

# Oneida Business Committee



**Executive Session**  
**8:30 AM Tuesday, June 27, 2023**  
**Virtual Meeting – Microsoft Teams**

**Regular Meeting**  
**8:30 AM Wednesday, June 28, 2023**  
**Virtual Meeting – Microsoft Teams**

## Agenda

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*Meeting agenda is available here: [oneida-nsn.gov/government/business-committee/agendas-packets/](https://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. MINUTES**

- A. Approve the June 14, 2023, regular Business Committee meeting minutes**  
Sponsor: Lisa Liggins, Secretary

### **V. RESOLUTIONS**

- A. Adopt resolution entitled Research Forum with Oneida Nation**  
Sponsor: Mark W. Powless, General Manager

### **VI. APPOINTMENTS**

- A. Determine next steps regarding two (2) vacancies - Oneida Election Board Ad Hoc Committee**  
Sponsor: Lisa Liggins, Secretary

**VII. STANDING COMMITTEES****A. COMMUNITY DEVELOPMENT PLANNING COMMITTEE**

1. **Accept the April 6, 2023, regular Community Development Planning Committee meeting minutes**  
Sponsor: Brandon Stevens, Vice-Chairman
2. **Accept the May 4, 2023, regular Community Development Planning Committee meeting minutes**  
Sponsor: Brandon Stevens, Vice-Chairman

**B. FINANCE COMMITTEE**

1. **Accept the June 5, 2023, regular Finance Committee meeting minutes and e-poll**  
Sponsor: Keith Doxtator, Chief Financial Officer
2. **Accept the June 19, 2023, regular Finance Committee meeting minutes and e-poll**  
Sponsor: Keith Doxtator, Chief Financial Officer

**C. LEGISLATIVE OPERATING COMMITTEE**

1. **Accept the June 7, 2023, regular Legislative Operating Committee meeting minutes**  
Sponsor: David P. Jordan, Councilman

**VIII. TRAVEL REQUESTS**

- A. **Approve the travel request in accordance with Oneida Travel and Expense policy § 219.16-1 - Oneida Police Department - for four (4) officers - to attend the International Association of Chiefs of Police Conference - San Diego, CA - October 14-17, 2023**  
Sponsor: Rich VanBoxtel, Chair/Oneida Police Commission
- B. **Enter the e-poll results into the record regarding the approved travel request in accordance with § 219.16-1 - Oneida Nation Commission on Aging - five (5) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, NC**  
Sponsor: Lisa Liggins, Secretary

**IX. NEW BUSINESS**

- A. **Approve the CDC approval package - # 21-106 Amelia Cornelius Culture Park**  
Sponsor: Mark W. Powless, General Manager
- B. **Dissolve the Oneida Pow Wow Committee, in accordance with § 105.17-2 of the Boards, Committees and Commissions Law**  
Sponsor: Mark W. Powless, General Manager

**X. GENERAL TRIBAL COUNCIL**

- A. PETITIONER LINDA DALLAS - Accept the statements of effect - petition # 2023-30, 2023-31**
- 1. Accept the statement of effect - petition # 2023-30, 2023-31**  
Sponsor: David P. Jordan, Councilman
- B. PETITIONER LINDA DALLAS - Accept the legal opinion - petition # 2023-30**
- 1. Accept the legal opinion - petition # 2023-30**  
Sponsor: Jo Anne House, Chief Counsel
- C. PETITIONER RAYMOND SKENANDORE - Accept the statement of effect - petition # 2023-32**
- 1. Accept the statement of effect - petition # 2023-32**  
Sponsor: David P. Jordan, Councilman
- D. Accept the legal review status update regarding petition # 2023-31, 2023-32**  
Sponsor: Jo Anne House, Chief Counsel

**XI. EXECUTIVE SESSION**

- A. REPORTS**
- 1. Accept the Chief Counsel report**  
Sponsor: Jo Anne House, Chief Counsel
  - 2. Accept the General Manager report**  
Sponsor: Mark W. Powless, General Manager
  - 3. Accept the Intergovernmental Affairs, Communications, and Self-Governance June 2023 report**  
Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs
  - 4. Accept the Chief Financial Officer June 2023 report**  
Sponsor: Keith Doxtator, Chief Financial Officer
- B. NEW BUSINESS**
- 1. Review application(s) for two (2) vacancies - Oneida Election Board Ad Hoc Committee**  
Sponsor: Lisa Liggins, Secretary

**XII. ADJOURN**

Posted on the Oneida Nation's official website, [www.oneida-nsn.gov](http://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/](http://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

Approve the June 14, 2023, regular Business Committee meeting minutes

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## Business Committee Agenda Request

**1. Meeting Date Requested:** 05/10/23

**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 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> |  |   |

**4. Budget Information:**

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

**5. Submission:**

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: \_\_\_\_\_

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: FBILLIE

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

Regular Meeting  
8:30 AM Wednesday, June 14, 2023  
BC Conference Room, 2nd floor, Norbert Hill Center

**Minutes****REGULAR MEETING**

**Present:** Vice-Chairman Brandon Stevens, Secretary Lisa Liggins, Council members: Daniel Guzman King, David P. Jordan, Kirby Metoxen;

**Not Present:** Chairman Tehassi Hill, Treasurer Tina Danforth, Councilwoman Jennifer Webster;

**Arrived at:** n/a

**Others present:** Jo Anne House, Keith Doxtator, Mark W. Powless, Melinda J. Danforth (via Microsoft Teams<sup>1</sup>), Katsitsiyo Danforth (via Microsoft Teams), Todd VanDen Heuvel (via Microsoft Teams), Louise Cornelius (via Microsoft Teams), Kaylynn Gresham (via Microsoft Teams), Danelle Wilson (via Microsoft Teams), Rhiannon Metoxen (via Microsoft Teams), Kristal Hill (via Microsoft Teams), Kristine Hill (via Microsoft Teams), Rae Skenandore (via Microsoft Teams), Justin Nishimoto (via Microsoft Teams), Clorissa Leeman (via Microsoft Teams), RaLinda Ninham-Lamberies (via Microsoft Teams), Maureen Metoxen (via Microsoft Teams), Lisa Duff (via Microsoft Teams), Melanie Burkhart (via Microsoft Teams), Lori Hill (via Microsoft Teams), Tina Jorgensen (via Microsoft Teams), Grace Elliott (via Microsoft Teams), Paul Witek (via Microsoft Teams), Paul Truttmann (via Microsoft Teams), Tina Skenandore (via Microsoft Teams), Lisa Summers (via Microsoft Teams), William Vervoort (via Microsoft Teams), Vanessa Miller (via Microsoft Teams), Nicole Rommel (via Microsoft Teams), Jameson Wilson (via Microsoft Teams), Debbie Melchert (via Microsoft Teams), Brooke Doxtator (via Microsoft Teams), Shannon Davis (via Microsoft Teams), Carol Silva (via Microsoft Teams), Jeff Bowman (via Microsoft Teams), Pete King III, Barbara Cornelius, Winnifred Thomas, William Sauer, Eric Boulanger, Joel Maxam, Brian VanDeHei, Ron King, Jr., Dan Skenandore, Cleatus Ninham, Jr., Michael Lynch, Kaleb Brown, Brooke Beltran (via Microsoft Teams), Sacheen Lawrence (via Microsoft Teams), Yasiman Metoxen (via Microsoft Teams), Shelly King (via Microsoft Teams), Mary Graves (via Microsoft Teams), Fawn Billie, Aliskwet Ellis;

