida Lake brought with it recurring seasonal issues of monitoring for illegal activities, vandalism, and inappropriate actions at the lake.
- OCD completed 41 community work requests, 3 contract tree orders, and 9 Funeral wood burning loads delivered.
- OCD delivered 21 loads of woodchips for landscaping to the community.
- Conservation Officers responded to 8 complaints for nuisance animals, and community assistance.
- Conservation Officers made 30 contacts, which resulted in educational opportunities about wildlife, possible violations, and safety. During these contacts, 2 warnings were issued and 0 citations, however; one contact with an ATV rider resulted in numerous violations/infractions.
- Warden Metoxen (current NAFWS Regional director) traveled to Warwick, Rhode Island for the Native American Fish & Wildlife Society Board of Directors meeting. Staff participated in "Active Shooter" training that utilized "SEEMS" ammunition in the scenarios, along with other environmental sessions. Officer Metoxen was part of the Regions National Shoot Team and received the First Place recognition.
- Conservation staff worked extensively on the "Longhouse" at Cultural Heritage grounds, assisting the Tourism Department to assist with final process of construction.
- 90% of the property corner survey requests have been completed by Eco Services staff.
- Staff drafted an Operations Plan for a proposed Tribal Staging Area on Cty U where the Conservation Facility is located. This document was approved by the Demo Team and is being used for the LUTU process. The goal is to reclaim/ abandon the existing staging area on Adam Drive.
- Worked on getting pasture crops in the ground such as the 3 acres at the White Corn Project, 40 acres at TsyuhhéhkwΛ for pastures, and at the 137 acres at the Trout Creek Headwaters Project.
- Managed and sold the hay plantings for TsyuhhéhkwΛ (45 acres) and at the State Farm Grazing Project (462 acres)
- Have 2 TANF youth workers for the summer at TsyuhhéhkwΛ.
- Tetwatohtalhos-E-Waste Voucher Program-April to June-Voucher: 30 vouchers registered, RAS-Presentation on Green Cleaning and Health Risks from Chemical Cleaners-approx 25 participated.

Third Quarter Accomplishments Contd.

- Continued work on the Integrated Waste Management Plan with Town of Oneida
- Energy outreach at Coffee with the Planners meeting, Industrial Hemp Expo, and Society of American Indian Government Employees.
- Developed hemp growing plan; prepared contract for seed purchase, partners in place for 2019 season.
- Reconvened Energy Team in preparation for next edition of strategic energy plan.
- Obtained a waiver to commence a 420 acre NRCS Agricultural Conservation Easement Program (ACEP) project at the former State Farm.
- Conducted a wetland delineation for a member to assist with their decisions on implementing a major home project.
- Land staff completed and submitted the document request to Internal Audit for the Department Administrative Audit they are completing.
- Land staff helped to coordinate the BIA 2 day fee-to-trust training by the BIA and Land staff attended.
- Land staff attended the Hobart Town Hall meeting that had presentations on the Nation.
- Land staff started process and cleaning office for moving Conversation Department to Land Management. To be completed in 4th qtr.
- Land has 2 summer interns.
- In this quarter we acquired 25.76 acres. We currently own approximately 26,957.58 which is 41% of the reservation.
- The new forester evaluated hazardous trees for 60 tribal members and generated work orders to have their hazardous trees removed.
- Create a risk assessment to rank potential UIC sites. The risks assessment procedure will allow UIC credentialed inspectors to compete inspections at higher risk areas first. It will also guide water monitoring efforts by showing where the potential for drinking water pollution is the greatest.
- Created public outreach material including a UIC poster and an article submission to the Kalihwisaks to help inform the public about what Class V UIC well is. The outreach material will help residents decide if they operate a Class V UIC well site and if they do need to take additional steps.
- Oneida Underground Injection Control (UIC) Inventory Project was completed on June 28, 2018.
- Field technician trainee became an certified remote drone pilot on April 23, 2018 .

**Inspiring Yukwatsistayá**

(Our fire, our spirit within each one of us)

Multiple staff from the Environmental department presented at the Seymour Middle School Career Connections program on Thursday, April 26, 2018. This involved talking with local 8th grade students about what an environmental career is like and how to pursue it.

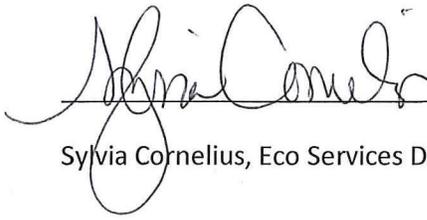
Plans for FY18 Fourth Quarter

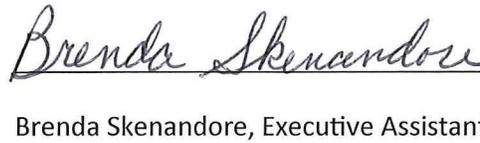
- Continue Hazardous Tree Program development including creating an S.O.P. for hazardous tree removal and working with elderly services to improve the efficiency of the Hazardous Tree Removal program.
- Managing the DNR Managed Forest Law Program lands- Determine if the former Robertson property needs to be thinned. If so, will be completing the cutting notice, submitting the notice to the DNR's Managed Forest Law program and contracting a logger to complete the mandatory practice. Decision on former Van Schyndel property will enter in to a new 25 year contract with the DNR's Managed Forest Law program.
- Provide feedback and input for the EHS Data Integration Project.
- Increase efficiency of fulfilling requests for aerial drone photography or video.
- Oneida Compliance Assistance Program will provide Underground Storage Tank Boot Camp in Oneida, WI. July 24-26.
- Continue Invasive Species treatment and management within Oneida Natural Areas.
- Implementation of the habitat enhancement projects in Lancaster Brook and in Oneida Lake.
- Improvements made to our Pet Safety Program Database to link animal reports.
- Developing a beach monitoring online notification system.
- Provide industrial hygiene services in the areas of indoor air quality, water damage, mold, asbestos, and lead (Pb) and occupational exposure to known or potential hazards.
- Fully implementing the AWQMS system and learning how to maximize potential for data analysis and assessment.
- Develop a strategy for combating aquatic invasive species (AIS) at Quarry Lake and prevention activities at Oneida Lake. Awarded two grants for this purpose (notified on July 13).
- Working on amending the Oneida Nation Hunting, Fishing, and Trapping Law to include the gathering of natural resources by the sportsmen and membership. August sales of the annual Sportsman Hunting license and implemented with the start of the new 2018 hunting seasons, which start in September.
- Eco Services Department and Tsyuhhéhkwā Farm will be reviewing job descriptions and hiring staff for the vacant positions of Agricultural Worker II and Outreach Worker.
- Finalization of a Cattle Management Plan for Tsyuhhéhkwā Farm will be drafted by Eco Services.
- Track growth of white corn with drone photos to see areas where seed may have washed out or where its growing well.
- Cattle handling corral will be installed in Tsyuhhéhkwā barnyard.
- Finishing up installing waterlines Tsyuhhéhkwā , ONF, Robertson Grazing, and the State Farm; Getting Tsyunhehkwa's hay done; Working on Skenandore Farm Grazing Project.
- Planning team working on Husking Bee event on Sat Oct 6 at Tsyuhhéhkwā Farm.
- Pursuing the purchase of equipment through grant funding to increase our capacity.
- Receiving and analyzing the bids for Phase 2 of the Lake Oneida project.
- Continue work on the Tetwatohtalhos (Pollution prevention) program and establishing collection service for Town of Oneida.
- Strategic energy planning session with Oneida Tribal leaders/staff/community to develop goals/tasks for next 5 years.
- Finalize Midwest Tribal Energy Resources Association non-profit status; Visit Midwest tribes to encourage membership and to discuss energy needs.
- Complete office clean-up and set-up for Conservation move to Land offices end of July.
- Complete demolition of the former Beavers Bar at 140 Service Drive.

Current Local or Regional Collaborations

NWTC, UWGB, WI DNR, WTCAC, EPA, BIA, ITEP, USGS, USFWS, NEW Waters, NRCS, APHIS, PA Region 5, Lake Michigan Regional Invasive Species Consortium, The Nature Conservancy, Wisconsin Department of Health, Outagamie and Brown County Land Conservation Departments, Pheasants Forever, Tilth Agronomy, Advanced Disposal, Harters Disposal, Town of Oneida, Brown County, Outagamie County

Report Prepared By:


July 27, 2018
Sylvia Cornelius, Eco Services Department Manager


July 27, 2018
Brenda Skenandore, Executive Assistant

Report Reviewed By:


July 27, 2018
Patrick Pelky, Environmental Health Safety & Land
Division Director



Encouraging Tsi? NiyukwalihoTÁ

(We have everything here to sustain us)

The Forster's Tern is listed as Endangered in Wisconsin, and has been identified in only 13 counties in the state. As with most endangered species, the most critical risk factor has been habitat loss: high water levels, lakeshore development and filling of wetlands.

Forster's Terns prefer large, semi-permanent and permanently-flooded wetlands with healthy stands of cattail and hardstem bulrush. This year a nesting pair utilized a nesting island at Oneida Natural Area, "Where the Waterbirds Nest."

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

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:

Comprehensive Housing Division Quarterly Report

Requested action: Approve 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

Oneida Comprehensive Housing Division
Oneida Nation Housing Programs



COMPREHENSIVE HOUSING DIVISION
FY 2018 3rd QTR REPORT
April-June 2018

Dana McLester
Comprehensive Housing
Division Director

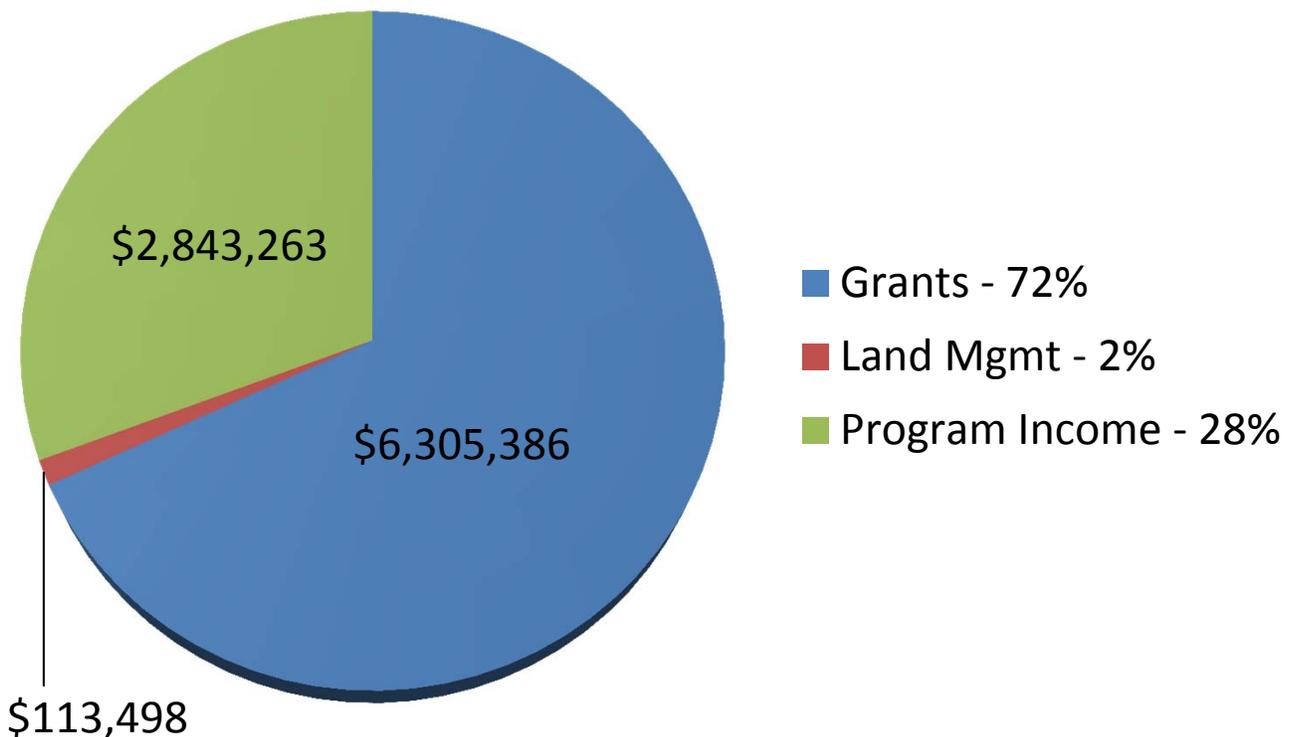
The Comprehensive Housing Division consists of all residential services offered by the Nation, including all rental programs, the rent-to-own program, and the residential sales and mortgages.

Departments within the Comprehensive Housing Division

- Finance and Administration
- Resident Services
- Maintenance
- Residential Development
- Community Outreach
- Rehabilitation & Modernization
- Residential Sales & Mortgages
- Residential Leasing

FY 2018 Budget Revenues

Total \$9,262,147



Program Income Includes:

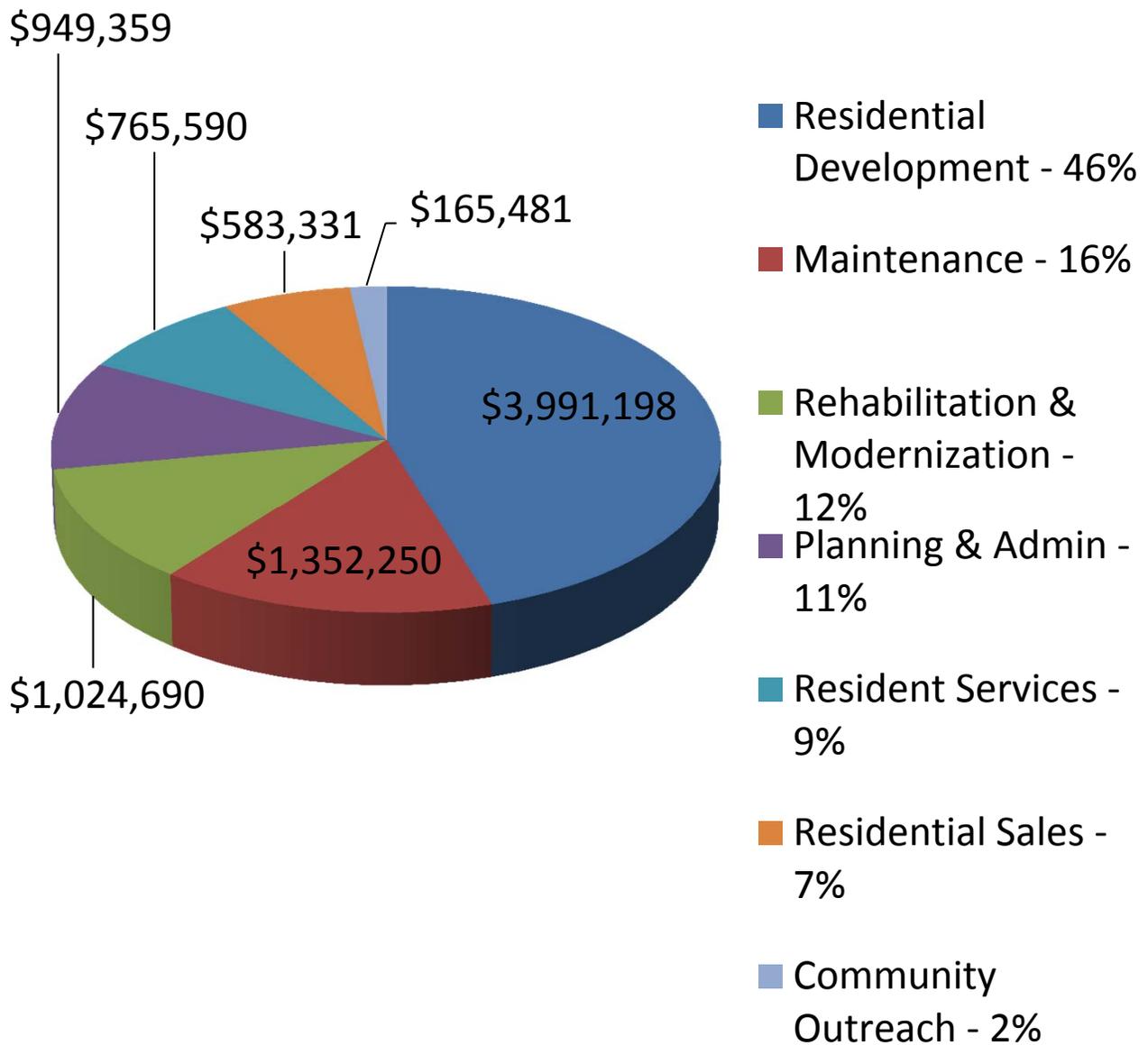
- Rental Income
- Administration Fees
- Interest Income
- Miscellaneous Income
 - Launderette
- Other Charges for Services
 - Work Order Charges
 - Utility Charges

