



Oneida Business Committee

Special Meeting
3:30 PM Monday, March 27, 2023
Virtual Meeting - Microsoft Teams

Agenda

Meeting agenda is available here: oneida-nsn.gov/government/business-committee/agendas-packets/. Materials for the "General Tribal Council" section of the agenda, if any, are available to enrolled members of the Oneida Nation; to obtain a copy, visit the Government Administrative Office, 1st floor, Norbert Hill Center and present a valid Tribal I.D. or go to <https://goo.gl/uLp2jE>. Scheduled times are subject to change.

I. CALL TO ORDER

II. OPENING

III. ADOPT THE AGENDA

IV. RESOLUTIONS

- A. **Adopt resolution entitled Authorization of Unbudgeted Expenditure – 001-1206010-260**
Sponsor: Louise Cornelius, Gaming General Manager
- B. **Adopt resolution entitled Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino Generator Replacement Project**
Sponsor: Louise Cornelius, Gaming General Manager
- C. **Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 4275010**
Sponsor: Jennifer Hill-Kelley, Chair/Oneida Trust Enrollment Committee

V. GENERAL TRIBAL COUNCIL

- A. **Review correspondence regarding Nancy Dallas Petitions and determine next steps**
Sponsor: Lisa Liggins, Secretary

VI. ADJOURN

Posted on the Oneida Nation's official website, www.oneida-nsn.gov pursuant to the Open Records and Open Meetings law (§ 107.14.)

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

For information about this meeting, please call the Government Administrative Office at (920) 869-4364 or (800) 236-2214

Adopt resolution entitled Authorization of Unbudgeted Expenditure – 001-1206010-260

Business Committee Agenda Request

1. Meeting Date Requested: 03/27/23

2. General Information:

Session: ☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- | | | |
|--|--|---|
| <input type="checkbox"/> Bylaws | <input type="checkbox"/> Fiscal Impact Statement | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Contract Document(s) | <input type="checkbox"/> Law | <input type="checkbox"/> Report |
| <input checked="" type="checkbox"/> Correspondence | <input type="checkbox"/> Legal Review | <input checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i> | | |

4. Budget Information:

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

5. Submission:

Authorized Sponsor: Louise Cornelius, Gaming General Manager

Primary Requestor: _____

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CELLIS1



To: Oneida Business Committee
From: Louise Cornelius, Gaming General Manager
Date: March 24, 2023
Subject: Request for funds to acquire generators for the Main Casino and West Mason Casino

Summary of Oneida Casino Request

Oneida Casino requests Business Committee approval for an unbudgeted purchase of two (2) generators, one each for Main Casino and Mason Street Casino. The lead time is 60-65 weeks. The Main Casino generator is the original generator that has been in place since the opening of the Casino in 1994. Oneida Casino has received a range of bids, and it may acquire the generators, complete the installation, and have the old generators removed for a cost not to exceed \$729,900.00.

The purchase of the two generators is not budgeted for this fiscal year. Oneida Casino proposes the generators and accompanying services be paid using carryover funds. Oneida Casino submits two resolutions to ensure it address all Oneida Nation mandates. The first resolution, entitled *Authorization of Unbudgeted Expenditure – 001-1206010-260*, is submitted pursuant to 1 O.C. 121.6-4. The second resolution, entitled *Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino Generator Replacement Project*,

Power Losses and Investigation

Tim Skenandore, Gaming Facilities Director provided the below sequence of events and explanation from March 5, 2023, to today regarding the power losses and ongoing investigation:

March 5th approximately 6 pm power loss at Main Casino. UPS system started and then generator started. The main electrical service main breaker tripped on the GFCI. When the electrician reset the main breaker and was starting up all the individual electrical panels the parking ramp and exterior lighting panel tripped the GFCI again on the main service. When the system was reset again within minutes, each breaker within this panel was turned off prior to start up to find out or isolate the exact breaker/circuit was causing the issue, everything started up and stayed on. The Casino was operating again by approximately 9:30 pm to my knowledge.