**I. CALL TO ORDER**

*Meeting called to order by Vice-Chairman Brandon Stevens at 8:32 a.m.*

*For the record: Chairman Tehassi Hill is out attending the Department of Health Services consultation meetings in Wabeno, WI, Councilwoman Jennifer Webster is out on approved travel attending the Administration for Children & Families Tribal Advisory Committee tri-annual meeting in Chiloquin, Oregon, and Treasurer Tina Danforth is out on leave.*

**II. OPENING (00:00:15)**

*Opening provided by Councilman Kirby Metoxen.*

<sup>1</sup> Microsoft Teams is software which provides a communication and collaboration platform for workplace chat, file sharing, and video meetings.

**DRAFT****III. ADOPT THE AGENDA (00:00:30)**

Motion by David P. Jordan to adopt the agenda with three (3) noted changes [1) under the General Tribal Council section, add item entitled Accept the legal review - # 2023-29; 2) delete item XII.C.1. Review draft materials from Gaming for the 2023 semi-annual General Tribal Council meeting packet; and 3) delete item XII.C.4. Review request from Oneida Airport Hotel Corporation liaison and determine next steps], seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**IV. OATH OF OFFICE****A. Oneida Police Department - Michael Lynch and Kaleb Brown (00:01:55)**

Sponsor: Richard Van Boxtel, Chair/Oneida Police Commission

*Oaths of office administered by Secretary Lisa Liggins. Michael Lynch and Kaleb Brown were present.*

**B. Oneida Election Board Alternates - Shelly King, Sacheen Lawrence, and Yasiman Metoxen (00:07:10)**

Sponsor: Lisa Liggins, Secretary

**C. Oneida Election Board Ad Hoc Committee - Brooke Beltran (00:07:10)**

Sponsor: Lisa Liggins, Secretary

*Oaths of office administered by Secretary Lisa Liggins. Brooke Beltran, Shelly King, Sacheen Lawrence, and Yasiman Metoxen were present via Microsoft Teams.*

**V. MINUTES****A. Approve the May 24, 2023, regular Business Committee meeting minutes (00:09:50)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to approve the May 24, 2023, regular Business Committee meeting minutes, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**VI. RESOLUTIONS****A. Adopt resolution entitled Adoption of the Restated and Amended Oneida Business Committee 401(k) Savings Plan (00:10:17)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to adopt resolution entitled 06-14-23-A Adoption of the Restated and Amended Oneida Business Committee 401(k) Savings Plan, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT**

**B. Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Funds for a Payment of \$450,000 to contract with American Indian AG Industries, and requested General Tribal Council for legalized marijuana (00:11:14)**

Sponsor: Justin Nishimoto, Business Analyst

Motion by Lisa Liggins to adopt resolution entitled 06-14-23-B Approval of Use of Economic Development, Diversification and Community Development Funds for a Payment of \$450,000 to contract with American Indian AG Industries, and requested General Tribal Council for legalized marijuana in accordance with General Tribal Council January 20, 2020, directive, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**C. Adopt resolution entitled Approval of Use the Economic Development, Diversification, and Community Development Funds for a Sponsorship of \$10,000 to the Tribal Housing Summit in October 2023 (00:12:00)**

Sponsor: Justin Nishimoto, Business Analyst

Motion by David P. Jordan to adopt resolution entitled 06-14-23-C Approval of Use the Economic Development, Diversification, and Community Development Funds for a Sponsorship of \$10,000 to the Tribal Housing Summit in October 2023, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**D. Adopt resolution entitled Authorization of Unbudgeted Expenditure – 4273006 (00:12:35)**

Sponsor: Winnifred Thomas, Chair/Oneida Nation Commission on Aging

Motion by Lisa Liggins to adopt resolution entitled 06-14-23-D Authorization of Unbudgeted Expenditure - 4273006, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**E. Adopt resolution entitled Fiscal Year 2024 Budget Considerations and Calendar (00:14:00)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to adopt resolution entitled 06-14-23-E Fiscal Year 2024 Budget Considerations and Calendar with four (4) noted changes [1] at line 38, add "a" after "as"; 2) at line 56, add "6/20/2023" as the Budget Kick Off Meeting; 3) at line 56, add "7/6-18/2023 for Community Input Meetings"; and 4) at line 67, add "~" before "20.44%", seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT**

- F. Adopt resolution entitled Support for Great Law Recital in Oneida Nation Community 2023 (00:43:00)**  
Sponsor: Lisa Liggins, Secretary

Motion by Kirby Metoxen to adopt resolution entitled 06-14-23-F Support for Great Law Recital in Oneida Nation Community 2023; to approve the correspondence to the Executive Human Resource Director, Gaming General Manager, Retail General Manager, and General Manager; and to direct the Secretary to issue the correspondence by June 16, 2023, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

- G. Enter the e-poll results into the record regarding the adopted BC resolution 05-31-23-A Oneida Nation Farm Native American Agriculture Fund Application (00:48:24)**  
Sponsor: Lisa Liggins, Secretary

Motion by David P. Jordan to enter the e-poll results into the record regarding the adopted BC resolution 05-31-23-A Oneida Nation Farm Native American Agriculture Fund Application, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**VII. STANDING COMMITTEES****A. LEGISLATIVE OPERATING COMMITTEE**

- 1. Accept the May 17, 2023, regular Legislative Operating Committee meeting minutes (00:48:50)**  
Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the May 17, 2023, regular Legislative Operating Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**B. QUALITY OF LIFE COMMITTEE**

- 1. Accept the April 20, 2023, regular Quality of Life Committee meeting minutes (00:49:11)**  
Sponsor: Daniel Guzman King, Councilman

Motion by David P. Jordan to accept the April 20, 2023, regular Quality of Life Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****VIII. TRAVEL REPORTS****A. Approve the travel report - Councilman David Jordan - Reservation Economic Summit (RES) - Las Vegas, NV - April 2-6, 2023 (00:49:35)**