Grants:

- Indian Housing Block Grant
- HUD-VASH
 - Veteran Affairs Supportive Housing

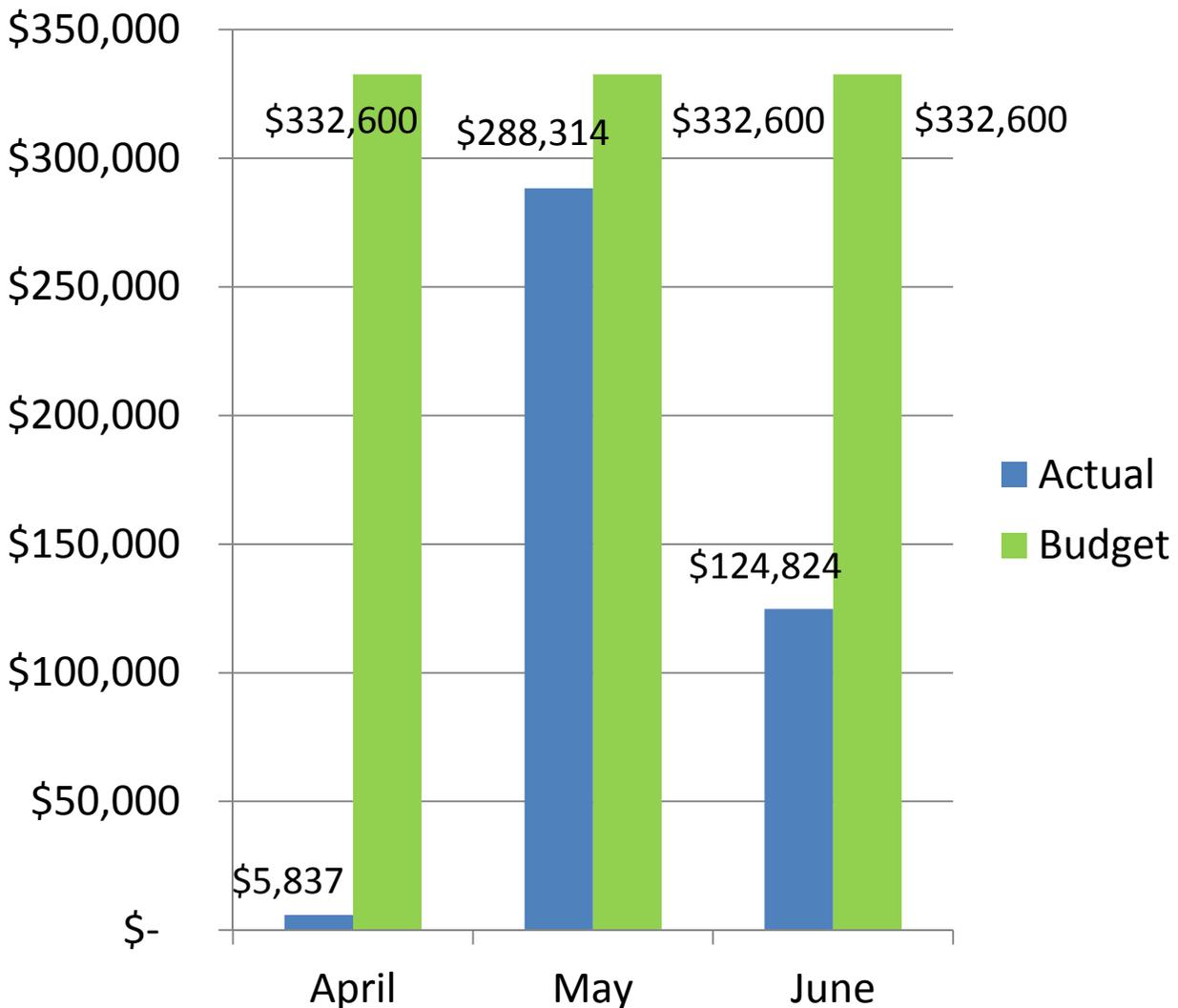
FY 2018 Budgeted Expenditures

Total \$8,831,899



Residential Development

Total Expenditures - \$418,975.00



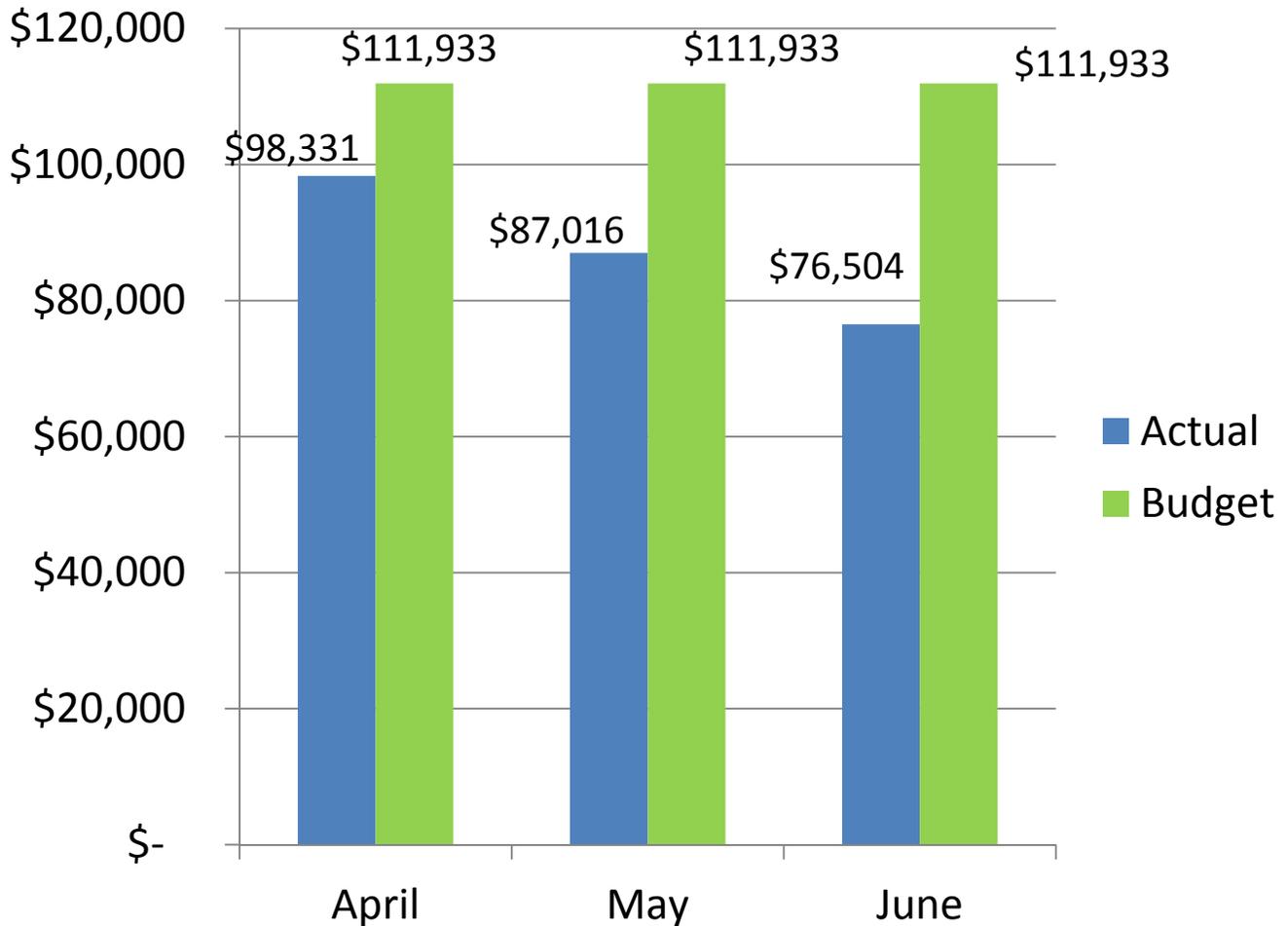
Town House #3 was completed on 6/4/18

Town House #4 will be complete on 7/16/18

There is a timing difference between when the work is completed and the submission of invoices for payment from the general contractors.

Maintenance

Total Expenditures - \$261,851.00



Occupancy Rate – 94%

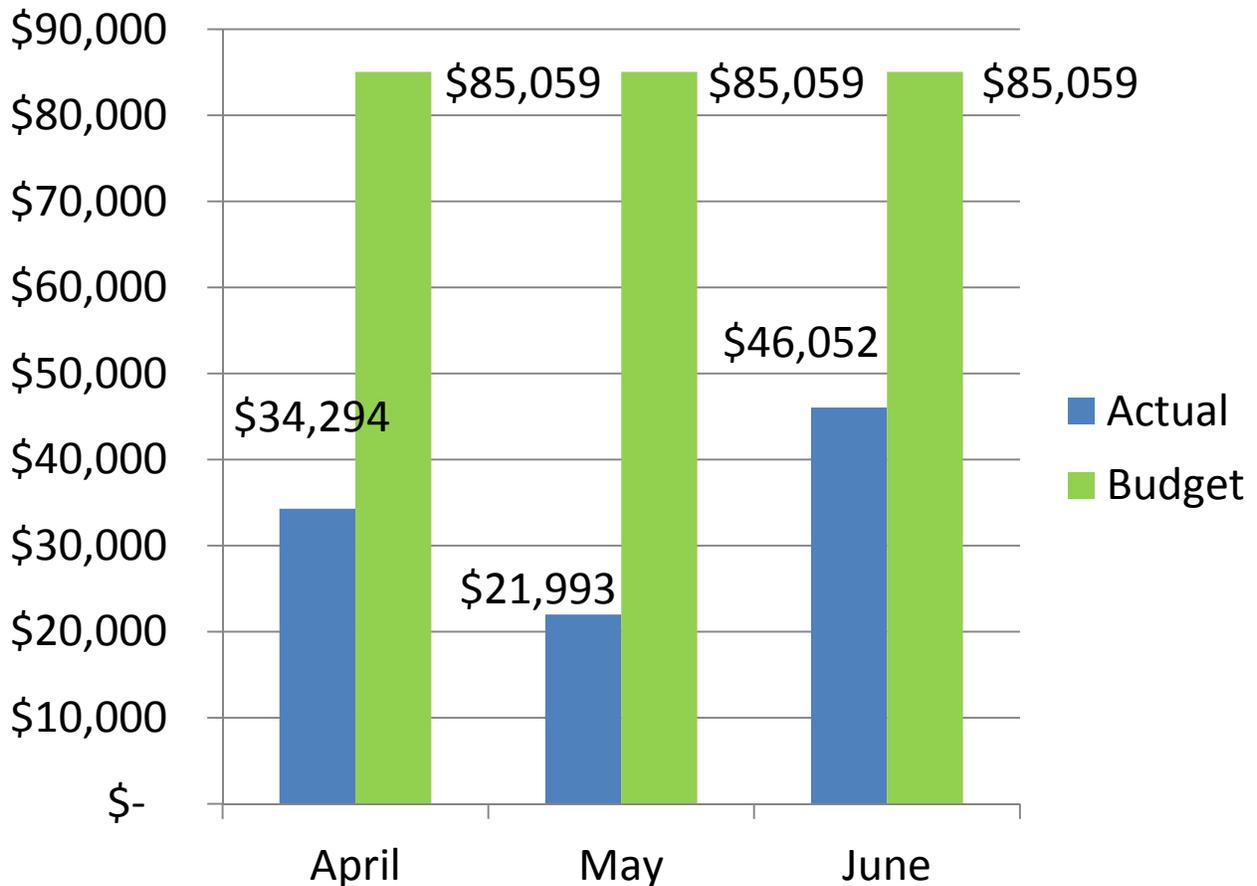
Total Tenant Move-outs – 16

Total Tenant Move-ins – 17

Work Orders – 396

Expenses include daily work orders and preparing a unit for occupancy.

Rehabilitation & Modernization Total Expenditures - \$102,339.00



Work Orders for Annual Inspections – 62

Floor Installation – 3 Units

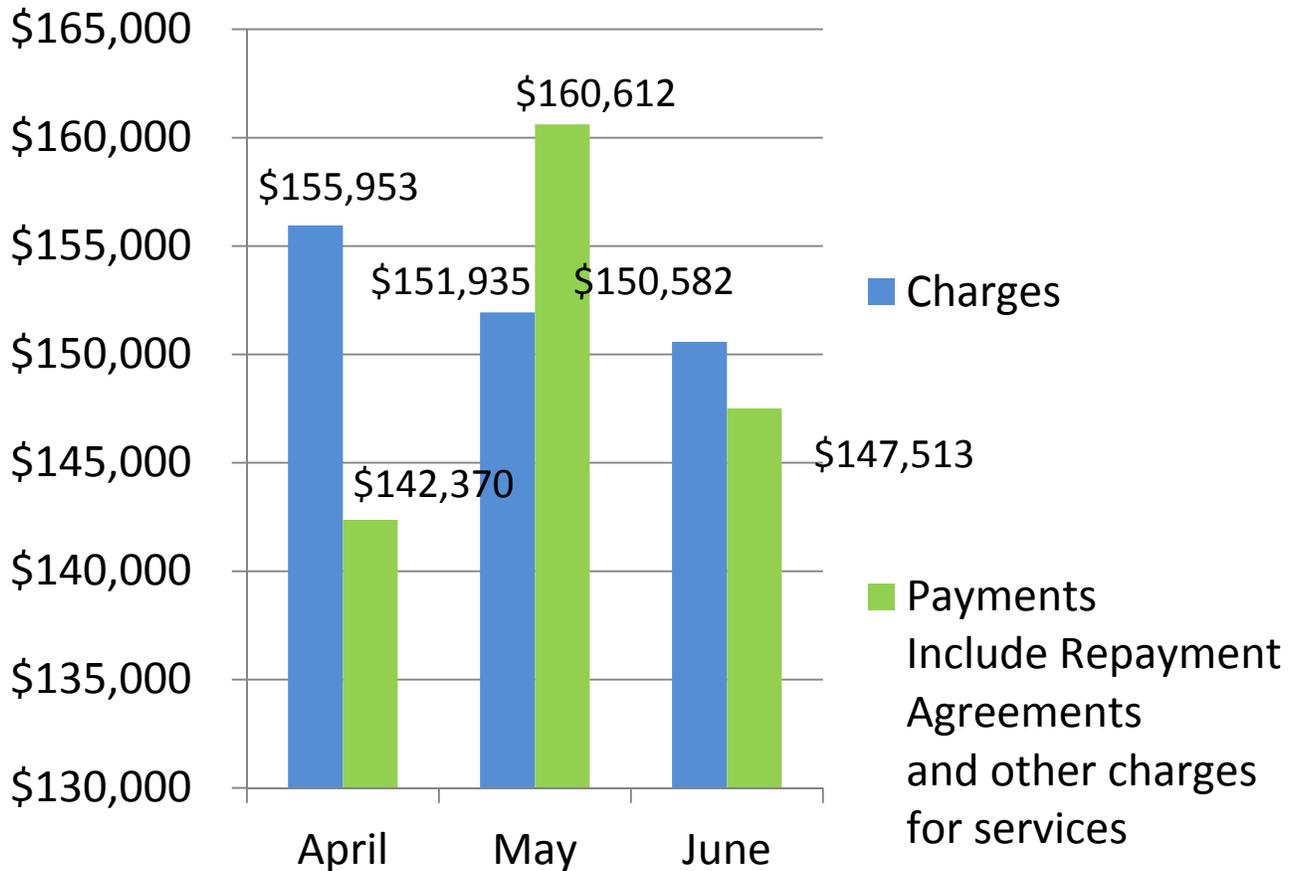
Gutters Replaced – 1 Units

Siding Replaced – 2 Units

Cabinets Replaced – 1 Unit

Resident Services

Rental & Rent-to-Own Receivables



*Rental Revenue from GTC Stipends: May 12th & June 18th Mtgs
\$3,008.44

*Rental Revenue is estimated based on gift card sequence.