I received a call at approximately 2 am March 6th from Property Shift stating that all the power is out at IMAC, Main and Mason Street casinos. Anytime there is a power failure with multiple facilities it is a WPSC problem. I contacted WPSC and placed a service call. They told me someone would be on site by 6:45 am. WPSC called me back when they got on site and checked all their transformers. They indicated that the power loss was not with their

equipment. I reset the main service and power stayed on with every service panel put back into service. I later found out that the UPS system started at 2 am but the generator did not start. I called Total Energy for generator service due to the system not starting. The generator service company came on site and the unit failed on "Excessive Crank Failure". This is a protective measure to ensure further damage to the generator and/or equipment when components are not working correctly. The reason why Property Shift thought all buildings were out of power was because the phone systems and internet power was out. This was caused due to the generator not starting and the UPS batteries died after approximately 2 hours of run time. When the UPS batteries failed it interrupted all emergency lighting power, Surveillance equipment and DTS equipment.

We never found the intermittent short to ground causing the main service panel GFCI to trip. We had another power outage on Sunday, March 12th at approximately 7 pm the UPS and generator started. The on call electrician was able to reset the system. We believe it is the same intermittent short to ground failure, but we cannot find it. Two maintenance personnel came early again today March 14th to troubleshoot the lighting systems and are continuing to check out HVAC equipment and electrical components to remedy this unknown failure. We met again today to brainstorm and plan further investigation strategies to help find the actual cause.

Troubleshooting electrical ground fault issues is not always black and white, so to speak. This concern is an intermittent failure and without the actual ground fault cause being present at the time of testing, it cannot be detected for correction. We will hopefully have this resolved in the near future. Thank you.

Generator Upgrade and Replacement:

Oneida Casino will mitigate the power loss and generator failure issues by replacing aging generators that have served the Casino since its opening in 1994. Oneida Casino has collected bids and is prepared to commence the process immediately. The project will take over a year to complete but it commences with the order and payment for the generators.

Thank you for consideration of our request.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank Authorization of Unbudgeted Expenditure – 001-1206010-260

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

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

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

WHEREAS, the Oneida Business Committee has adopted the Budget and Finances law, 1 O.C. 121, which identifies requirements for budget develop, adoption and expenditure; and

WHEREAS, section 121.6-4(a)¹ directs that unbudgeted expenditures must have an analysis and recommendation from the Chief Financial Officer and a resolution approving the expenditure; and

WHEREAS, the Chief Financial Officer has submitted an analysis and recommendation; and

WHEREAS, the Oneida Business Committee has reviewed the analysis and recommendation as well as the purpose of the expenditure;

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee, under 1 O.C. 121.6-4(a), approves the following unbudgeted expenditure.

Business Unit #	Description of Expenditure	\$ Expenditure
	electric generator for Main Casino; installation, testing, removal	\$289,500.00
	electric generator for W. Mason Casino; installation, testing, removal	\$440,400.00

¹ 1 O.C. 121, section 121.6-4(a). A fund unit shall not make an unbudgeted expenditure unless approval is granted by the Oneida Business Committee. The CFO shall provide the Oneida Business Committee a written fiscal analysis and any input on the potential unbudgeted expenditure. The Oneida Business Committee shall approve any unbudgeted expenditure through the adoption of a resolution prior to the expenditure being made by a fund unit.



MEMORANDUM

To: Oneida Business Committee
From: Keith Doxtator
Date: March 23rd, 2023
Subject: Gaming Unbudgeted Purchase - Generators

Purpose

To purchase two new generators for the Main and Mason Street Casinos. The current generators may have reached the end of their function life, in place since 1994, and repairing may not be an option. If power were to go out, these provided the need alternate power source for emergency lighting power, surveillance equipment and DTS equipment.

Amount

Total Energy's total is \$472,726. This includes the tank testing that is not included on the bid and permits from Oneida Zoning.

Recommendation

From this week's executive session conversation, the need was well justified, and the Business Committee unanimously supported the request. Discussion pursued on various funding sources. Utilizing carryover funds from previous budget cycles was agreed upon due to the straightforward nature of the decision, current balance and not impacting the current budget. Further, I can support the decision to utilize carryover funds in this instance.

As of the February Treasurer's report, the unobligated balance of our Operational Carryover was \$51,200,000.

Please contact Finance with any follow up questions.

Cc: Louise Cornelius
Chad Fuss

Adopt resolution entitled Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino.