Sponsor: David P. Jordan, Councilman

Motion by Kirby Metoxen to approve the travel report from Councilman David Jordan for the Reservation Economic Summit (RES) in Las Vegas, NV - April 2-6, 2023, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, Lisa Liggins, Kirby Metoxen  
 Abstained: David P. Jordan  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**B. Approve the travel report - Councilwoman Jennifer Webster - National Tribal Health Conference - Anchorage, AK - April 29-May 5, 2023 (00:50:03)**

Sponsor: Jennifer Webster, Councilwoman

Motion by David P. Jordan to approve the travel report from Councilwoman Jennifer Webster for the National Tribal Health Conference in Anchorage, AK - April 29-May 5, 2023, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**C. Approve the travel report - Councilwoman Jennifer Webster - Administration for Children and Families Consultation - Prior Lake, MN - June 4-5, 2023 (00:50:28)**

Sponsor: Jennifer Webster, Councilwoman

Motion by David P. Jordan to approve the travel report from Councilwoman Jennifer Webster for the Administration for Children and Families Consultation in Prior Lake, MN - June 4-5, 2023, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**D. Enter the e-poll results into the record regarding the approved travel request for Councilman David Jordan to attend the Center for Indigenous Innovation and Health Equity Tribal Advisory Committee Meeting in Oklahoma City, OK June 28-29, 2023 (00:51:03)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to enter the e-poll results into the record regarding the approved travel request for Councilman David Jordan to attend the Center for Indigenous Innovation and Health Equity Tribal Advisory Committee Meeting in Oklahoma City, OK June 28-29, 2023, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, Lisa Liggins, Kirby Metoxen  
 Abstained: David P. Jordan  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****IX. TRAVEL REQUESTS****A. Approve the travel request - Councilman Kirby Metoxen - Native American Indigenous Games (NAIG) - Halifax, NS - July 15-19, 2023 (00:51:32)**

Sponsor: Kirby Metoxen, Councilman

Motion by David P. Jordan to approve the travel request for Councilman Kirby Metoxen to attend the Native American Indigenous Games (NAIG) in Halifax, NS - July 15-19, 2023, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Jennifer Webster  
 Abstained: Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill

*The Oneida Business Committee, by consensus, recessed at 9:30 a.m. to 10:10 a.m.*

*Meeting called to order by Vice-Chairman Brandon Stevens at 10:11 a.m.*

*Roll call for the record:*

*Present: Councilman Daniel Guzman King; Councilman David P. Jordan; Secretary Lisa Liggins; Councilman Kirby Metoxen; Vice-Chairman Brandon Stevens;  
 Not Present: Treasurer Tina Danforth; Chairman Tehassi Hill; Councilwoman Jennifer Webster;*

**X. NEW BUSINESS****A. Approve the concept paper - CDC # 20-107 Archiquette Building Renovation (1:02:33)**

Sponsor: Mark W. Powless, General Manager

Motion by Lisa Liggins to approve the concept paper - CDC # 20-107 Archiquette Building Renovation, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**B. Approve the CDC approval package - CDC # 22-115 Public Market (1:08:34)**

Sponsor: Mark W. Powless, General Manager

Motion by David P. Jordan to approve the CDC approval package - CDC # 22-115 Public Market, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**C. Approve OBC SOP entitled Holding a Virtual Meeting (01:13:07)**

Sponsor: Lisa Liggins, Secretary

Motion by David P. Jordan to approve OBC SOP entitled Holding a Virtual Meeting, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
 Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****D. Accept the 2023 Primary Election final report and declare the official results (01:19:26)**

Sponsor: Tina Skenandore, Chair/Oneida Election Board

Motion by David P. Jordan to accept the 2023 Primary Election final report and declare the official results, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**E. Research Request: Jessica Burghart - Walden University - Developing Business Strategies for Native American Businesses - Review recommendation and determine appropriate next steps (01:24:33)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to approve research request, consistent with resolution # BC-05-08-19-A, Research Requests: Review and Approval to Conduct, and, in accordance with: a) resolve #2(3), Ms. Burghart is required to submit the final draft research paper for review; b) resolve #2(4), Ms. Burghart is required to submit a copy of the published work and can request to present the research findings to the Oneida Business Committee; and c) resolve #5, any further use of this research information is subject to authorization by the Oneida Business Committee, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**F. Term appointment and determine next steps regarding Councilwoman Cornelius' departure and liaison duties (01:26:32)**

Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to approve the term appointment and determine next steps regarding Councilwoman Cornelius' departure and liaison duties and direct the Intergovernmental Affairs Director to bring back a recommendation to address the vacancy on the Equity and Inclusion Advisory Committee to be brought to the July 12, 2023, regular Business Committee meeting, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**G. Post one (1) vacancy - Oneida Election Board (01:31:24)**

Sponsor: Lisa Liggins, Secretary

Motion by David P. Jordan to post one (1) vacancy - Oneida Election Board, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****XI. GENERAL TRIBAL COUNCIL****A. Approve notice and materials for July 24, 2023, tentatively scheduled semi-annual General Tribal Council meeting (01:32:00)**

Sponsor: Lisa Liggins, Secretary

Motion by Daniel Guzman King to approve notice and materials for July 24, 2023, tentatively scheduled semi-annual General Tribal Council meeting, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**B. Reschedule start time for the October 8, 2023, and October 22, 2023, special General Tribal Council meetings (01:41:27)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to reschedule the start time for the October 8, 2023, and October 22, 2023, special General Tribal Council meetings to 2:00 p.m., seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**C. Accept the supplemental fiscal impact statement re: Right to Review, Discussion and Take Any Other Action Required (01:44:07)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by David P. Jordan to accept the supplemental fiscal impact statement re: Right to Review, Discussion and Take Any Other Action Required, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**D. PETITIONER LINDA DALLAS - Accept the fiscal impact statement - petition # 2023-01, 2023-08, 2023-09, 2023-10, 2023-12, 2023-16, 2023-17, 2023-18, 2023-19, 2023-21, 2023-27, 2023-28****1. Accept the fiscal impact statements - petition # 2023-01, 2023-08, 2023-09, 2023-10, 2023-12, 2023-16, 2023-17, 2023-18, 2023-19, 2023-21, 2023-27, 2023-28 (01:48:27)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to accept the fiscal impact statements - petition # 2023-01, 2023-08, 2023-09, 2023-10, 2023-12, 2023-16, 2023-17, 2023-18, 2023-19, 2023-21, 2023-27, 2023-28, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****E. PETITIONER LLOYD ZEISE - Accept the fiscal impact statement - petition # 2023-04****1. Accept the fiscal impact statement - petition # 2023-04 (01:48:58)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to accept the fiscal impact statement - petition # 2023-04, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**F. PETITIONER LINDA DALLAS - Accept the statement of effect - petition # 2023-29****1. Accept the statement of effect - petition # 2023-29 (01:49:20)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the statement of effect - petition # 2023-29, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**G. PETITIONER LINDA DALLAS - Accept the legal review - petition # 2023-29****1. Accept the legal review - # 2023-29 (01:51:30)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to accept the legal review - petition # 2023-29, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****XII. EXECUTIVE SESSION**