Current Wait List of 129 applicants are maintained for the Income Based and Elder Rental Programs. The General Rental program units are advertised as available.

Collections:

- The Comprehensive Housing Division's collection efforts focus on unpaid balances from past rental and homeownership tenants.
- Unpaid balances consist of one or combination of the following:
 - Unpaid Rent
 - Green Bay Water Utility tax liens, unpaid by tenant
 - Property Damage

Collection Challenges

- 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 Tenants

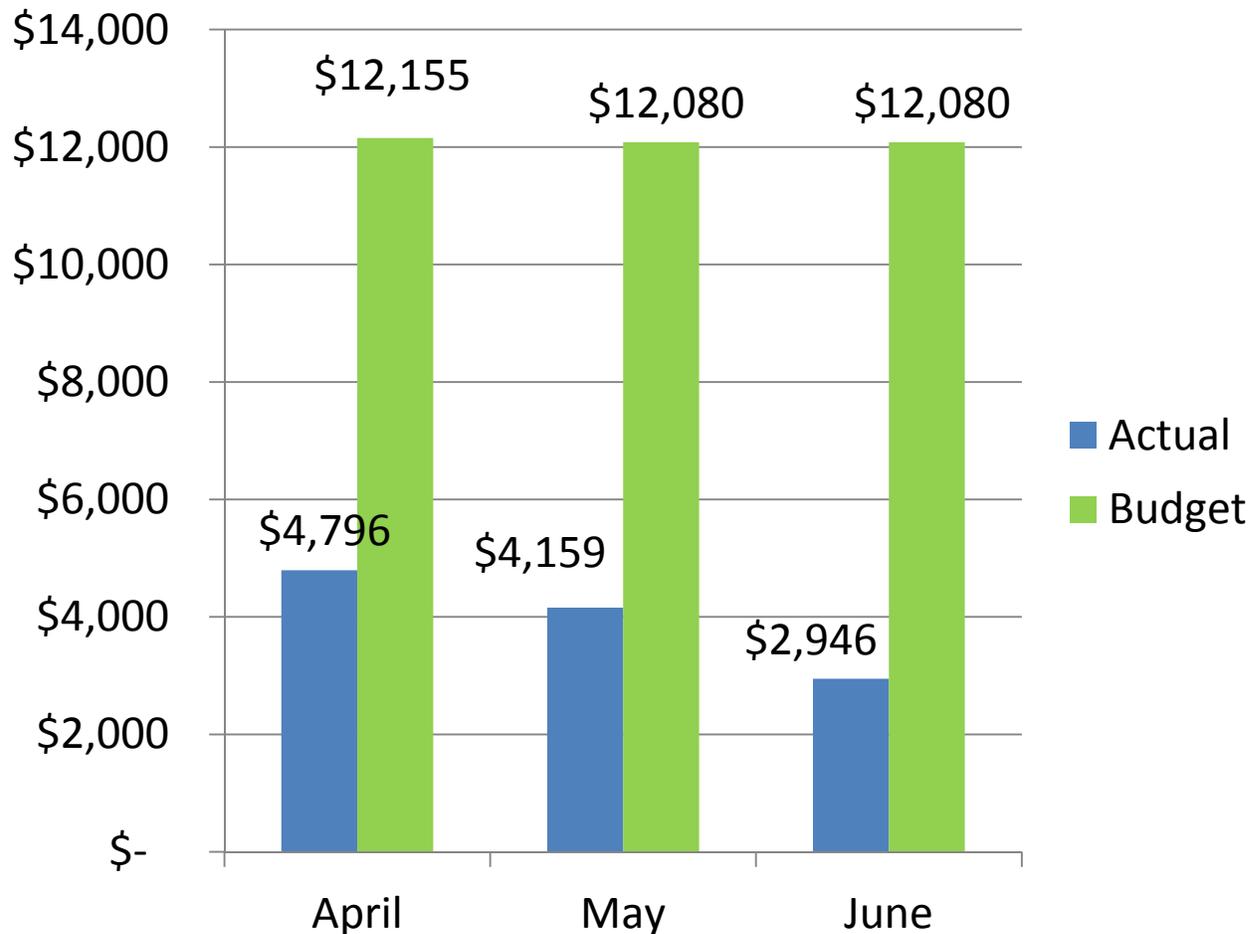
- Warning letters are issued when a tenant falls behind or has an unpaid balance
- A meeting is established to discuss the situation and hear the tenants plans of action
- CHD refers tenants to program providers that may provide assistance
 - Community Support
 - Utility Assistance
 - Temporary Assistance 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 Agreement are established
 - Weekly Installments
 - Per Capita (when applicable)
 - Tax Returns (when applicable)

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 Community Outreach Supervisor & Caseworker 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.

Community Outreach

Total Expenditures - \$11,901.00



The goal of the Community Outreach Program is to improve the quality of living within each service area, by providing a safe, judgment free facility for community members to gather, voice concerns, and enjoy recreational activities.

Site II Flying Leaf Center – 1:00 p.m. to 4:30 p.m.

Tuesday/Wednesday/Thursday

Three Sisters Community Center – 12:30 p.m.-4:30 p.m. Monday thru Thursday

Residential Sales & Mortgages

- There is a moratorium on TLC Loans.
- New Loans:
TLC - \$ 125,000.00

TYPE	TOTAL # OF LOANS	TOTAL LOAN RECEIVABLE
TRIBAL LOAN CREDIT (TLC)	282	\$ 18,772,582.67
THRIL	24	\$ 252,538.94
VET-TRIBAL LOAN CREDIT	84	\$ 5,873,033.44
TOTAL	390	\$24,898,155.05

Vacant Residential Sale Units				
Address	Original Acquired Date	Ownership Transferred to Comprehensive Housing	Projected Completion Date	Estimated Repair Costs
2534 Laredo Lane	7/30/2014	10/1/2017	8/1/2018	\$ 43,500.00
N7074 Seminary Road	11/15/2016	10/1/2017	FY 2019	\$ 53,500.00
4362 Hillcrest	9/8/2016	10/1/2017	FY 2019	\$ 35,000.00
W1709 County G	11/1/2013	10/1/2017	FY 2019	\$ 59,000.00
2458 County Road EE	8/1/2013	10/1/2017	FY 2019	\$ 45,000.00
Total				\$ 236,000.00

Residential Leases

- Total Residential Leases – 721
 - New Residential Leases – 0

- Total HBO Sites Offered – 45
 - Current Advertised HBO Sites - 7
 - Beech Tree Lane Lot 1
 - Beech Tree Lane Lot 2
 - Beech Tree Lane Lot 3
 - Beech Tree Lane Lot 4
 - Beech Tree Lane Lot 5
 - Beech Tree Lane Lot 6
 - Beech Tree Lane Lot 7

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 18

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:



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 3rd Quarter Report for FY'18

- 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) 3rd Quarter Report - April through June FY'18

**HR Administrative Staff at Skenandoah Complex: Geraldine Danforth- HRD Area Manager,
Maureen Metoxen- Executive Assistant, Administrative Assistants – Megan White, Yasiman
Metoxen, Morningstar Cornelius**

Budget: HRD submitted the following budget for FY' 18:

Department	Budget Amount	Funding Source	Spending YTD	Variance
HRD	\$2,618,067	Indirect Cost	\$ 1,826,968	\$ 791,098
Employee Assistance	214,023	Tribal Contribution	\$ 160,203	\$ 53,820
Workforce Development	256,345	Grant 79% & TC	\$ 171,998	\$ 84,347
Student Intern Program	625,852	Tribal Contribution	\$ 182,106	\$ 443,746
Employee Incentive & Testing	23,028	Tribal Contribution	\$ 7,472	\$ 15,556

- **Human Resources.** The budget is \$136,582 under budget. This is in part due to two vacancies
- **The Employee Incentive and Testing.** This budget is used to recognize employees who have 25, 30, 35, and 40 or more years of service (YOS) with a YOS gift. This quarter we have given out thirty-five (35) blankets for YOS and zero (2) blankets for Retirement with 25 or more YOS.
- **Student Intern College Graduates.** In FY'18, three additional positions were added for a total of 8 positions. Five graduates are nearing their first year of the program. 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. Currently there is one college graduate that resigned for another position outside the organization.

YEARS OF SERVICE. The Oneida Nation proudly recognized 27 tribal employees for their years of service to the nation during the June 27th Oneida Business Committee (OBC) meeting. Each of the employees that were able to attend received a formal letter of commendation as well as a Pendleton Blanket for their dedication to the Oneida Nation. Employees who were unable to attend will receive their Pendleton at a later date. Employees recognized for years of service were:

35 Years of Service 3rd Qtr 2018

David Charles

Linda Verheyen

Jennifer Webster

25 Years of Service 3rd Qtr 2018

Carol Baumgart

Sandra Kossow

Laurel Meyerspooner

Amy Spsychalski

Shelly Brusky

Linda Kriescher

Robert Nehring

Georgia Stevens

Jeffrey Carlson

Shawn Legare

Brandie Neja

Lee Thomas

Carlos Cornelius

Cindy Metoxen

Maurice Reed

Sarah Underdahl

Henry Cornelius

Kathleen Metoxen

Sandra Skenadore

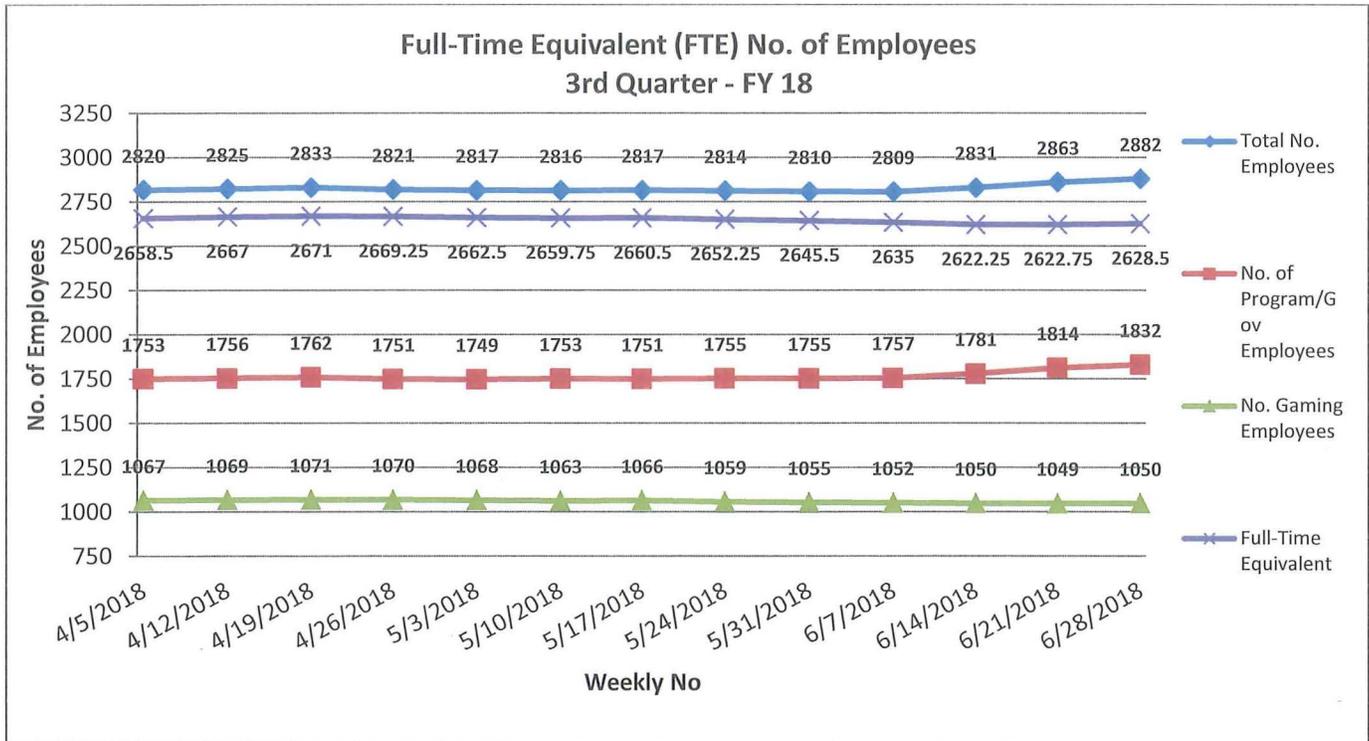
Donna Vanark

Paul Hockers

Maureen Metoxen

Jeffery Sot

Joe Zember



Employment Levels for Full-Time Equivalent Employees (FTE) report is a weekly communication to the direct reports on the number of FTE's. The chart above represents the total number of employees, the full-time equivalent number of employees, the number of Program/government employees and the number of Gaming employees for the 3rd Quarter.

- To calculate "Full-time Equivalent employees,"
 - The full-time employees are counted as one position each.
 - The half-time employees are counted as each position X .75 or divided in half.
 - The part-time employees are counted as each position X .50
 - The lay-off, sub-reliefs, and leave of absence are not counted.

October of **20n17**: 2810 Employees – FTE 2655.50 January of 2018: 2832 Employees – FTE 2683.50
 April of 2018: 2820 Employees – FTE 2658.50 June of 2018: 2882 Employees – FTE 2628.50

The total number of employees has increased due to the 79 students and youth working during the summer months. All areas of the nation are struggling to fill positions.