Business Committee Agenda Request

1. Meeting Date Requested: 03/27/23

2. General Information:

Session: ☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- | | | |
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5. Submission:

Authorized Sponsor: Louise Cornelius, Gaming General Manager

Primary Requestor: _____

Additional Requestor: (Name, Title/Entity)

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Submitted By: CELLIS1



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The purchase of the two generators is not budgeted for this fiscal year. Oneida Casino proposes the generators and accompanying services be paid using carryover funds. Oneida Casino submits two resolutions to ensure it address all Oneida Nation mandates. The first resolution, entitled *Authorization of Unbudgeted Expenditure – 001-1206010-260*, is submitted pursuant to 1 O.C. 121.6-4. The second resolution, entitled *Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino Generator Replacement Project*,

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Thank you for consideration of our request.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

**BC Resolution # Leave this line blank
Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino Generator
Replacement Project**

- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Nation adopts a budget for each fiscal year which identifies how anticipated funds will be utilized; and
- WHEREAS,** at the end of each fiscal year, the difference between actual expenditures and actual revenues results in carry over funds which are available for use after the funds have been subject to the Oneida Nation's annual audit; and
- WHEREAS,** the General Tribal Council has identified that 25% of the audited carry over funds shall be allocated to land acquisition in accordance with the 2033 Land Acquisition Plan, *resolution # GTC-09-18-10-A, 2033 Land Acquisition Plan*; and
- WHEREAS,** the remaining audited carry over funds, 75% of the audited carry over, is managed and reported out in the Treasurer's Report in the "Owner's Report" (*report on investment restricted and unrestricted funds*) and has been allocated within the approved the budget and for projects; and
- WHEREAS,** the Oneida Business Committee adopted resolution # BC-10-21-22-A, *Process to Authorize Use of Carry Over Funds*, to track the amount of carry over funds and how those funds are being used to better monitor budget development, budget revenues and expenditures, and allocation for projects; and
- WHEREAS,** a request to utilize carry over funds has been presented to the Oneida Business Committee and the Finance Office has identified the current status of the carry over fund balance to determine availability of funds; and

BC Resolution # _____

Authorizing Use of Carry Over Funds For Main Casino and West Mason Casino Generator Replacement Project
Page 2 of 2

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee approves the use of carry over funds as identified below.

- Project Owner: Tim Skenandore, Gaming Facilities Director
- Amount Requested: \$729,900.00
- Purpose of Funds: Acquisition, installation, and testing for two electric generators, one each for the Main Casino and West Mason Casino; removal of old generators.
- Current Balance of Carry Over Funds: \$44,107,136.00
- Balance of Carry Over Funds after approved use: \$43,377,236.00



MEMORANDUM

To: Oneida Business Committee

From: Keith Doxtator

Date: March 23rd, 2023

Subject: Gaming Unbudgeted Purchase - Generators

Purpose

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Amount

Total Energy's total is \$472,726. This includes the tank testing that is not included on the bid and permits from Oneida Zoning.

Recommendation

From this week's executive session conversation, the need was well justified, and the Business Committee unanimously supported the request. Discussion pursued on various funding sources. Utilizing carryover funds from previous budget cycles was agreed upon due to the straightforward nature of the decision, current balance and not impacting the current budget. Further, I can support the decision to utilize carryover funds in this instance.

As of the February Treasurer's report, the unobligated balance of our Operational Carryover was \$51,200,000.

Please contact Finance with any follow up questions.

Cc: Louise Cornelius
Chad Fuss

Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 427501

Business Committee Agenda Request

1. Meeting Date Requested: 03/27/23

2. Session:

☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: Proprietary - trade secrets/commercial/financial

3. Requested Motion:

☒ Accept as information; OR

Support addition of unbudgeted position, Payment Administrator, for Trust Enrollments Department and accept Finance and Human Resources review of position.

4. Areas potentially impacted or affected by this request:

☒ Finance

☒ Programs/Services

☐ Law Office

☐ MIS

☐ Gaming/Retail

☐ Boards, Committees, or Commissions

☐ Other: *Describe*

5. Additional attendees needed for this request:

John J Danforth, Interim Director Trust Enrollments

Keith Doxtator, CFO

Todd Vandenheuvel, Executive HR Director

Name, Title/Entity OR Choose from List

6. Supporting Documents:

- | | | |
|---|---|---|
| <input type="checkbox"/> Bylaws | <input checked="" type="checkbox"/> Fiscal Impact Statement | <input type="checkbox"/> Presentation |
| <input type="checkbox"/> Contract Document(s) | <input type="checkbox"/> Law | <input type="checkbox"/> Report |
| <input type="checkbox"/> Correspondence | <input type="checkbox"/> Legal Review | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i> | | |