Motion by Lisa Liggins to go into executive session at 11:03 a.m., seconded by Daniel Guzman King.  
Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

Motion by David P. Jordan to come out of executive session at 12:12 p.m., seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

*Roll call for the record:*

*Present: Councilman Daniel Guzman King; Councilman David P. Jordan; Secretary Lisa Liggins; Councilman Kirby Metoxen; Vice-Chairman Brandon Stevens;*  
*Not Present: Treasurer Tina Danforth; Chairman Tehassi Hill; Councilwoman Jennifer Webster;*

**A. REPORTS****1. Accept the Chief Counsel report (01:53:41)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to accept the Chief Counsel report, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**2. Accept the General Manager report (01:54:09)**

Sponsor: Mark W. Powless, General Manager

Motion by Lisa Liggins to accept the General Manager report, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**3. Accept the Intergovernmental Affairs, Communications, and Self-Governance special report and determine next steps (01:54:29)**

Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs

Motion by Lisa Liggins to accept the Intergovernmental Affairs, Communications, and Self-Governance special report and direct the Intergovernmental Affairs and Communications director to prepare for strategic deployment of the concept outlined in the report in the fall of 2023, seconded by David P. Jordan. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen  
Abstained: Daniel Guzman King  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT****B. AUDIT COMMITTEE**

1. **Accept the April 20, 2023, regular Audit Committee meeting minutes (01:55:38)**  
Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the April 20, 2023, regular Audit Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

2. **Accept the Oneida Police Department controls assessment audit and lift confidentiality requirement (01:55:56)**  
Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the Oneida Police Department controls assessment audit and lift confidentiality requirement, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

3. **Accept the Controlled Keys compliance audit and lift confidentiality requirement (01:56:13)**  
Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the Controlled Keys compliance audit and lift confidentiality requirement, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**C. NEW BUSINESS**

1. **Review applications - Bay Bancorporation, Inc. and determine next steps (01:56:30)**  
Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to appoint the recommendations from the Bay Bank President and CEO and appoint Josh Cottrell to the Bay Bancorporation, Inc. board with a term ending June 2025, and Sam McMahon, to the Bay Bancorporation, Inc. board with the term ending June 2026, and to appoint Elaine Skenandore Cornelius to a term ending June 2024, Fern Orie to a term ending June 2024, Todd VanDen Heuvel to a term ending June 2025, and Jeff Bowman to a term ending 2026, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

2. **Approve requested action(s) regarding DR05 (01:57:53)**  
Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to accept the update regarding DR05 as information, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**DRAFT**

**3. Deliberations regarding a pardon application - Eric A. Arce (01:58:15)**

Sponsor: Eric Boulanger, Chair/Pardon and Forgiveness Screening Committee

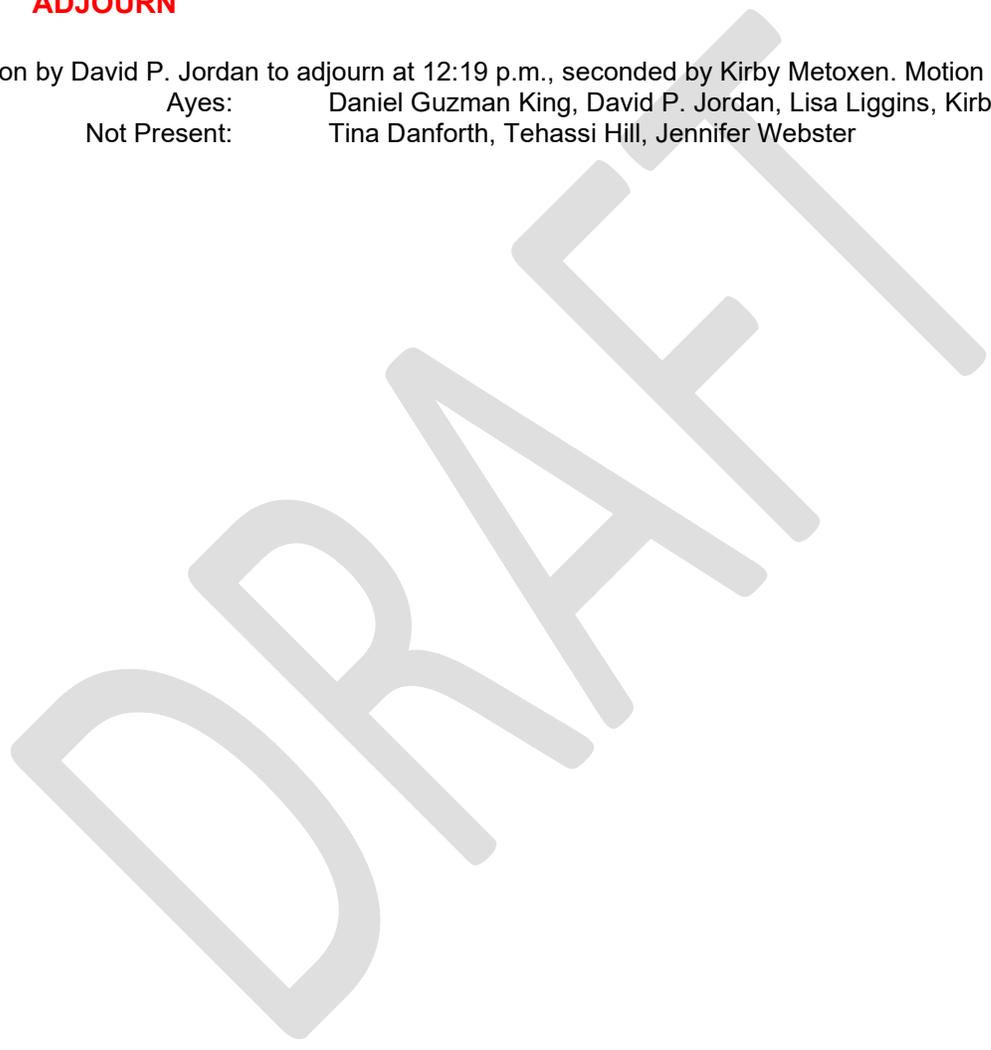
Motion by Lisa Liggins to accept the Pardon and Forgiveness Screening Committee recommendation, to adopt the resolution entitled 06-14-23-G Regarding Pardon Application - Eric Alexander Arce, and to move the resolution to open session, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster

**XIII. ADJOURN**

Motion by David P. Jordan to adjourn at 12:19 p.m., seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen  
Not Present: Tina Danforth, Tehassi Hill, Jennifer Webster



Minutes prepared by Fawn Billie, Information Management Specialist.  
Minutes approved as presented on \_\_\_\_\_.