The United States is at 4% unemployment with an estimated 6.7 million job openings in June 2018. Even though there are increases in job openings, employers still are unable to find the talent they need. Since 2017, the employment growth has exceeded the labor force. JLL Research June 2018

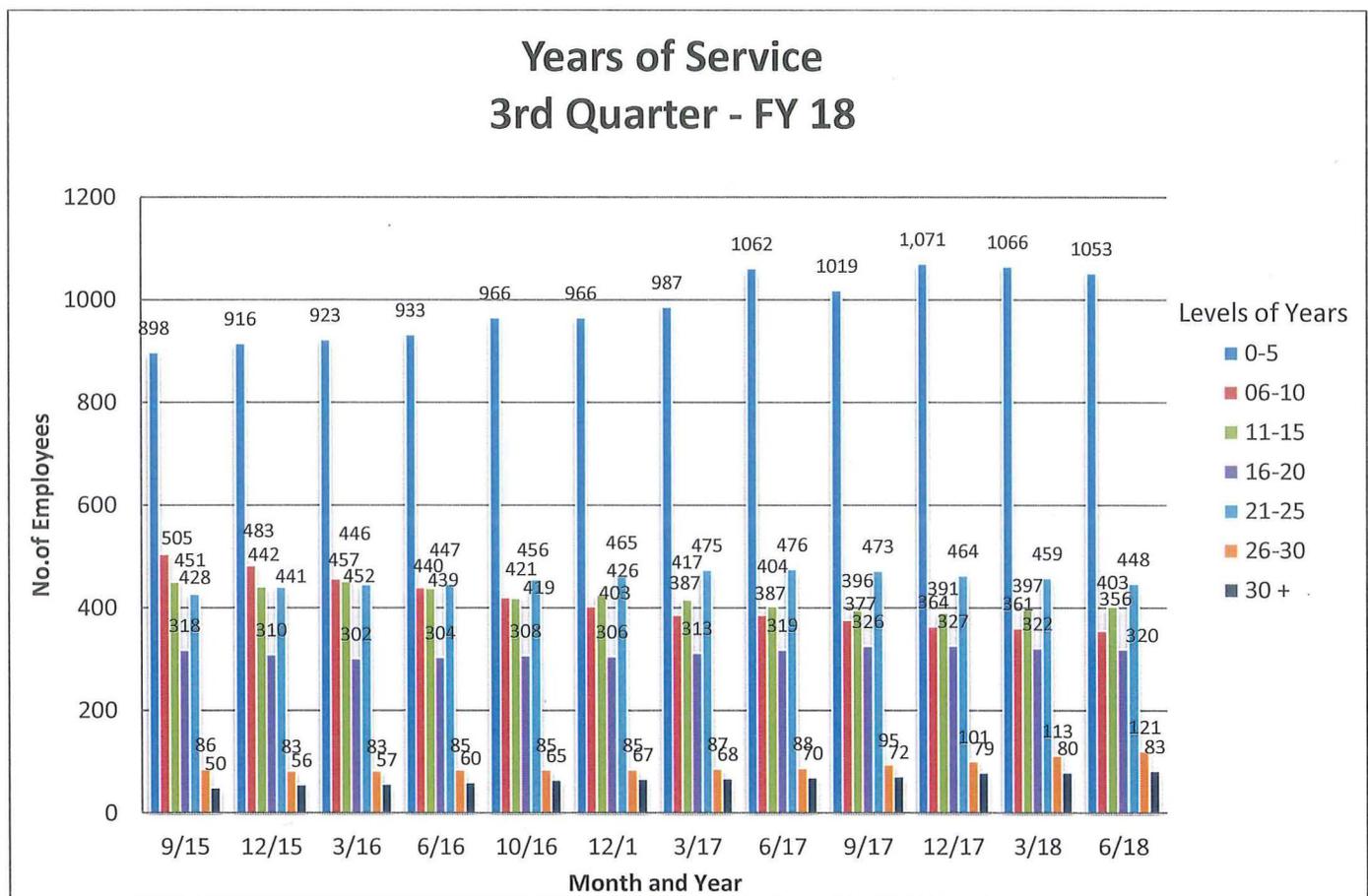
Employee Vacation and Personal Time Accruals 3rd Quarter 2018 FY 18

	Sep-14	Sep-15	Sep-16	Sep-17	Oct-17	Dec-17	Mar-18	Jun-18
Total EE's	2608	2623	2,639	2683	2680	2724	2719	2683
Total Hours	260,572	263,529	264,422	255,165	257,302	267,908	269,584	271,854
Total Payout	\$5,271,854	\$5,412,394	\$5,793,148	\$5,782,351	\$5,935,470	\$6,172,289	\$6,185,739	\$6,266,731
No. of EE's @ Max	29	30	42	19	24	45	43	42
280 Hours	\$202,833	\$261,496	\$331,728	\$183,315	\$201,918	\$447,552	\$387,188	\$295,671
Avg Hours	99.91	100.47	100.2	95.10	96.01	98.35	99.15	101.32
Avg Payout	\$2,021	\$2,063	\$2,195	\$2,155	\$2,215	\$2,266	\$2,275	\$2,336
				0.71%	0.90%	1.65%	1.58%	

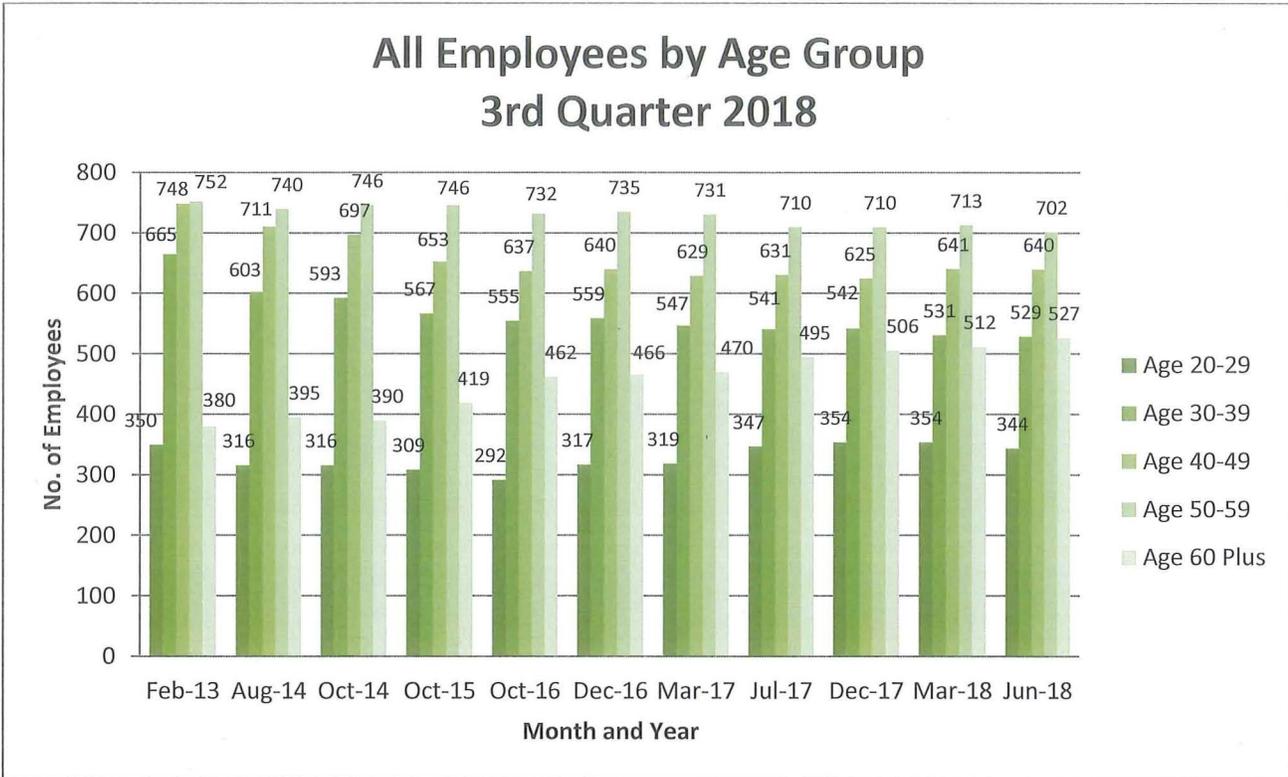
Vacation and Personal Time Accruals – 3rd Quarter – FY 18

The accruals chart for the 3rd quarter show:

- Employees At maximum of 280 hours are at 1.57% or 42 employees.
- The accrual payouts have increased by \$80,992 from the previous quarter and increased by \$7,887 from the previous month.



In comparing the longevity of the employees from 2015 to 2018, the long-term employees in the 30 plus years of service has increased by 33 employees. The 26-30 years has increased by 35 employees. The Tribe continues to hire new employees which are the majority of employees with 0-5 years of service or 37.82%.



This chart represents all 2784 employees of the Nation. The trend is steady for most age groups. The age group of 60 and over has gone from 380 in 2013 to 527 in 2018, which is a 38.68% increase. The average age for the Nation is 45.50.



Currently, there are 474 supervisors; in 2013 there were 491, decrease of 17 supervisors. Of the 474 supervisors, 33.12% of the supervisors are in the age group 50-59, of which 125 are Oneida and 32 are other. Supervisors in the 60 plus age group are at 18.32% of the total supervisors, of which 76 are Oneida and 15 are other. Succession planning is needed to ensure the critical positions will have a replacement.

Talent Management and HR GLOBAL

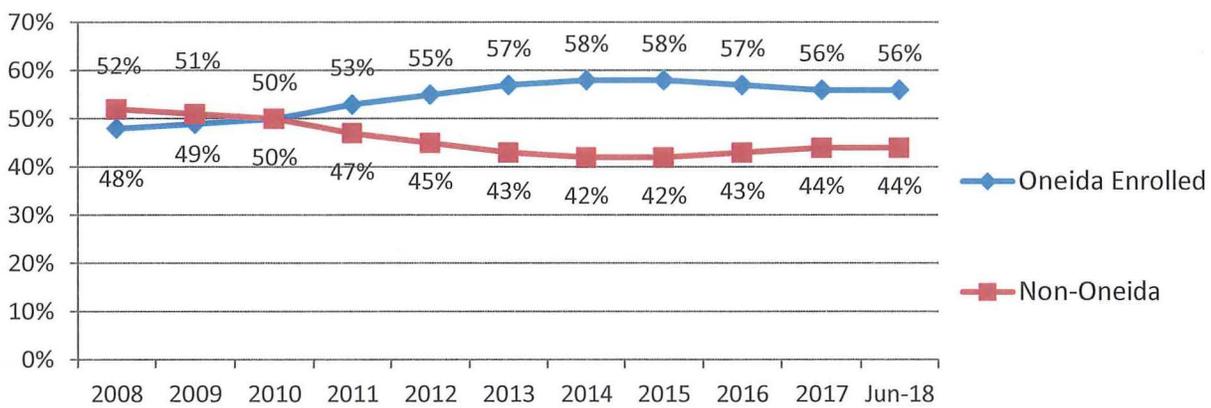
The process has begun to bring in the **Talent Management Module**. The team working on this project includes: Dave Cluckey-MIS, Geraldine Danforth-HRD, Melinda Danforth-HRD, Mike Sampo-MIS, and Jim Wildenberg-MIS. The team will be drafting a project plan to bring forward to the OBC in the near future.

COMPENSATION AND HIRING

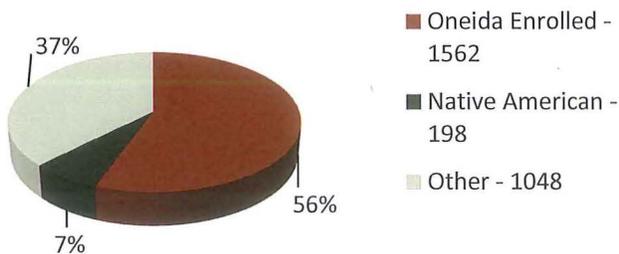
Marianne Close-Comp and Hiring Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant

Ethnicity Reports

Ethnicity Report 2008 through June 2018



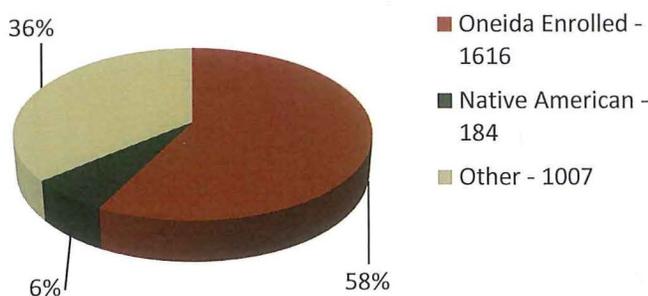
Ethnicity Report - June 2018



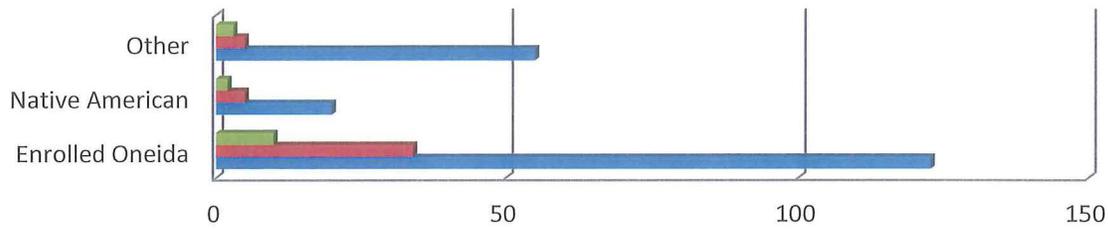
The Ethnicity report for June 2018 indicates a decrease in the number of Enrolled Oneida members by -54 and an increase in Native American by +14 and an increase in Others by +41 in comparison to June 2018.

	2017	2018	Difference
Enrolled Oneida	1,616	1,562	-54
Native American	184	198	+14
Other	1,007	1,048	+41

Ethnicity Report - June 2017



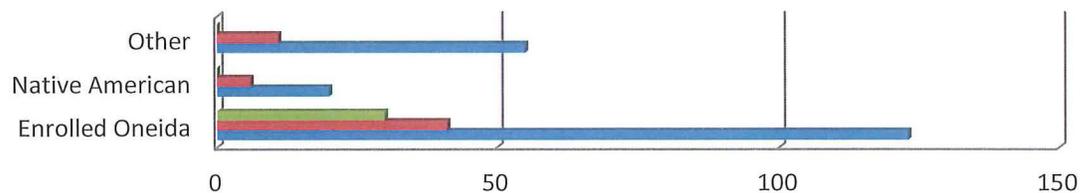
Hires Report Apr - Jun 2018



	Enrolled Oneida	Native American	Other
■ Job Reassignments	10	2	3
■ Transfers	34	5	5
■ Hires/Rehires	123	20	55

- 62% of all hires were filled with enrolled Oneida Tribal members.
- 67% of all job reassignments were filled with enrolled Oneida Tribal members.
- 77% of all transfers were filled with enrolled Oneida Tribal members.
- Total was larger in June due to the hiring of 28 Student Interns and 24 Youth Workers.

Hires Report Apr - Jun 2017



	Enrolled Oneida	Native American	Other
■ Job Reassignments	30	0	0
■ Transfers	41	6	11
■ Hires/Rehires	123	20	55

For Apr – Jun 2017

- 62% of all hires were filled with enrolled Oneida Tribal members.
- 100% of job reassignments were filled with enrolled Oneida Tribal members.
- 71% of transfers were filled with enrolled Oneida Tribal members.
- Total was larger in June due to the hiring of 23 Student Interns and 30 Youth Workers.