7. Budget Information:

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

8. Submission:

Authorized Sponsor: Jennifer Hill-Kelley, Chair/OTEC

Primary Requestor: John J Danforth, Interim Director Trust Enrollments

Report: Business Committee Agenda Request

To: Oneida Business Committee

From: John Danforth, Interim Director-Trust Enrollment

Date: March 13th, 2023

Subject: Trust Enrollment Unbudgeted Position Request-Payment Administrator

Request

Trust Enrollment is requesting support from the Oneida Business Committee for approval of an unbudgeted position request for the position of Payment Administrator. Attached is job description #02543 with an assigned salary of Grade 10. The job description language was updated and approved by the Trust Enrollment Interim Director and Payment/Enrollment Supervisor on February 23rd, 2023. The Grade 10 salary was assigned by Human Resources on February 24th, 2023.

Financial and HR Impact

As of January 31st, 2023, FY23 Budget actual versus budgeted amounts are as follows.

	Actual	Budget	Variance
Total Labor/Payroll Expense	\$252,192	\$303,078	\$(50,886)

During FY23, the Director position was vacant for several weeks and the Project Specialist (Grade 13) position has also been vacant since January 23rd, 2023. The Project Specialist position will remain vacant for the remainder of FY 23 as Sustain Oneida is transitioning to On[^]yote?aka ni?i Project Plan. The vacancy of Project Specialist and the addition of Payment Administrator will still have a net-zero impact on the FY23 budget. Planning for FY24 staffing levels and budgeting will remain fluid as the current Director and Project Specialist positions within the Trust Enrollment Department are part of chain of interim job positions and the On[^]yote?aka ni?i Project Plan remains at the mercy of approval from General Tribal Council. The Trust Enrollment Department is currently at 7 FTE staff and budgeted for 8 FTE staff for FY23. In the event of the interim job positions being reverted back to their original employees and/or the Trust Enrollment Committee wishes to continue prioritizing Sustain Oneida and the Project Specialist position, the addition of Payment Administrator would have 9 FTE employees for FY24 budget planning.

Justification

In calendar year 2022, Trust Enrollment processed 44,543 individual payments. The number of payment requests for 2023 are expected to be similar. Additionally, General Tribal Council has reconvened in-person with an increase in stipend payment. The difference between a \$100 stipend and \$200 stipend has shown an increase in meeting attendance and an increase in stipend preference over the gift card. The Payment Administrator position will help relieve the workload

of the Payment/Enrollment Supervisor as they are only staff member processing GWA, Elder 65, and Minor Trust payments.

Payment Type	Total Claimed	Percent Claimed
2022 Minor Trust Account	351	59.89%
2021 Late 65 + Payment	41	37.61%
2022 GWA 18+	13396	91.98%
2022 GWA 62+	3130	94.39%
2022 GWA 65+	2452	94.38%
2022 GWA Gas	12552	86.38%
2022 GWA Food	12621	86.66%
Total Claims	44543	

GTC Meeting	Gift Card	%	Check	%	Total Attendance
January 16th, 2023	593	56%	470	44%	1063
January 30th, 2023	845	41%	1208	59%	2053



John J Danforth
Interim Director Trust Enrollment

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # Leave this line blank

Amendment to Labor Allocations Levels – 1 Position from Business Unit 4275010

- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and implementation of the fiscal year budget; and
- WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D, directs that labor as set forth in the budget and the employment cap may be adjusted only by a resolution of the Oneida Business Committee in consideration of the financial capabilities identified by the Chief Financial Officer; and
- WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities which require the transfer, re-assignment and development of new positions, which should be addressed within the current financial boundaries in the adopted budget; and
- WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the requirement that these be approved by resolution as a tracking mechanism to allow the Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the labor costs which make up most of the expenses within the budget; and
- WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget and/or labor allocations;

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee approves the following labor allocations and/or budget amendment:

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4275010	02543	02543	10/24.65	\$77,933	Tribal Contribution

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

Phone: (920) 496-7900

Fax: (920) 496-7490

POSITION TITLE: Payment Administrator
POSITION NUMBER: 02543
DEPARTMENT: Trust/Enrollment
LOCATION: 201 Elm Street Oneida, WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Payment/Enrollment Supervisor
SALARY: Grade 10- \$20.12/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date:

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Provide excellent customer service to the Tribal membership relating to payments and other pertinent information. This position must be knowledgeable about the GTC Meeting Stipend Payment Policy, Per Capita Ordinance and the General Welfare Exclusion. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent customer service skills at all times.
2. Assist the front reception area and Records area as needed.
3. Coordinate, review and process all Membership payment activities.
4. Recommend revisions to enrollment forms.
5. Maintain professional standards in all matters and strict department security, confidentiality, and quality.
6. Participate in and attend staff meetings and trainings as required.
7. Participate in rotating schedules for General Tribal Council meetings and Tribal elections.
8. Update membership data as it directly relates to payments.
9. Update and provide accurate numbers for mailing requests when needed.
10. Gain basic understanding and provide assistance when needed, of other positions within the Trust/Enrollment Department.
11. Participate and assist in short- and long-range projects.
12. Support team goals and objectives, department planning, organizing, and scheduling activities.
13. Follow records retention policy and procedures.
14. Prepare various correspondence, minutes, agendas, memos, forms, newsletters, directories, resolutions, ordinances, standard operating procedures, and other documents from drafts, recordings, or verbal instruction.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and applicable laws, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION**Payment Administrator****Page 2****PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. Must be willing to work flexible hours including evenings and/or weekends as needed/required.
4. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Skill in organizational management to include planning, organizing and schedule priorities to meet strict deadlines and successfully cope with challenging situations and conditions.
2. Skill in verbal and written communication with all internal and external departments.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to handle customers with tact, courtesy, respect, objectivity, and maturity.
5. Ability to interpret applicable federal, state, tribal, county, and local laws, regulations, and requirements.
6. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
7. Must be willing and able to obtain additional education and training.
8. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
9. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
10. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Previous experience in self proofing (analyzing) work.
2. Knowledge of AS400.
3. Knowledge of Oneida Culture and History.
4. One (1) year experience operating database software programs in a Windows environment.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. An Associate Degree in Administrative Assistant or closely related field.
3. Two (2) years of administrative office experience; and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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

**UNBUDGETED POSITION REQUEST**

Proposed Position Title: Payment Administrator

Department: Trust Enrollment

Division:

Name of Supervisor Completing Form: John J Danforth

Title of Supervisor Completing Form: Interim Director

Date: 03/24/2023

General Ledger (GL) #: 4275010

How is the position being funded?:



Tribal Contribution



Grand Funded



Indirect Income



Other

If source of funding checked above is "Other" please explain:

JUSTIFICATION:

1. Provide specific details for this request and basis for the need for the unbudgeted request.

The Payment Administrator position will help alleviate the workload of the current Payment/Enrollment Supervisor, who is the only employee currently processing payments. In calendar year 2022, over 44,000 payments were processed. Beginning in 2023, General Tribal Council has reconvened in-person with an increase in stipend payments and attendance.

2. Is this a revenue generating position? If so, please provide specific details.

No

3. Can the duties of this position be realigned to such an extent that the request can be postponed until the next budget review?

No, General Tribal Council meetings have reconvened and payment processing has increased due to increased attendance and increased preference in check payment.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

*(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)***DETERMINATION:**Position Not Needed ☐Duties to be Realigned ☐**Position to be submitted to OBC Agenda ☐***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:



MEMORANDUM

To: Oneida Business Committee

From: Keith Doxtator

Date: March 23rd, 2023

Subject: Fiscal Impact for: New position for Trust Enrollments Department

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Trust Enrollments	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$0 to \$26,977	\$0 to \$802,393

II. Background:

The Trust Enrollments Department is seeking a second Payment Administrator to assist with the workload of GWA payments, Minor Trust payments and GTC meeting stipends.

Disclosure

In my previous role, I started the conversations and justifications to request this additional position. I will admit up front that I was convinced of the need for and importance of the role, and I recognize my new position should no longer include emotional sway to either direction. Rather, the ideal Fiscal Impact Statement should stick to the facts and help put the numbers into context, so decision makers are prepared to make decisions. I'm human and I'm confident I cannot set all bias aside, yet here's my best attempt for an object statement.