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

## Adopt resolution entitled Research Forum with Oneida Nation

**Business Committee Agenda Request**

**1. Meeting Date Requested:** 06/28/23

**2. Session:**

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

**3. Requested Motion:**

Accept as information; OR

Approval to conduct a research project involving University of WI team members and community partners to recruit Oneida Nation community members/participants to collect input and evaluate community interest on the continued development of a Research Code and eventually an Institutional Review Board for the Oneida Nation.

**4. Areas potentially impacted or affected by this request:**

- |  |   |
|--|---|
| <input type="checkbox"/> Finance                         | <input type="checkbox"/> Programs/Services                  |
| <input type="checkbox"/> Law Office                      | <input type="checkbox"/> MIS                                |
| <input type="checkbox"/> Gaming/Retail                   | <input type="checkbox"/> Boards, Committees, or Commissions |
| <input checked="" type="checkbox"/> Other: Oneida Nation |   |

**5. Additional attendees needed for this request:**

*Name, Title/Entity OR Choose from List*

**6. Supporting Documents:**

- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
- Report
- Correspondence
- Legal Review
- Resolution
- Draft GTC Notice
- Minutes
- Rule (adoption packet)
- Draft GTC Packet
- MOU/MOA
- Statement of Effect
- E-poll results/back-up
- Petition
- Travel Documents
- Other: Research information and proposal

**7. Budget Information:**

- Budgeted – Tribal Contribution
- Budgeted – Grant Funded
- Unbudgeted
- Not Applicable
- Other: *Describe*

**8. Submission:**

**Mark W. Powless** Digitally signed by Mark W. Powless  
Date: 2023.06.12 13:49:01 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Debra J. Danforth, OCHD Division Director

Oneida Comprehensive Health Division  
 Oneida Community Health Center  
 Behavioral Health Services  
 Anna John Resident Centered Care Community  
 Employee Health Nursing



To: Oneida Business Committee

From: Debra Danforth RN, BSN   
 Oneida Comprehensive Health  
 Division Director-Operations

Date: June 12, 2023

Re: Recommendation for UWGB Research Forum

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I have reviewed the Attached Resolution and information provided for the Research by the University of Wisconsin Green Bay research team consisting of Dr. Cary Waubanasum and Ms. Julie Beans, Researcher with Southcentral Foundation in Anchorage, AK, The purpose of this proposal for research is to highlight research projects taking place with the Oneida Nation and/or with Oneida Nation Citizens to increase awareness of research throughout the community. The end goal would be to collect input and feedback on the continued development of a Research Code and eventually and Institutional Review Board for the Oneida Nation. The plan is to evaluate community interest and priorities of research taking place on or in the Oneida Nation and/or with Oneida Nation citizens to work towards a balanced relationship between the community and research teams.

The researchers propose that all information, publication from this research shall be presented to the Oneida Business Committee before distribution to other forums. In addition, the researcher does recognize the Oneida Nation as the protector and owner of the information collected as part of this study and that the final disposition of the information collected will be used, stored and destroyed at their discretion.

Based upon my review the data collected from the Oneida Nation Tribal members will be held in secure, password protected databases at the UWGB system; however, this coded data will only be accessed and analyzed by research teams whose proposals are reviewed and approved through a University of Wisconsin Institutional Review Board approved process. It is the recommendation of OCHD to the Oneida Business Committee to consider the addition of a formal approval by any other researcher requesting access to the Oneida Nation data for future specified research be approved by the Oneida Nation, and will be subject to review by representatives of the Oneida Nation upon request. If the approval process is not agreeable then the recommendation would request the Business Committee to only approve the research proposal to collect and analyze the data and then request additional approval to store any data based upon the research findings. It is the recommendation of the OCHD that the Oneida Business Committee consider including a stipulation that all information collected within the boundaries of the Oneida Nation will be the property of the Oneida Nation and may not be released in any form to individuals, agencies or organizations within additional approval and authorization from the Oneida Nation.

Mailing Address: P.O. Box 365, Oneida, WI 54155  
<https://oneida-nsn.gov/resources/health/>

Oneida Community Health Center  
 Behavioral Health Services  
 Anna John Resident Centered Care Community  
 Employee Health Nursing

525 Airport Rd., Oneida, WI 54155  
 2640 West Point Rd., Green Bay, WI 54304  
 2901 S. Overland Rd., Oneida, WI 54155  
 701 Packerland Dr., Green Bay, WI 54303

Phone: (920) 869-2711 or 1-866-869-2711  
 Phone: (920) 490-3790 or 1-888-490-2457  
 Phone: (920) 869-2797  
 Phone: (920) 405-4492

Fax: (920) 869-1780  
 Fax: (920) 490-3883  
 Fax: (920) 869-3238  
 Fax: (920) 405-4494

Based upon the above requirements in accordance with BC Resolution #05-08-19-A, the Oneida Comprehensive Health Division recommends the Oneida Business Committee approve the Resolution and consider the additional recommendations to clearly protect the data and samples of the participants of this research request for the University of Wisconsin Green Bay by Dr. Cary Waubanasum and Ms. Julie Beans.

cc: Jay Kennard MD, Interim Medical Director  
Mark W. Powless, General Manager



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



**Statement of Effect**  
*Research Forum with Oneida Nation*

***Summary***

The resolution seeks approval to allow University of Wisconsin affiliated team members and community partners to recruit participants for the research project through the use of a Research Forum to be held on June 21, 2023, from 12:30 p.m. to 4:00 p.m. at the Radisson Hotel Green Bay.

*Submitted by: Clorissa N. Leeman, Senior Staff Attorney, Legislative Reference Office*  
*Date: June 13, 2023*

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

In 2019, the Oneida Business Committee (“OBC”) adopted resolution BC-05-08-19-A titled, *Research Requests: Review and Approval to Conduct*, which sets forth certain requirements to be met when seeking approval to conduct research that involves the Oneida Nation and its members. Resolution BC-05-08-19-A was adopted in response to an increase in the number of research projects involving the Nation or its members that was being conducted. Its purpose is to ensure that, with any research project approved by the Nation: (1) Oneida members, the Nation and the community are protected; (2) the information developed is provided to the Nation; and (3) the research accurately portrays the complex history and current activities of the Nation and its members.

Resolution BC-05-08-19-A provides a specific process for consideration of research requests by educational institutions or businesses that would require access to the Nation or its members for research studies of human subjects. The process includes that:

- The request be presented to the Director of Comprehensive Health Operations (“Director”) for review and recommendation for action to the OBC;
- The entity conducting the research be required to submit a copy of the final draft of the research to the Director to review for accuracy; and
- The entity conducting the research be required to submit a copy of the published or approved research project to the Director to be presented to the OBC as a final published or approved research project.