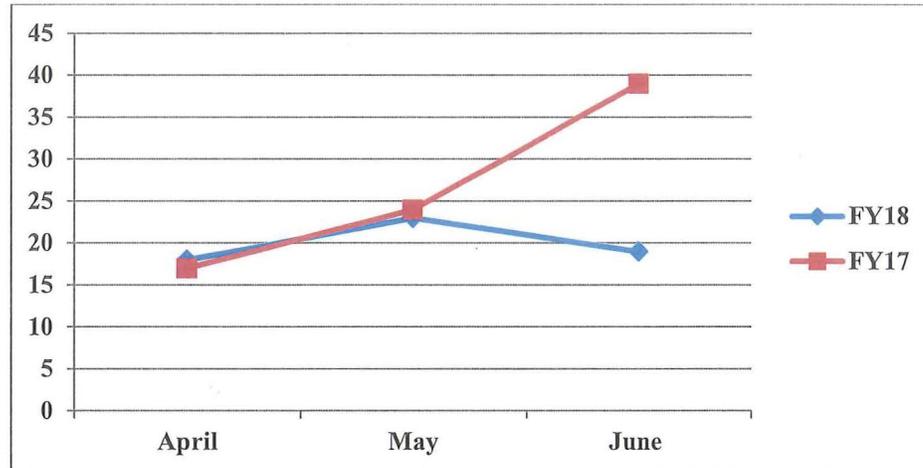
Job Postings

Job Postings by Division for April, May and June 2018				
Division	Apr	May	Jun	TOTAL
Gaming	3	2	0	5
Comp Health	3	3	5	11
Develop	3	1	1	5
EHS/Land Mgmt	0	0	0	0
Comp Housing	0	0	0	0
Internal Services	0	0	0	0
Enterprise	0	1	0	1
CFO	1	0	0	1
Non-Div	4	11	4	19
GSD	4	5	9	18
Total	18	23	19	60

Job Postings by Division for April, May and June 2017				
Division	Apr	May	Jun	TOTAL
Gaming	2	3	4	9
Comprehensive Health	4	5	8	17
Develop	1	2	4	7
Land Management	0	0	3	3
EHS	1	0	0	4
Internal Services	0	6	3	9
Enterprise	0	0	0	0
CFO	0	0	0	0
Non-Div	3	3	8	14
GSD	6	5	8	19
Total	17	24	38	49

Job Postings Comparison

**Comparison of Job Posting for 2nd Quarter Apr- Jun 2018 to
Job Posting for 3rd Quarter Apr – Jun 2017**



Post Graduate Program and Summer Student Intern Program

There were 45 Student Intern Position Descriptions posted on the HR Website. There are a total of 25 student interns budgeted and the pay will be \$12.00/hour (increase from \$10.10/hour) The closing date for accepting applications has been extended to May 4th.

WORKFORCE DEVELOPMENT

Victrietta Hensley-WFD Manager, Teresa Schuman-WFD Specialist, Renita Hernandez-WFD Specialist, Katrina Mungo-WFD Specialist, Paula Ninham-WFD Trainee, Presley Cornelius-WFD Trainee.

Workforce Development Report for April, May and June 2018

	April	May	June	TOTAL
TrANS	3	2	15	20
Job Readiness Boot Camp	0	1	12	13
OutStanding Applicant	0	0	0	0
FVTC	2	4	5	11
Youth Employment Solution Success	10	15	10	35
Supportive Services	18	10	16	44
Mock Interviews	16	11	8	35
Presentations	4	5	6	15
Client Outreach	54	45	28	127
Collaboration with partners	13	12	16	41
Total	120	105	116	341

During the 3rd Quarter, Workforce Development did outreach to a total of 127 clients and 41 partners. Our Vision is to ***Build a Strong Oneida Workforce*** and 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: bi-weekly meetings with Green Bay Area Workforce Development and Regional Workforce Development Board meeting and monthly Job Fairs at the Job Center. Presentations on job readiness for Native students in Green Bay area schools; collaborated with 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 providing Job Readiness training to the Youth-At-Risk and area schools. We also have been facilitating the Post Graduate Work Experience Program, however these positions were put on hold due to the hiring freeze, the Post Graduate Work team will be meeting in August to review the status of positions posted.

Transportation Alliance for New Solutions (TrANS) Program:

Collaborated in their graduation completion hire graduates and hiring rate was 100% placement.

1) Assist clients that were in need of tools and clothing for starting their new job.

FVTC Partnerships:

1) Forklift Certification – A one day certification. We are currently recruiting for fifteen (15) people signed up for classes. By earning this certification it can help to get their foot in the door to an entry level positions.

NWTC Partnerships:

1) Participate in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation.

Assisted clients with scrubs, watches, stethoscopes etc.

2) Collaborate on classes and training which may help the Nation fill employment gaps.

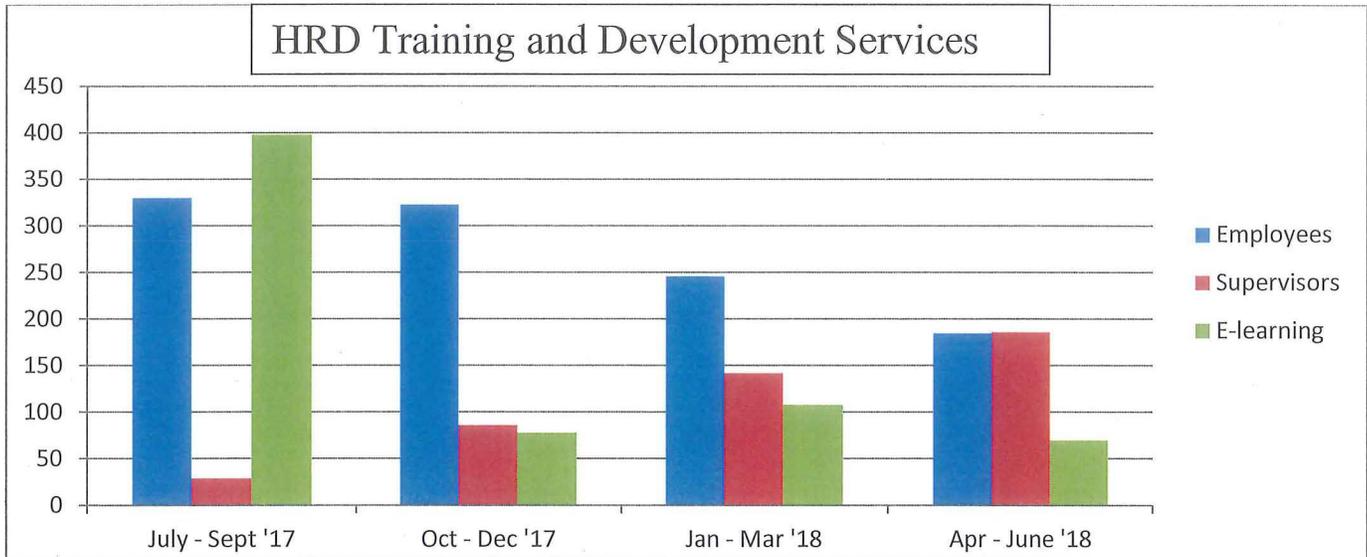
School Partnerships:

We recruited 10-15 students to participate in job readiness classes; classes will start again in April and run thru June.

WFD's Facebook page advertises current job openings, job fairs, tips on how to present yourself for a job interview, as well as what employers want in an employee.

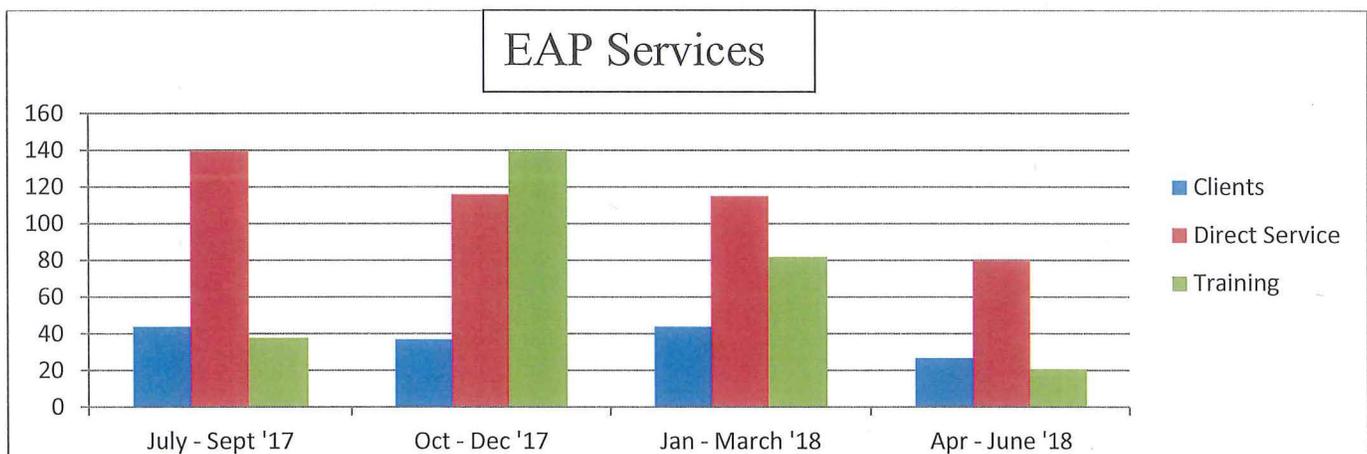
TRAINING AND DEVELOPMENT

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:

The spike in training numbers in the 4th quarter of FY17 and 1st quarter of FY18 are reflective of mandatory training related to Workplace Violence and Vehicle Driver laws. Employee training numbers in 3rd quarter of FY2018 are lower than normal which is reflective of lower than normal participation rates. On the flip side, supervisory training, which includes leadership training, has increased significantly due to O'cademy.



EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle.

* DAFWP Return to Work Agreements First violation – 1, Second violations – 0.

EAP Updates:

EAP has seen a reduction in services due to less new clients, less direct hours with existing clients, and less training. The primary reason for this change is due to seasonal fluctuation and the resolution of previous high stress environments in the employee population. EAP has also dedicated an increasing amount of staff hours to the TAP initiative with EAP Manager Carol Bauman serving on one of the sub-committees.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS

*Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist,
Vicki Cornelius-Records Technician*

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Power 8 aka 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 the revision of some HR forms; Assisted MIS and OBC Records Management regarding Power 8 access for Boards/Committees/Commissions; Involved in a variety of meetings regarding HR Budget, HR Triennial Strategic Planning and with MIS regarding Global HR systems; Worked with MIS regarding Gaming Incentive implementation; Data entry of FY18 Incentive.

Functions	Apr	May	June	Total
HR/Payroll Entry Transactions*	620	2004	1362	3986
Employee Self-Service Entries	32	34	37	103
Employment Verifications	177	262	234	673

*High volume of transactions due to incentive data entry.

COMPENSATION AND BENEFITS

Josh Cottrell-Employee Insurance Manager, Daniel Habeck, Compensation Analyst, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-Insurance Specialist, Gina Jasmer-HR Assistant

During the third quarter of FY18:

- Assisted in providing content for the launch of SharePoint.
- Hired and training a Compensation Analyst.
- Brought in a Student Intern for the summer.

Upcoming Items:

- Planning for year-end activities that include:
 - Open Enrollment (held in October)
 - Annual Flex Spending Enrollment (held in November/December)
 - ACA Compliance
 - Year End Adjustments (premiums, changes, etc.)

Insurance Requests Processed – Third Quarter FY18		
Type of Requests	# of Requests Processed	
	Third Quarter	FY18
Leaves/Return to Work	190	529
Applications, Insurance Changes, Beneficiary, etc.	119	480
Disability	56	139
RAS Completions	91	425
Wellness Incentives	172	592

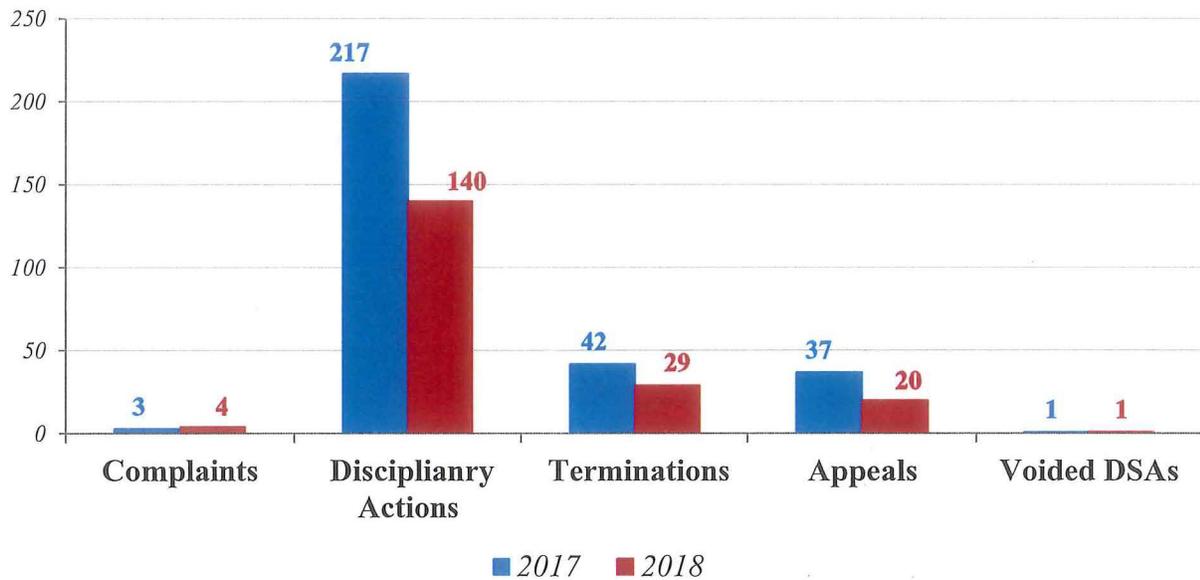
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, terms, 401k and other miscellaneous requests.

MONTHLY INSURANCE COUNT – JUNE 2018			
Breakdown	Employee Count	Breakdown	Employee Count
401K (Pre-Tax)	1,664	Medical – Single	905
Roth (After Tax)	191	Medical - Limited Family	463
LIF52 (\$50,000 Life Insurance)	2,602	Medical – Family	589
Short Term Disability	2,129	Total Medical	1,957
Long Term Disability	2,127	Vision - Single	838
Delta Dental – Single	695	Vision - Limited Family	534
Delta Dental- Limited Family	465	Vision - Family	702
Delta Dental - Family	616	Total Vision	2,074
Total Delta Dental	1,776	There are currently 1,186 employees receiving a premium adjustment on their medical premium based upon their HRA/RAS.	
Dental Associates – Single	151	There are currently 246 employees receiving the non-participant rate for not having an HRA done.	
Dental Associates – Limited Family	69		
Dental Associates - Family	92		
Total Dental Associates	312		

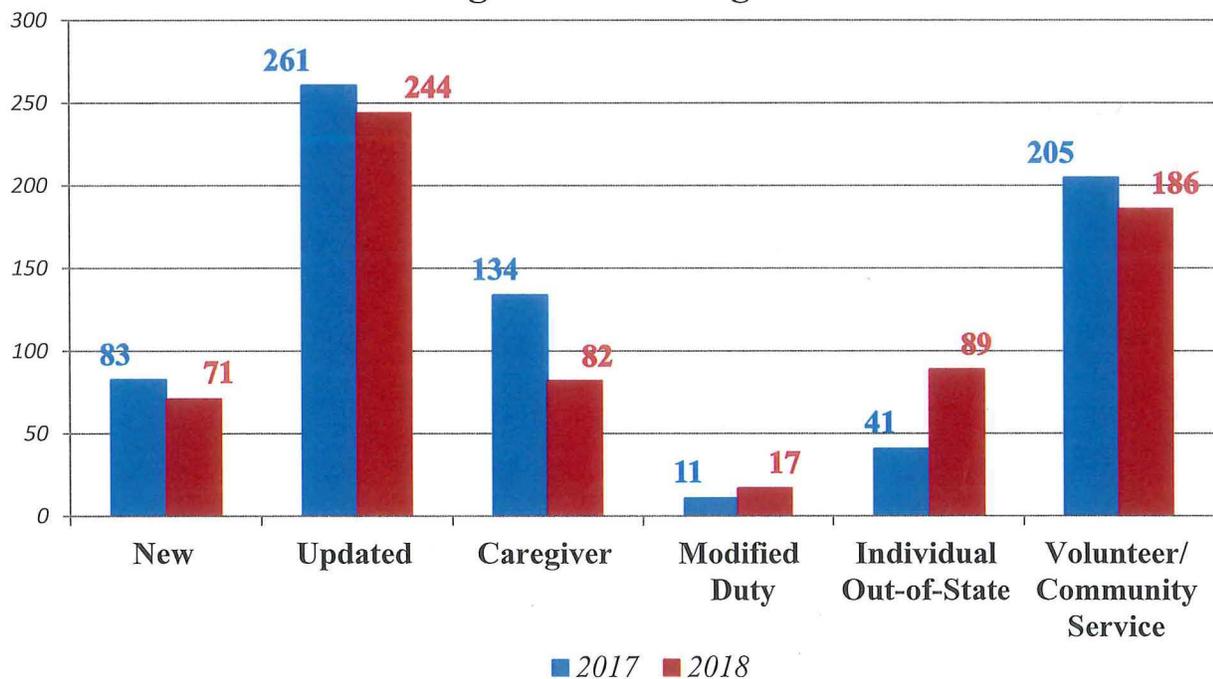
EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT (EEO)