III. Methodology and Assumptions:

Assumptions

- a. The Payment Administrator was assigned a salary of Grade 10. The range of this grade is \$20.12/hr (\$41,800/yr) to \$29.17/hr (\$60,674/yr). I will assume a new hire comes in at the mid-point of \$24.65/hr or \$51,272/yr.
- b. Trust Enrollment fringe was calculated at 52% for FY23.
- c. This new position can be filled in two months and will be in place for the last 18 weeks of the fiscal year.
- d. Inflation will grow base salary at 2%/yr.

Two primary fiscal variables were discussed at the 3/22 Business Committee meeting: the impacts of one year vs an on-going position, and the impacts of adding a new position vs replacing another within the organization. John presented the Department budget for this year to demonstrate funds were available. Lastly, John was to work with HRD to identify a potential long-term vacant position that could be “swapped” into Trust Enrollments. For this to be an equal, off-setting swap, the replaced position would need to equal salary and fringe (Grade 10 and 52%). I.e., a Grade 13 and 40% fringe would be roughly equal too. For this analysis, I will assume an exactly equal swap is identified, but realistically a cost/savings may be experienced.

Finally, only 75% of Trust Enrollments budget comes from Tribal Contribution. The remaining 25% comes out of the Elder Percap, Higher Education and General Welfare Trust. Therefore, only 75% of this position’s total cost would need to be identified for the budget to remain balanced. However, the Trust would still experience the higher expenses, so I’m assuming an intent in this analysis to account for the additional expenses from Trust (an equal contribution will need to be made), so for the entirety of the Nation to remain equal, then 100% of the expense will need to be accounted for.

IV. Financial Impact:

To add a new position’s salary and fringe expense calculations are as follows:

Year	Salary	Fringe	Total
1	\$ 51,272	\$ 26,661	\$ 26,977
2	\$ 52,297	\$ 27,195	\$ 79,492
3	\$ 53,343	\$ 27,739	\$ 81,082
4	\$ 54,410	\$ 28,293	\$ 82,704
5	\$ 55,498	\$ 28,859	\$ 84,358
6	\$ 56,608	\$ 29,436	\$ 86,045
7	\$ 57,741	\$ 30,025	\$ 87,766
8	\$ 58,895	\$ 30,626	\$ 89,521

(Only 18 weeks)

9	\$ 60,073	\$ 31,238	\$ 91,311
10	\$ 61,275	\$ 31,863	\$ 93,138
TOTAL			\$ 802,393

To replace an equal position within the organization would have a net zero effect as these additional expenses in one department would be offset by a savings in another.

V. Alternate Solutions

This expense may need to be evaluated not only from a cost perspective, but also by comparing the costs of the alternates available. While this Fiscal Impact Statement will not examine the nuances of alternatives, I hope a high-level summary will demonstrate their viability:

1. Assign the work elsewhere – This was done for the original Covid GWA payments as Economic Support administered these. I believe five new limited term employees were hired there because they did not have the same access to member data that Enrollments staff does. While some data infrastructure may be captured, I'd be worried about anyone other than Trust Enrollments being assigned this task as the process without data will not be as efficient.
2. Perform payments more efficiently
 - a. This may be done by significantly combining payments to minimize the processing work. Taking this to the extreme, by combining every payment into one annual payment the interfacing to Accounting and customer service needs may be minimized around the one payment. I'd suspect changes to program language, internal procedure and DTS infrastructure may be needed to accommodate this, so it is not an immediate option.
 - b. This may also include moving to more efficient user interfaces. Ideally, this may be streamlined in the organization broader ERP goals, but it's not an immediate option.
3. Accept longer payment cycles – This may involve amending current process or timelines to recognize the volume of work present. This need may already be present by scheduling six GTC meetings in three weeks in August and considering the Stipend Payment Policy's requirement to issue payments to members with 15 business days.

VI. Recommendation:

Assuming the need is agreed upon, I support allocating another Payment Administrator to Trust Enrollments as the most cost-effective option to increase capacity in that area.

Finance Administration Office

From a budget perspective, the more conservative and responsible approach will be to identify a budgeted position to “swap”, so the result is offsetting. It’s also a higher burden on future requests and HRD, if that’s the precedent you’d like to set.

Separate from the silo of this request, I think it’d be a valuable and prudent use of time to consider the broader employment levels, goals and available funding in the context of all other budget goals. Clearly, that’s a much larger and involved conversation, but may result in this “adding” vs “swapping” a position decision becoming trivial.

Please contact Finance with any follow up questions.

Cc: John Danforth