Resolution BC-05-08-19-A further provides that no entity, employee or representative of the Nation is authorized to approve research on behalf of the Nation unless done so in accordance with the resolution or a law which supersedes the resolution. In addition, it provides that no research project data or materials shall be utilized for any other or for extended research without written approval of the Nation. Currently, there is no law of the Nation that addresses the research projects discussed herein; thus, Resolution BC-05-08-19-A governs the analysis of this resolution.

This resolution seeks approval to allow the University of Wisconsin affiliated team members and community partners to recruit participants for the research project through the use of a Research Forum to be held on June 21, 2023, from 12:30 p.m. to 4:00 p.m. at the Radisson Hotel Green Bay, and will provide each participant with up to fifty dollars (\$50) via gift cards which will be paid for and handled solely by the research team. This resolution provides that data collected from Oneida Nation Tribal members will be held in secure, password protected databases at the University of Wisconsin and will be thoroughly de-identified; however, this coded data will only be accessed and analyzed by research teams whose proposals are reviewed and approved by the University of Wisconsin Institutional Review Board, and any data collection will be subject to review by representatives of the Oneida Nation upon request. Oneida Nation and individual participants are allowed to rescind approval at any time and can ask that data be removed from databases and destroyed. Any papers or studies from this research shall be presented to the Oneida Business Committee before distribution to other forums. This resolution provides that the University of Wisconsin recognized the Oneida Nation's position as protector and owner of the information collected as part of this study and that the final disposition of the information collected will be used, stored, and destroyed at their discretion.

This resolution does not provide any information on whether the research request has been presented, reviewed and recommended for approval by the Director of Comprehensive Health Operations per the requirements of resolution BC-05-08-19-A. In addition, this resolution does not provide any information on whether the University of Wisconsin has agreed to abide by the resolution BC-05-08-19-A's criteria for research projects that are conducted by educational institutions such as the University of Wisconsin.

### ***Conclusion***

It is unknown whether this resolution complies with the requirements for the review and approval of requests to conduct research as provided for in resolution BC-05-08-19-A, *Research Requests: Review and Approval to Conduct*.

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

## **BC Resolution # Leave this line blank Research Forum with Oneida Nation**

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- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the primary purpose of this event is to highlight research projects taking place with the Oneida Nation and/or with Oneida Nation Citizens to increase awareness of research throughout the Oneida Community, and
- WHEREAS,** to provide an overview of research projects involving human subjects research as well as non-human subjects' research; and
- WHEREAS,** to evaluate community interest and priorities of research taking place within the Oneida Nation and/or with Oneida Nation Citizens to work towards a balanced relationship between the community and research teams, and
- WHEREAS,** participants will be invited because of their potential interest in research activities and priorities involving the Oneida Nation and community members, and
- WHEREAS,** this evaluation will not have any direct benefits to the participants but a \$25. Gift card for completing the pre-event survey and an additional \$25. Gift card for completing the post-event survey to compensate and thank each participant for their participation, and
- WHEREAS,** the distribution of the gift cards and monitoring will remain under the full control of the research team, Cary Waubanasum of the University of Wisconsin Green Bay and Julie Beans of South Central Foundation, and
- WHEREAS,** participation in this event and the survey is voluntary, and
- WHEREAS,** participants may discontinue or skip any questions or breakout group discussions at any time, and
- WHEREAS,** participants must be at least 18 years of age to participate, and
- WHEREAS,** identifiable information will not be collected in the survey. Any identifiable personal information from the groups will be removed from the notes collected, and

44 **WHEREAS,** only researchers involved in this study will have access to the survey data and breakout  
45 notes, and  
46

47 **WHEREAS,** data collected will be used to identify community priorities regarding research protections  
48 and research with the Oneida Nation, and  
49

50 **WHEREAS,** data collected may be used for academic publication(s), academic and community  
51 presentations and educational purposes (such as using published articles as assigned  
52 readings in classroom settings with the prior consent and approval of the Oneida Nation,  
53 and  
54

55 **WHEREAS,** survey data and breakout notes will be deleted following publication of the study , but data  
56 will be kept for a minimum of four years to be used for publication and educational purposes  
57 with the prior consent and approval of the Oneida Nation,  
58

59 **NOW THEREFORE BE IT RESOLVED,** that the Oneida Nation will allow University of Wisconsin affiliated  
60 team members and community partners to recruit participants for the research project through the use of a  
61 Research Forum to be held on June 21, 2023 from 12:30 PM to 4:00 PM at the Radisson Hotel Green Bay,  
62 and will provide each participant with up to \$50. Gift cards paid for and handled solely by the research team,  
63 and  
64

65 **BE IT FURTHER RESOLVED,** that data collected from Oneida Nation Tribal members will be held in  
66 secure, password protected databases at the University of Wisconsin and will be thoroughly de-identified;  
67 however, this coded data will only be accessed and analyzed by research teams whose proposals have  
68 been reviewed and approved by the University of Wisconsin Institutional Review Board; any data collection  
69 will be subject to review by representatives of the Oneida Nation upon request.  
70

71 **BE IT FURTHER RESOLVED,** that the Oneida Nation and individual participants can rescind approval at  
72 any time and can ask that the data be removed from the databases and destroyed.  
73

74 **BE IT FURTHER RESOLVED,** that any papers or studies from this research shall be presented to the  
75 Oneida Business Committee before distribution to other forums.  
76

77 **BE IT FINALLY RESOLVED,** that the University of Wisconsin recognized the Oneida Nation's position as  
78 protector and owner of the information collected as part of this study and that the final disposition of the  
79 information collected will be used, stored, and destroyed at their discretion.  
80

81  
82 *PLEASE NOTE:*

- 83 1. DO NOT include the Certification. The Certification includes the voting record and Secretary  
84 signature line and will be added after the adoption of the resolution.
- 85 2. If resolution runs to 2 or more pages, make sure to update the header with the TITLE



# Oneida Nation Research Forum

June 21, 2023  
12:30 – 4:00 p.m.

Radisson Green Bay – Tuscarora/Oneida Room

Open to Oneida Community Members

The forum will provide Oneida community members the opportunity to learn about ongoing and completed Research projects with Oneida Nation citizens and provide input on research priorities within the community.

Participants will receive up to \$50 in gift cards. Lunch will be provided.

Reserve your spot today! Register by clicking [HERE](#) or use the QR code below.



Contact Cary Waubanasum  
at [waubanac@uwgb.edu](mailto:waubanac@uwgb.edu) or Julie Beans at  
[jbeans@scf.cc](mailto:jbeans@scf.cc) for more information.