Matthew J. Denny-EEO Director, Rita Reiter-EEO Officer, Terry Hetzel-Continuous Improvement Mediator, Kendall Barton-Background Investigations Manager, Barb Ninham-Investigator, Laurie Metoxen-Investigator

Equal Employment Opportunity(EEO)



Background Investigations



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 8 / 8 / 18

2. General Information:

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

Other - type reason

Agenda Header: Reports

Accept as Information only

Action - please describe:

Present the Oneida Retail Division FY 2018 Quarter 3 Report

3. Supporting Materials

Report Resolution Contract

Other:

1. Oneida Retail Division FY 2018 Quarter 3 Report 3.

2. 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Michele Doxtator, Area Manager/Retail Profits

Primary Requestor/Submitter: Michele Doxtator, Area Manager Retail Profits
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:

Present the Oneida Retail Division FY 2018 Quarter 3 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

Oneida Retail Report

Oneida Nation
Green Bay, WI

3rd Quarter FY 18
April 1, 2018-June 30, 2018

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 Tsi⁹ niyukwalihot⁹ and a strong economy

Mission Statement

"To generate profit for the prosperity of the Oneida Tribe"

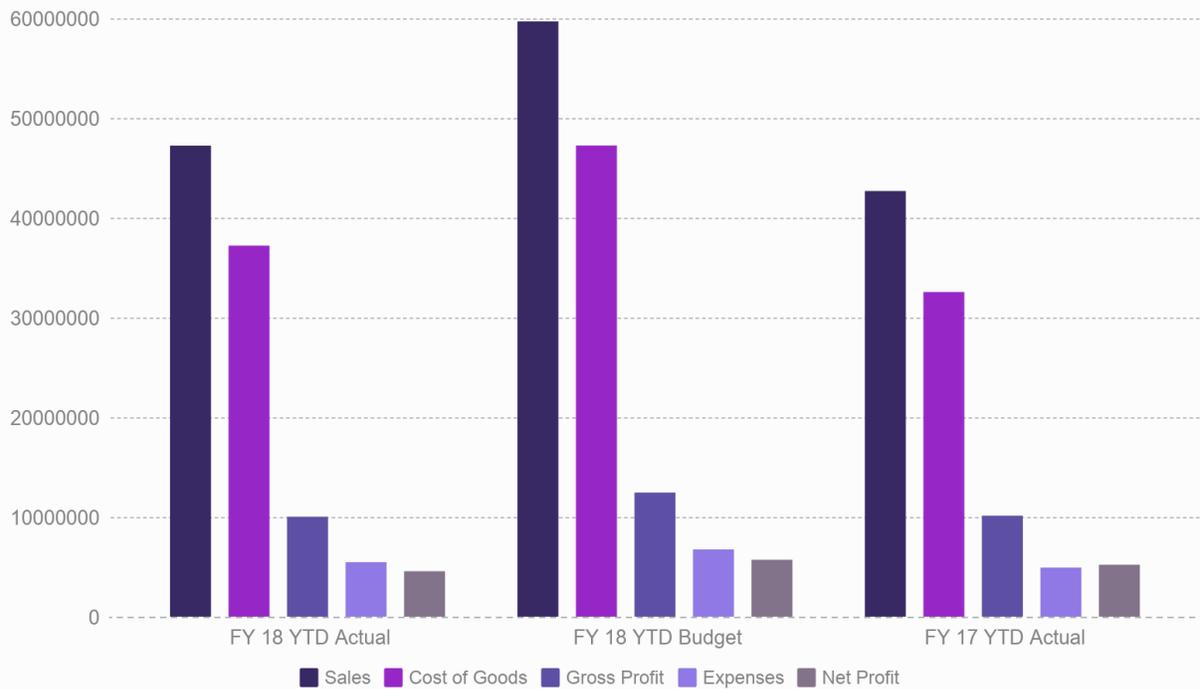


 **Table of Contents**

Profit & Loss Statements 1
Retail - Consolidated 2
Oneida Retail Employees 3
Internal Security Incident Reports..... 4
General Updates 5
Marketing Updates 6

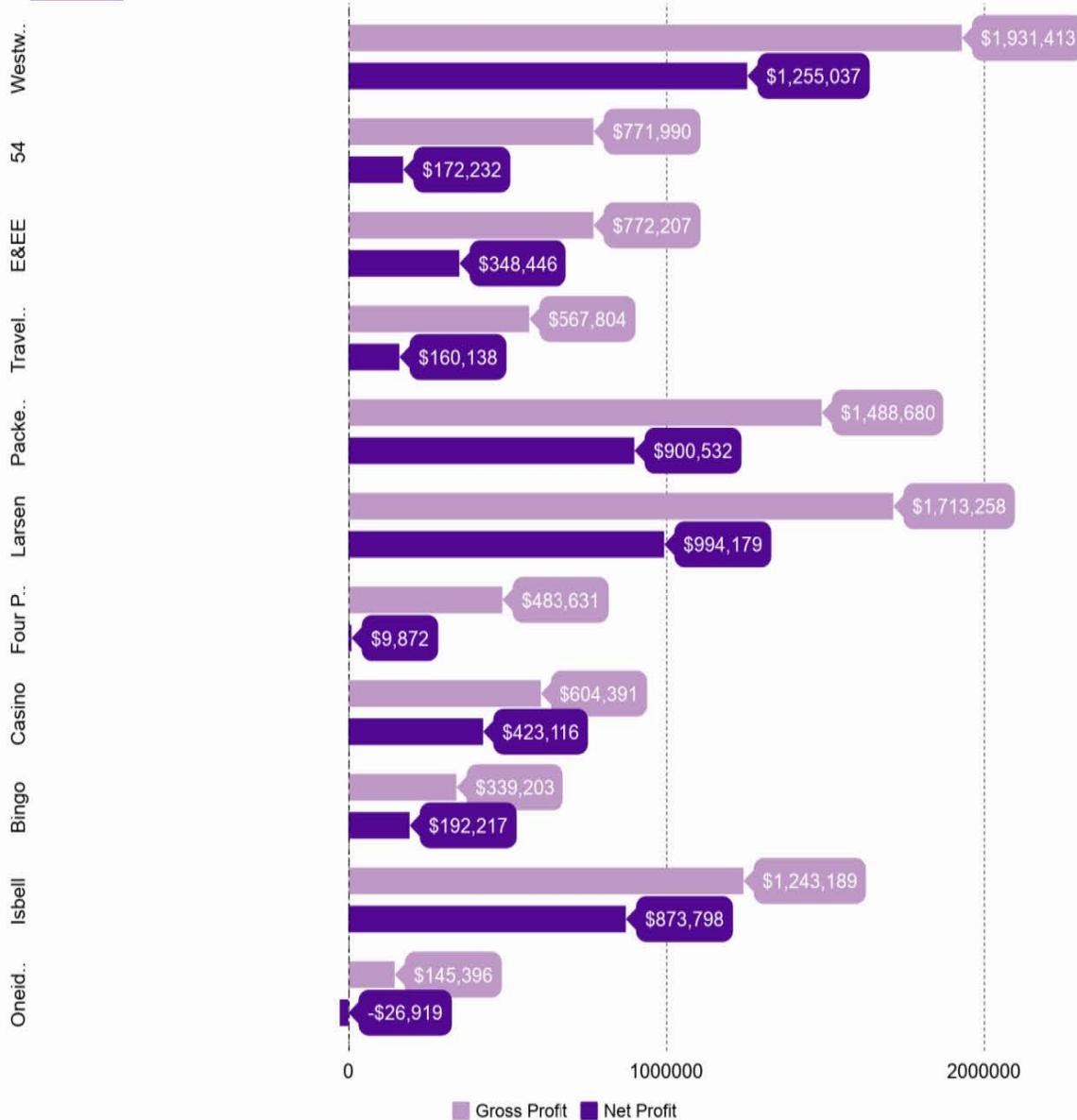
1 Qtr. 3 FY 2018 Profit & Loss Statements

Actual vs. Budget Comparison	FY 18 Actual YTD	FY 18 Budget YTD	FY 17 Actual YTD
Sales	\$47,220,452	\$59,676,106	\$42,674,020
Cost of Goods	\$37,199,262	\$47,234,385	\$32,550,592
Gross Profit	\$10,021,190	\$12,441,721	\$10,123,428
Expenses	\$5,465,943	\$6,739,015	\$4,918,061
Net Profit	\$4,555,247	\$5,702,706	\$5,205,367



2

YTD Gross Profit vs. Net Profit by Location



 Westwind has been #1 in sales, gross profit & net profit for over 20 years.

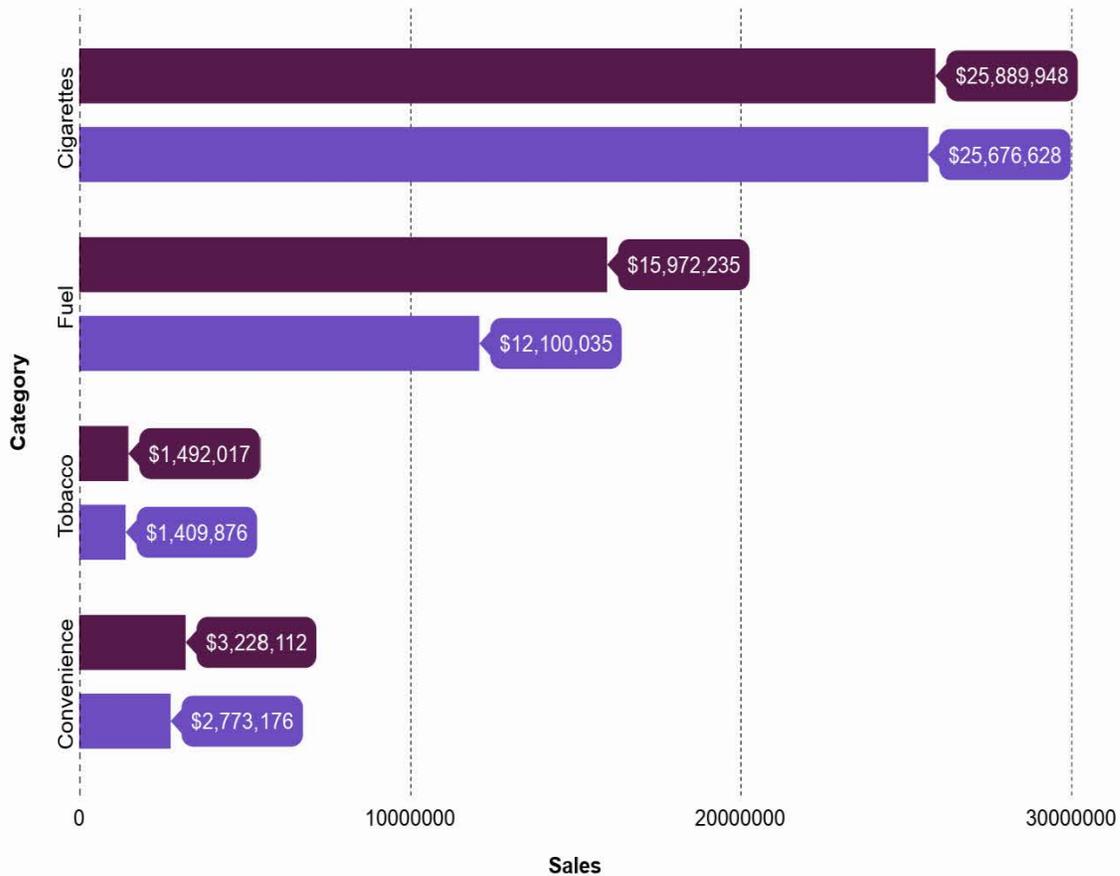
Westwind sells the most cigarettes followed by Larsen & Packerland

 Gross Profit %

- Westwind - 21.68%
- Larsen - 19.79%
- 54 - 16.78%
- Casino - 29.71%
- Four Paths - 13.36%
- E&EE - 22.26%
- Bingo - 31.99%
- Travel Center - 14.37%
- Isbell - 29.22%
- Packerland - 23.50%
- Oneida Market - 28.50%

2

YTD Sales by Category YOY



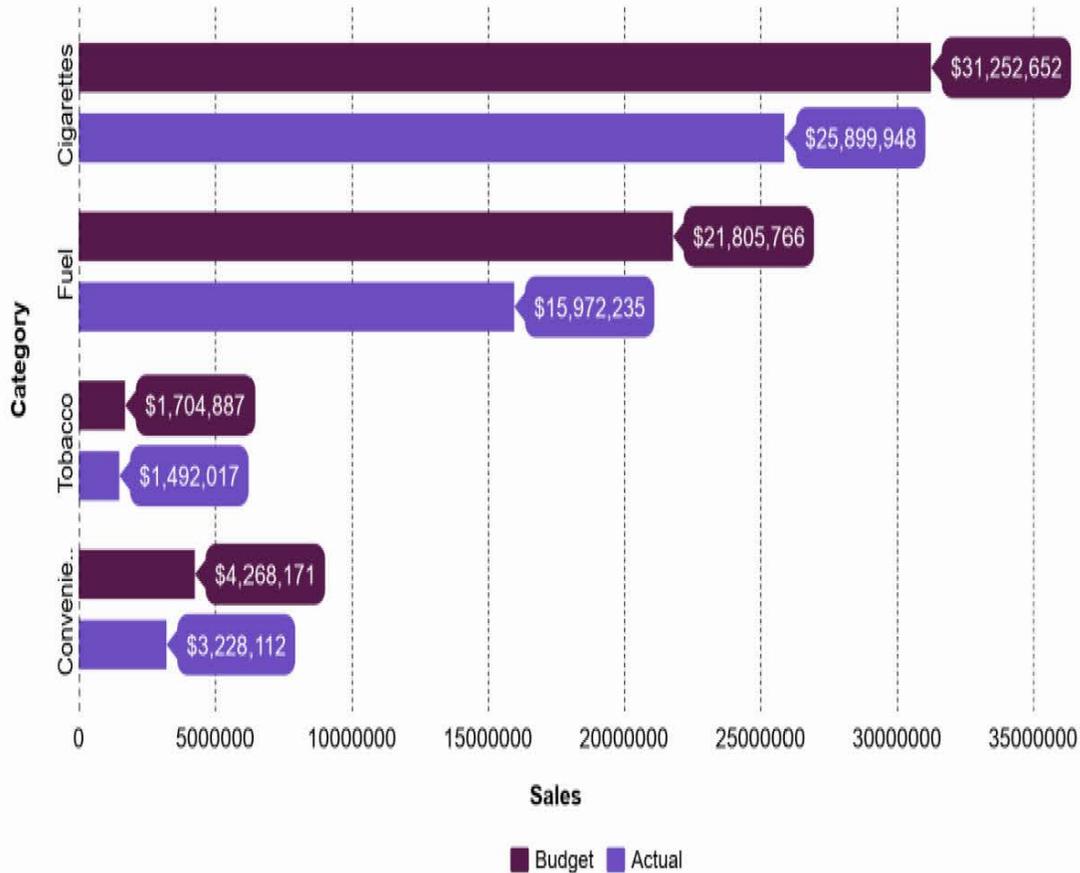
Sales
 2018 2017

 Cigarettes continue to dominate sales & gross profit.
 Followed by Mobile branded fuel.