UNIVERSITY of WISCONSIN  
**GREEN BAY**

May 18, 2023

Dear Dr. Waubanasum,

On behalf of the UW–Green Bay Institutional Review Board (IRB) for the protection of human research participants, I am pleased to inform you that your research proposal entitled, "**Research Forum with Oneida Nation**" (Protocol #23-Spring-13) has been **approved** through May 18, 2024.

Your research has been approved as **Expedited** because there are only minimal risks involved. If your research has been approved as expedited or full board you will need to provide including a final report on your research (see website for electronic form).

Your research has been approved for a period extending through May 18, 2024. IRB proposals are given one year of approval. By May 18, 2024, please submit a request for an extension of this project. Please note that it is the principle investigator's responsibility to promptly report to the IRB any changes to the research project (via the Project Modification Form). In addition, if harm or discomfort to anyone becomes apparent during the research, the principal investigator must contact the IRB Chairperson. Harm or discomfort includes, but is not limited to, adverse reaction to psychology experiments, biologics, radioisotopes, labeled drugs, or to medical or other devices used.

Thank you for your efforts to ensure the safety and respect of human subjects. If you have any questions or concerns, please contact me or another member of the IRB.

Congratulations and good luck with your research!

Best wishes and warmest regards,

*Christine Smith*  
Christine Smith, Chair,  
Institutional Review Board  
UW-Green Bay

**APPENDIX A**  
**INFORMED CONSENT DOCUMENT**

**Title of Study:** Research Forum with Oneida Nation

**Background:**

*The purpose of this study is:*

The purpose of this event is to highlight research projects taking place with the Oneida Nation and/or with Oneida Nation citizens to increase awareness of research throughout the community. This will include an overview of research projects involving human subjects research as well as non-human subjects' research. Moreover, we plan to evaluate community interest and priorities of research taking place on the Oneida Nation and/or with Oneida Nation citizens to work towards a balanced relationship between the community and research teams.

**Why am I being asked to take part in this research study:** You are invited because of your potential interest in research activities and priorities involving the Oneida Nation and community members.

**Who is conducting the study:** This study is being conducted by Dr. Cary Waubanasum and Ms. Julie Beans. Dr. Waubanasum is an enrolled member of the Oneida Nation of WI and descendant of Menominee, Forest County Potawatomi, and Stockbridge – Munsee Nations. She is also an Assistant Professor, Social Work Professional Programs at UW-Green Bay. Ms. Beans is an enrolled member of Yupitit of Andreafski and a descendant of the Oneida Nation of WI. She is a Researcher with Southcentral Foundation, a tribal health organization in Anchorage, Alaska.

**Procedures:** If you give consent to be in this study, I would ask that you:

- Complete a pre and post event survey;
- Listen to presentations about research with the Oneida Nation and/or citizens;
- Engage in breakout sessions during the event;
- During the breakout sessions, you will be asked to provide your insights into research and research priorities involving Oneida Nation and community members;
- If you participate in the study, you have the option to not answer any question at your discretion.
- We also request your permission to take some notes during the breakout sessions to capture our own thoughts and observations.
- Your responses to survey questions and our breakout group notes will provide data for any publications, presentations, or summaries we share with Oneida Nation leadership, academic conferences, or other community conferences/events.
- You also will be asked to provide brief, demographic information asking about your tribal affiliation, age, gender identity, and awareness and experience with research.

**Risks:** Risks of a study to a community are not always known. We do not anticipate any risks of this study to your community. The people involved in this study have worked closely with programs with the Oneida Nation to plan to lessen the risk of harm to your community. This plan says any presentations or publications that result from this event must be approved by Oneida Nation leadership.

**Benefits:** There will be no direct benefits to you, but the evaluation will help to develop a plan for future research review and research with the Oneida Nation.

**Compensation:** You will receive a \$25.00 gift card for completing the pre-event survey, and you will receive an additional \$25 gift card for completing the post-event survey to compensate and thank you for your participation.

**Voluntariness:** Your participation in this event and survey is voluntary. You may discontinue participation or skip any questions or breakout group discussions at any time. Your choice to participate or not to participate will not have any effect on your relationship with the University Wisconsin – Green Bay or the researchers/event organizers. You may choose to withdraw from the survey, breakout group, or event at any time with no penalty or loss of benefits to which you are otherwise entitled. *You also confirm that you are at least 18 years of age.*

**What happens to the information collected for the research?**

**Safeguarding your information:**

- All survey data will be stored on a secure, password protected University of Wisconsin-Green Bay server. Passwords will be kept in a safe, locked file cabinet, within a locked office and be downloaded to a secure University of Wisconsin – Green Bay computer drive.
- Identifiable information will not be collected in the survey. Any identifiable personal information from breakout groups will be removed from notes. Pseudonyms (an assigned alias) will be inserted for any identifiable information about all participants to protect your anonymity.
- Only researchers involved in this study will have access to the survey data and breakout group notes.
- Data collected will be used to identify community priorities regarding research protections and research with the Oneida Nation.
- Data collected may be used for academic publication(s), academic and community presentations, and educational purposes (such as using published articles as assigned readings in classroom settings).
- Survey data and breakout *notes* will be deleted following publication of the study, but the data will be kept for a minimum of four years to be used for publication and educational purposes.

**Contacts and Questions:** Questions about this event, survey and to access to results of this study should be directed to: Dr. Cary Waubanascum, UW-Green Bay, [waubanac@uwgb.edu](mailto:waubanac@uwgb.edu), 920-465-2868

**Report an issue, concern, or complaint:** This research has been reviewed and approved by an Institutional Review Board (IRB) at the University of Wisconsin – Green Bay. The contact for answers to pertinent questions about your rights/treatment as a participant should be directed to: UWGB Institutional Review Board, [irb@uwgb.edu](mailto:irb@uwgb.edu), 920-465-2334 *or* Christine Smith, Chair of the Institutional Review Board, [smithc@uwgb.edu](mailto:smithc@uwgb.edu), 920-465-5124.

By signing on the line below, I acknowledge that I have been informed of the purpose, benefits, and risks of participating in this study. I have been given the opportunity to ask questions and have them answered to my satisfaction. I am at least 18 years of age, and I agree to participate in this study.

\_\_\_\_\_  
Signature of participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of participant

\_\_\_\_\_  
Signature of person obtaining consent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of person obtaining consent

THE DATED APPROVAL ON THIS CONSENT FORM INDICATES THAT THIS PROJECT HAS BEEN REVIEWED AND APPROVED BY THE UNIVERSITY OF WISCONSIN – GREEN BAY INSTITUTIONAL REVIEW BOARD



# UNIVERSITY of WISCONSIN-GREEN BAY

## IRB Proposal Application

### Principal Investigator:

Cary B. Waubanasum, MSW, PhD  
Assistant Professor  
Social Work Professional Programs  
University of Wisconsin-Green Bay  
2420 Nicolet Drive, RH 320H  
Green Bay, WI 54311(920) 465-2868  
[waubnac@uwgb.edu](mailto:waubnac@uwgb.edu)

All documents combined in this PDF file are listed in the following order.