 Cigarettes GP% - 28.84%
 Fuel GP% - 4.96%
 Tobacco GP% - 35.03%
 Convenience GP% - 30.37%
 Overall GP% - 21.22%

2

YTD Sales by Category Actual vs Budget



Actual Sales is behind budget
\$12,455,654
Actual Sales is up \$4,546,432 or 10.65% YOY

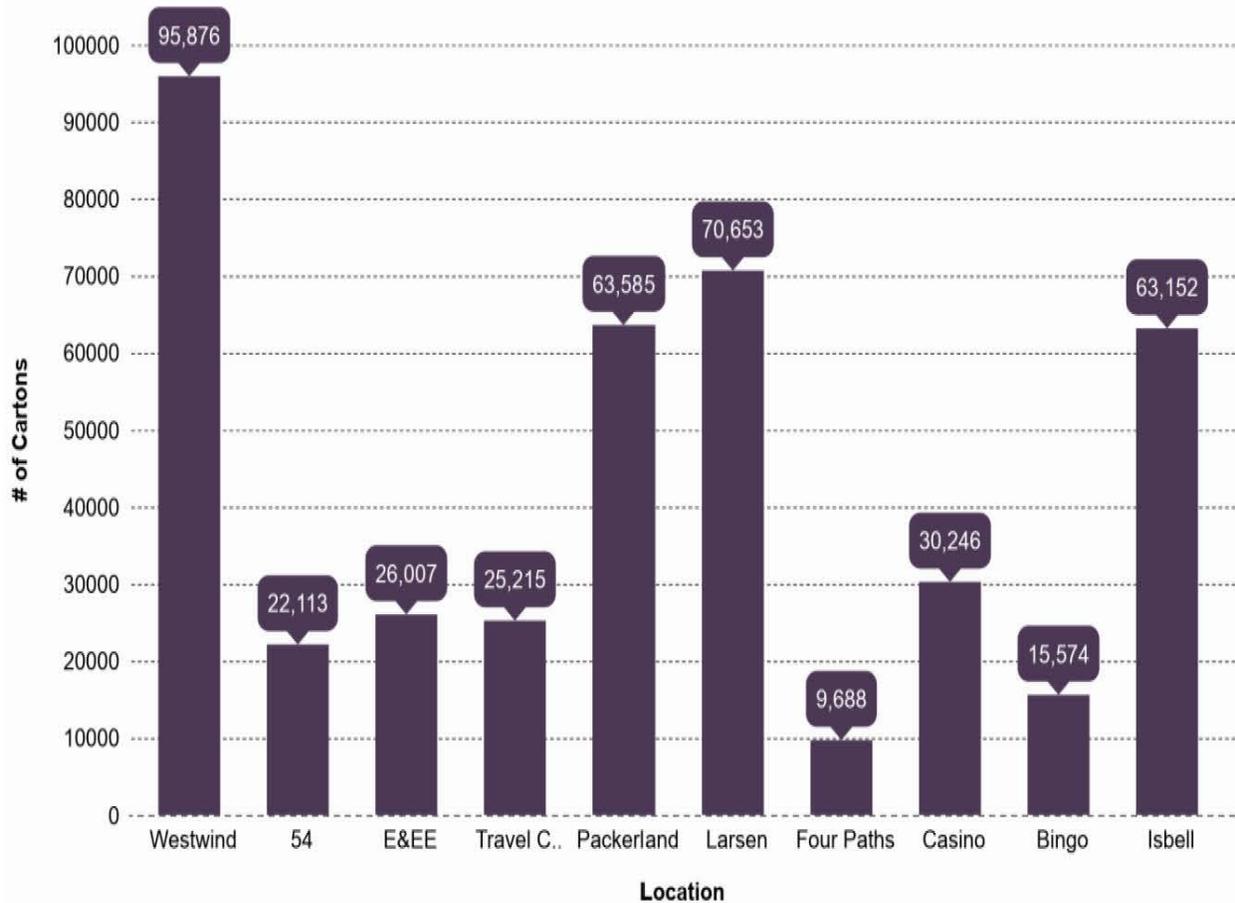
2

YTD FY 18 Alcohol Sales By Location



2

YTD Carton Sales by Location

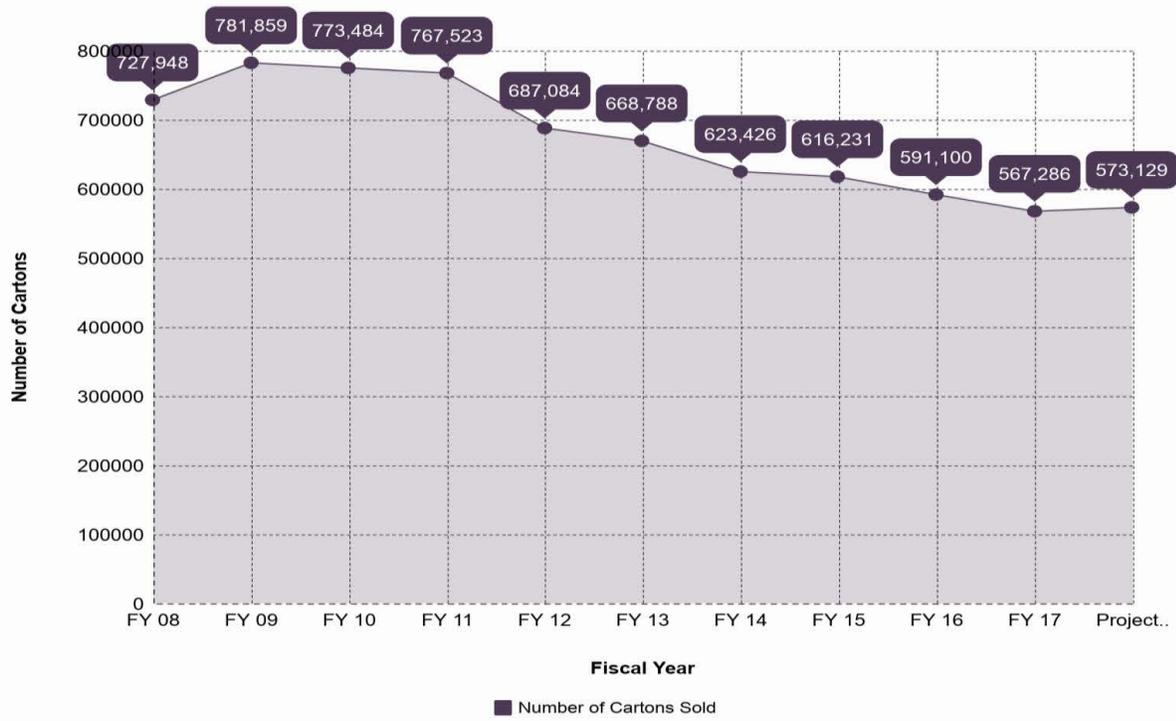


of Cartons Sold

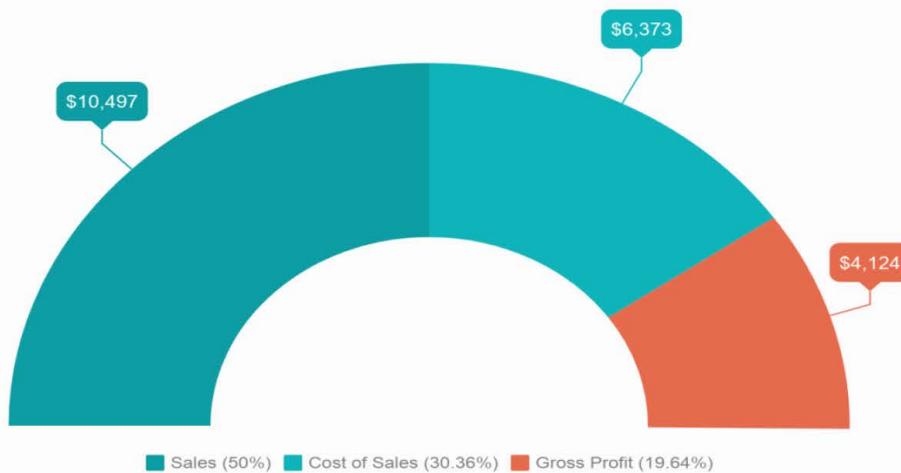
 The average convenience store sells 106 cartons per week (S. Abraham & Sons) in the state of Wisconsin.

 FY 2018 Weekly Average
 Westwind 2,459 avg 54 567 avg
 E&EE 666 avg Isbell 1,619
 Larsen 1,812 Packerland 1,630 avg
 Four Paths 248 avg Casino 776 avg
 Bingo 399 avg Travel Center 647 avg

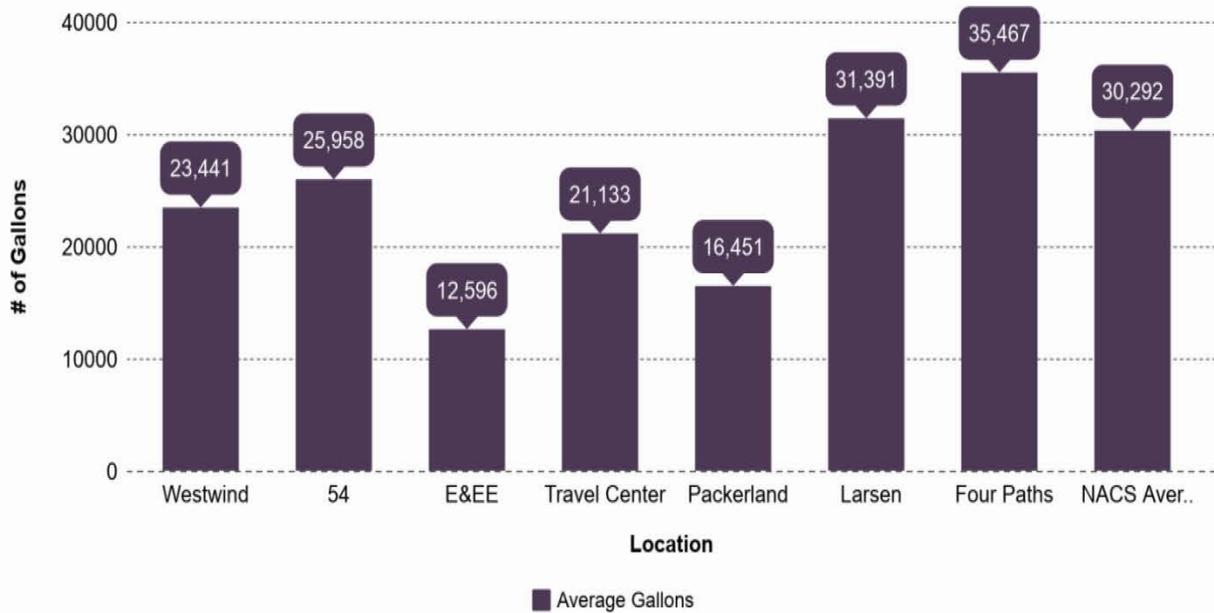
2 YTD Ten Year Carton Sales



2 Qtr. 3 FY 18 Import Tobacco Sales



2 Qtr. 3 Average Gallons Per Week

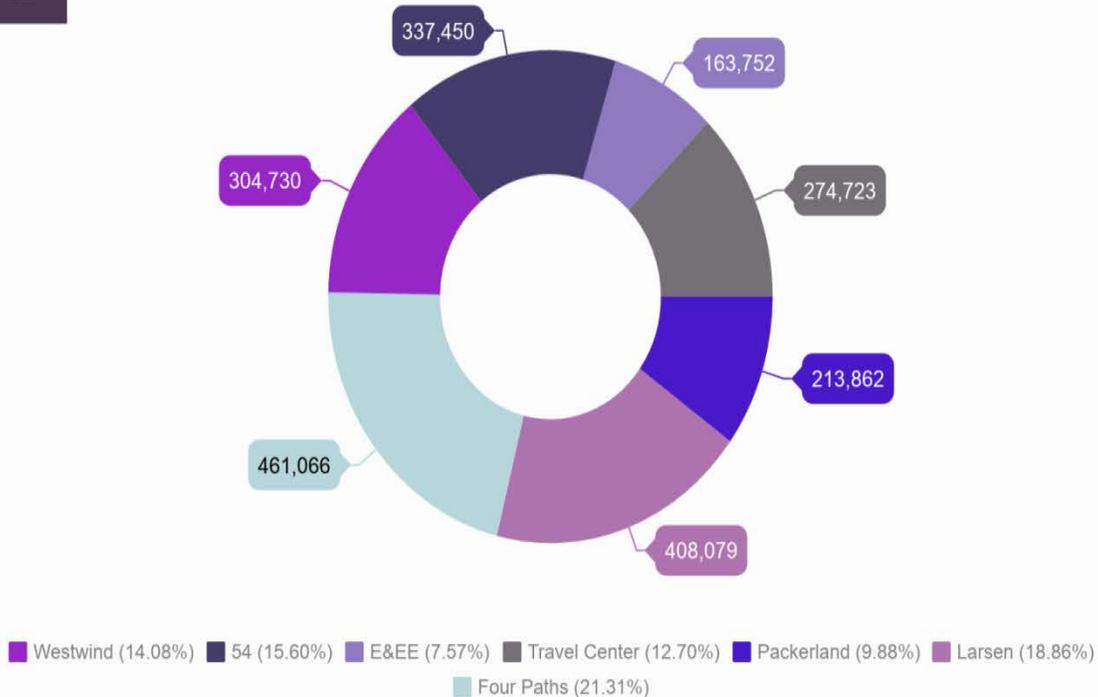




In general, there are three factors in determining the retail price of fuel:

1. Cost of Fuel
2. Pricing
3. Fuel in Ground

2 Qtr. 3 Gallon Sales By Location



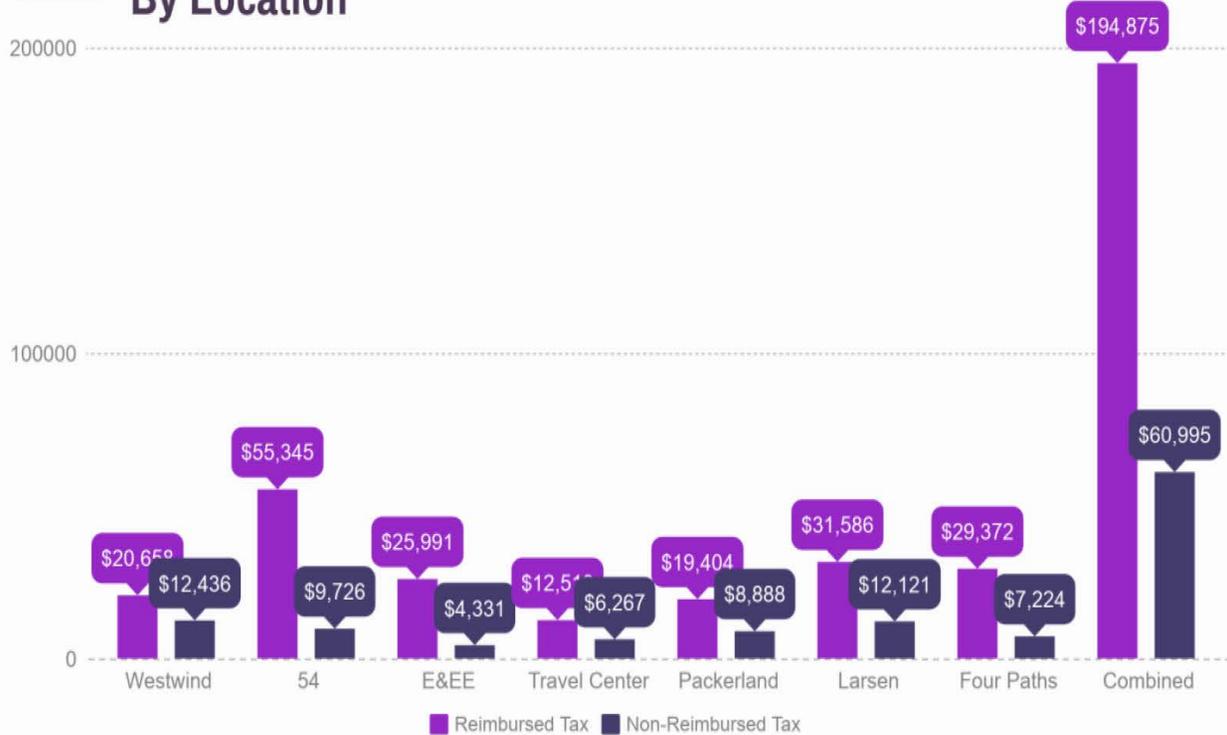
2

Qtr. 3 Gas Tax Gallons Compared to Total Gallons By Location



2

Qtr. 3 On-Reservation Tax vs Off-Reservation By Location



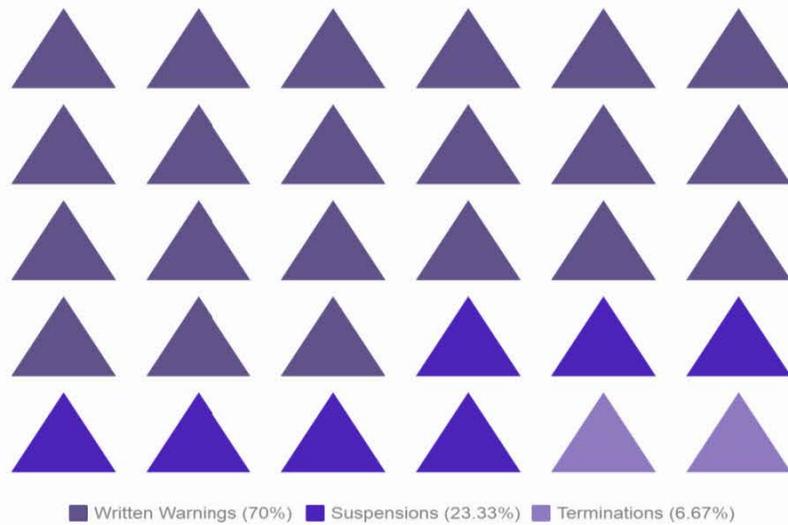
3 Retail Employees Disciplinary Actions



Written Warnings
Attendance 13
Work Performance 4
Personal Actions 4

Suspensions
Attendance 4
Personal Actions 3

Terminations
Attendance 2



3 Retail Employees Years of Service

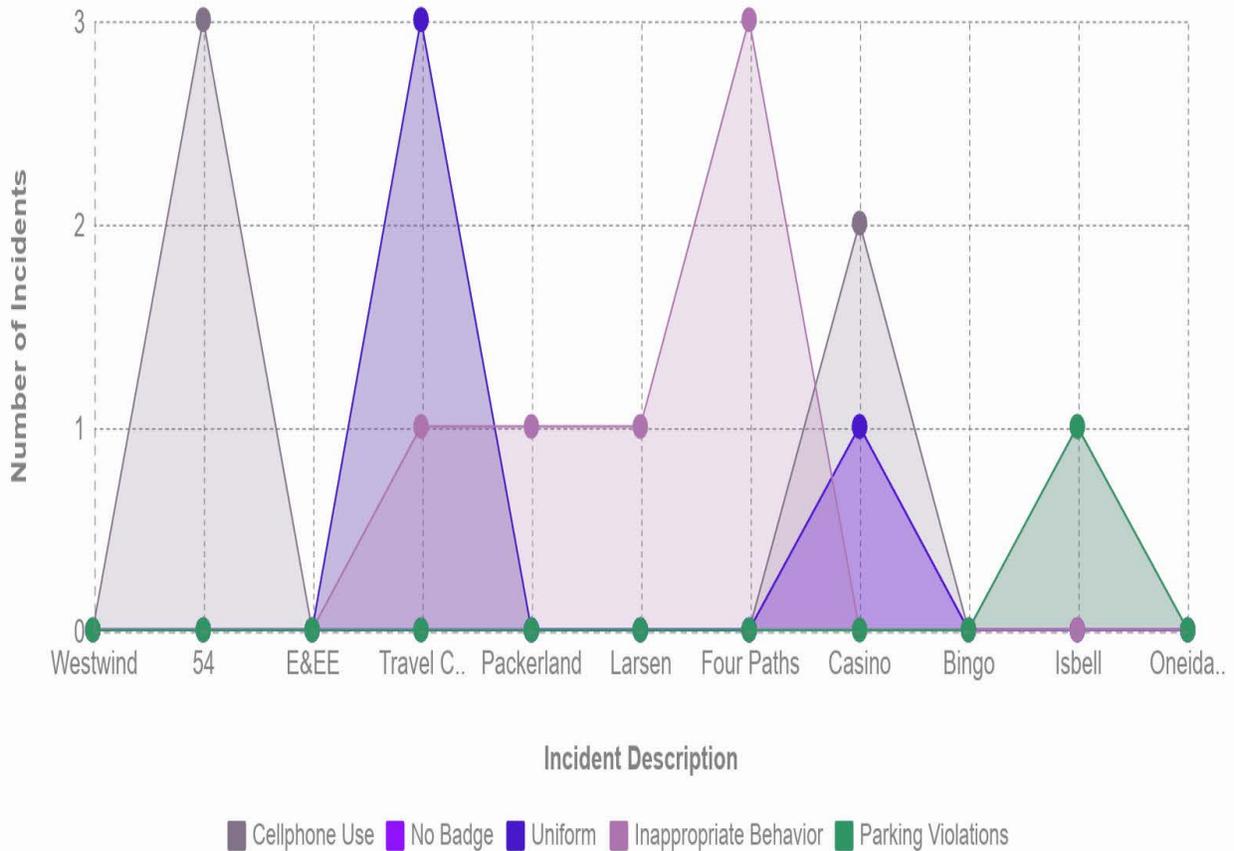


On June 30, 2018, there were 130 Retail Employees with an average of 5.6 years of service.

Vacation Accruals 4,929
PT Accruals 3,288
Total Accruals 8,217



4 Internal Security Incident Reports




Violations
 Cellphone Use 9
 No Badge 1
 Uniform 4
 Inappropriate Behavior 6
 Parking Violations 1
 Total Violations 21



Violations By Location
 Westwind 0
 54 3 E&EE 0
 Travel Center 7
 Packerland 1
 Larsen 1 Four Paths 3
 Casino 4 Bingo 0
 Isbell 2 Oneida Market 0

5

General Updates

Operations Update

Due to the ongoing and increased water levels causing pressure on the fill/spill containment sump and the vapor - adapter area we have decided that after the water testing is completed in August we will move forward with the appropriate repairs in the new fiscal year.

The costs associated with any repairs on the fuel system have been budgeted in the 2019 fiscal year capital expenditure budget.

Operations Update

New EPA requirements will be implemented and in compliance before the October 15, 2018 deadline.

The estimated cost of meeting the requirements is \$20,000.

All Location Managers and Assistant Location Managers will be Class B Certified and the Retail Profit Area Manager, Assistant Retail Profit Manager and Operations Manager will be Class A & Class B Certified. Associates will be Class C Certified as needed.

Gas Drive-Off SOP

The Gas Drive Off SOP implementation has continued.

Focus continues with Theft Prevention at all locations.

Continued communication has been added to support the SOP implementation to focus on "the why" to our customer base through articles in the Update Oneida communication, Kalihwisaks and in-store communications.

Oneida Market

The agriculture department in regards to pricing structure and new products has been looked at. Black Angus and Bison pricing has been updated with new scale PLU that works at the point of sale. Grass-fed beef will also be evaluated and updated.

An agriculture RFP for processing will be utilized in the future to look at new vendors for our processing needs.

The business plan will be updated and a plan of action and support for the Market laid out in the upcoming fiscal year.

6

Marketing Updates

"Take 2" Promotions

This summer we introduced "Hot Summer Deals" that saves the consumer by purchasing 2 of one item. The hot deal items are different every day and encourage repeat daily traffic for the "Hot Item".

These hot offers will end in September but new Take 2 deals will be introduced following the end of summer offers.

Oneida Rewards Program

ORE continues to work with Excentus on a rewards program to be used across all locations.

Legal has reviewed the contract proposed by Excentus and there are changes that need to occur. One factor in the first draft is the obvious slant towards the Shell brand.

We are also looking at Tribal One by Midax as an option.

New Promotions Tool

A new tool was created for store staff and administration staff to assist in improved communication and management of promotional offers.

This new tool provides for one location as a hub for promotional information prior to uploading to the point of sale.

Bi-Monthly Retail Newsletter

The summer months are our busiest time of year with constant changes and increase of customer traffic. With the increase of customers through the door the newsletter has been increased to a monthly newsletter May-August.

The MMP team has located all store communications into a "store information hub" on the share drive to give the locations easy access to all information.

Thank you for reading the report, should you have any questions please feel free to call me at 920.496.7301 or by email at mdoxat3@oneidanation.org.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 8 / 8 / 18

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: Joshua Doxtator, Chief Operating Officer, Oneida Golf Enterprise
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:

Update the Business Committee on the performance of Oneida Golf Enterprise d/b/a Thornberry Creek at Oneida for the 3rd Quarter of FY18.

Request a motion to accept OGE 3rd Quarter Report for FY18.

- 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 Golf Enterprise Corporation**Fiscal year-To-Date Reporting for period Ending:****June, 2018**

The Oneida Golf Enterprise Corporation (OGEC) is a corporation of the Oneida Nation established to oversee and manage the business known as Thornberry Creek at Oneida.

Narrative ReportBusiness Practice, Market Overview, Place Within Market:

- Thornberry Creek at Oneida (TCO) is a 27 hole premier golf course settled in a rural. prestigious housing development on the Oneida reservation.
- TCO is the Official Golf Course of the Green Bay Packers.
- TCO Legends Course was ranked "Best of the Bay" 2018 best golf course by Green Bay Press Gazette.
- TCO is considered a leader in charitable golf event hosting and a leading choice for future brides.
- Thornberry Creek at Oneida has 15,000 square feet of flexible banquet space with large windows and spectacular views. This space will accommodate up to 300 guests at round tables at a time. We also future a porch room that accommodates up to 40 people. Included in this space is the Cupola available for smaller wedding ceremonies and intimate gatherings.
- Thornberry Creek at Oneida also offers a full range of conference equipment and amenities for the corporate client.
- TCO hosted 51 special events in the 3rd quarter for a total of 97 special events in the FY 2018.
- TCO hosted 25 golf events in the 3rd quarter for a total of 29 in FY 2018. .
- FY2018 season pass revenue is up 10% to prior year and 6% to budget.
- TCO has hosted 2 stay and plays in June

Competitive Analysis:

GOLF

- Competitive analysis will be completed in the 4th quarter.

Strategies for Improved Value:

- TCO continues to maximize opportunities with golf outings, weddings and special events throughout the summer months booking into 2018 and 2019. Saturdays in 2018 are sold out from May to September with many Fridays booked as well.
- In FY2018 we will continue to maximize green fee revenue by now charging premiums for Thursday and Friday golf outings. This will allow us to move some outings away from peak times and sell more peak green fees and free us up to book our banquet areas on Fridays.
- Our brand image continues to be elevated as we're seen and heard across all the major networks: FOX, CBS, NBC and WIXX.
- TCO continues to be a major supporter in donations and giving within the community.

Material Changes or Developments in Market/Business:

- The Eagle room has been utilized throughout the winter and spring with mostly pass holder parties but we have begun to actively sell the room. We will plan to sell most golf outings the Eagle room so that we can keep the pub and ballroom open for patrons and weddings.
- Frontline staffing has improved and we were comfortable with all hourly employees except for in the kitchen we are short staffed. The core managers have done very well however burnout is becoming a factor in multiple departments due to managers incurring 50-70 hour work weeks.
- Manager positions continue to turn over for various reasons including quality managers moving on or termination. Despite the adversity and turnover we have worked very hard to get a good group of managers in place for the 2018 season. Manager performance is satisfactory so far this season however we can always improve. We hired and trained Justin Nishimoto, PGA Head Golf Professional and Ashley Morrow, HR administrator this spring.
- Our current manager structure is as follows;
 - Josh Doxtator – COO
 - Justin Fox – General Manager
 - Donelle Walters – Food and Beverage Director
 - Wes Suzawith, Joy Lundberg – Restaurant Managers
 - Ken Hein – Executive Chef
 - Heather Buchberger – Catering Coordinator
 - Steve Archibald – Golf Course Superintendent
 - Pete Nowak – Assistant Golf Course Superintendent
 - Ed Brusky – Golf Course Fleet Mechanic
 - Justin Nishimoto – Head Golf Professional
 - Travis Relyea – Golf Operations Manager
 - Ashley Morrow – Human Resources Administrator
 - Nicole Binnebose – Accounting Assistant

Market Growth:

- Social media had a 3% growth from April 1 to June 30.

- We attribute unsatisfactory revenues to poor weather in November 2017 and April 2018. We are doing our best to control costs and keep Net Income better than budgeted.
 - In 2017 November 8th was our last day of fall golf in FY2018. In 2016 November 18th was our last day of fall golf in FY2017. 10 days more in prior year.
 - In 2018 April 27th was our first day of spring golf in FY2018. In 2017 March 28th was our first day of spring golf in FY2017. 32 more days in prior year.
 - Total of 42 more playable days in prior year.
 - Compared to prior year (PY) November is down \$25k in F and B revenues in the restaurant and bar, banquets has minimal decrease. Compared to PY April is down \$27k in F and B revenues in the restaurant and bar, banquets has minimal increases.
 - Compared to PY golf in November is down \$26k in green fees. Compared to PY golf in April is down near \$70k consisting of \$43k in Green fees, \$17k in golf shop sales and other ancillary revenues.
- Revenues are down over all but we have continued to control expenses. Our expense budget is under \$109,051 to budget and over \$104,362 compared to the prior year.
- Net Income is \$41,384 better than budgeted and \$23,568 better than previous year.
- With Net Income being \$41,384 better than previous year this shows that we are more profitable with less revenue proving that we are becoming more efficient and focusing more on expenses (events, advertising, staffing) that ensure that we are profitable.
- According to the National Golf Foundation precipitation was down 7% in the June however rounds are down 6% in the Midwest Region.

Pending Legal Action:

- No litigation pending.

Quarterly Financial Summary Attached

XV. EXECUTIVE SESSION

This section of the agenda contains items held in executive session pursuant to the Open Records and Open Meetings Law.