1. IRB Proposal Application, including signature page
2. Appendix A: Verbal Informed Consent
3. Appendix B: Pre Conference Evaluation Questions
4. Appendix C: Post Conference Evaluation Questions
5. Appendix D: Forum Event Flier Language
6. Appendix E: Waubanasum CITI Certification
7. Appendix F: Beans CITI Certification

Thank you,

Cary Waubanasum, PhD



# UNIVERSITY of WISCONSIN-GREEN BAY

## Institutional Review Board (IRB) Application: Research Involving Human Subjects

### INSTRUCTIONS

All submissions ***must be electronic*** unless pre-approved by the IRB chair. If you are having difficulties with the electronic form, please contact the IRB chair. Once complete, email the entire proposal as a PDF file to [irb@uwgb.edu](mailto:irb@uwgb.edu) and the IRB Chair. The PI must submit this protocol and all correspondence will take place with the PI. The proposal must be sent as **one** complete document. Please include all relevant forms as well as the IRB certifications and signatures of all investigators involved.

### PART I: PROJECT INFORMATION

#### A. Research Project Information

Study Title: Research Forum with Oneida Nation

Date Submitted: 5/3/2023

Estimated Start Date: May 2023

*Note: Please allow at least 14 days for exempt or expedited review. Protocols requiring approval from the full board will be reviewed at the next scheduled meeting.*

Estimated Completion Date: June 2023

*Note: Projects continuing for longer than one year will require an Extension Form and Annual Progress Report.*

Is this a Quality Improvement Project?      Yes       No

If yes, please complete the [Program Evaluation Self-Certification Tool](#)

<https://www.uwgb.edu/institutional-review-board/do-i-need-irb-approval/>

#### B. Principal Investigator (PI)\*

*\*please note this cannot be a student*

Name: Cary Waubanacum

Email: [waubanac@uwgb.edu](mailto:waubanac@uwgb.edu)

Program/Unit: Social Work Professional Programs

Phone: (920) 465-4868

Status:       Full-time Faculty Member       Administrator/Staff Member

Full-time Lecturer       Other, please explain:

Was this proposal primarily prepared by a student-investigator(s)?       Yes       No

If so, did you (as PI), review and/or edit the document to assure that it contains the required information as requested by the IRB?       N/A       Yes       No

#### C. Determination of Risk/Review Status

For a description of these categories, please review the IRB Policies and Procedures Manual on the IRB website.



# UNIVERSITY of WISCONSIN-GREEN BAY

- Full Board Review – requires full IRB approval – requires a progress report.
  - Expedited Review – can be reviewed by any member of the IRB – requires a progress report.
  - Exempt - can be reviewed by any member of the IRB – does NOT require a progress report.
- Exempt status means that once approved the proposal is exempt from any further IRB review.*

## D. Signatures

NAME	SIGNATURE	EMAIL	STATUS - Please Choose One
(PI): Cary Waubanasum	<i>Cary Waubanasum</i> <input checked="" type="checkbox"/> Electronic Signature	waubanac@uwgb.edu	Faculty
Julie Beans	<input checked="" type="checkbox"/> Electronic Signature <i>Julie Beans</i>	jbeans@scf.cc	Other
	<input type="checkbox"/> Electronic Signature		Other
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status

Please check "Electronic Signature" box if you are submitting an electronic signature.



## PART II: PROJECT NARRATIVE

### A. Purpose and Significance of the Project

Provide a brief background statement and describe the purpose of the research project and the importance of the knowledge to be gained from it. Include several citations from literature to establish a research history (please provide citations/references).

First Nations have been harmed and exploited by research practices, which has led to mistrust by tribal citizens in engaging in research (Hodge, 2012; Smith, 2021). Despite University level Institutional Review Board protocols, many tribal focused research projects often fail to consider the sovereign status of First Nations by seeking approval from tribes, involving them in the research process, or considering their community health needs (Valeggia and Snodgrass 2015, Garrison et al. 2019). To mitigate these harmful research practices, many First Nations have developed tribal research protections, such as tribal Institutional Review Boards (Around Him et al., 2019). Additionally, many scholars engage in respectful and empowering participatory research (PR) approaches that encourage community participation, balance power relationships between researchers and communities, are led by community research needs and priorities, considers and prioritizes how research will directly benefit communities, and democratizes decision making processes (Fisher et al. 2003, Baum et al. 2006, Israel 2013).

In alignment with PR approaches, the purpose of “Research Forum with Oneida Nation” event is to engage Oneida Nation community members to work towards a balanced relationship between the community and research teams. We will highlight research projects taking place on the Oneida Nation and/or with Oneida Nation citizens via speaker panels; increase awareness of research; describe the importance of tribal level research protections; and provide an overview of research projects involving human subjects research as well as non-human subjects' research. Moreover, we plan to evaluate (see attached pre and post event evaluations) community interest of research taking place on the Oneida Nation and/or with Oneida Nation citizens and to seek their recommendations for research priorities and needs within the Oneida community.

### References

- Around Him, D., Aguilar, T. A., Frederick, A., Larsen, H., Seiber, M., & Angal, J. (2019). Tribal IRBs: A framework for understanding research oversight in American Indian and Alaska Native communities. *American Indian and Alaska Native Mental Health Research*, 26(2), 71-95.
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## B. Participants in the Project

1. Identify all participant groups (e.g. teacher, elementary school students, administrators, patients, etc.).

**Oneida Nation adult community members.**

2. Describe the basic characteristics of potential participants, (e.g. college students, administrators, clients, etc. and the anticipated number of participants, age range, gender, racial/ethnic background).

**We will aim to include 30 attendees who are Oneida Nation community members. Diversity of gender identity and sexual orientation will be included.**

3. Describe any special criteria for including or excluding individuals from participation and justify those criteria; example: including only individuals with hypertension as that is pertinent to the intervention to address hypertension.

**Inclusion criteria include adults who identify as affiliated with the Oneida Nation of Wisconsin, both enrolled and descendants will be included. Participants under the age of 18 will be excluded.**

4. If a requirement of the research is that the participants are to be in good mental or physical health, indicate who will determine and how.

**Mental or physical health issues are not anticipated to be a factor in this study.**

5. If the participants are minors, mentally incompetent, or legally restricted groups, give an explanation as to the necessity for using these particular groups (please note that the research with any of these groups requires Full Board Review).

NA

6. Indicate the total amount time required of each participant. If you will be using multiple instruments/procedures, state the amount of time required for each instrument/procedure.

**The research forum will be 3 hours long.**

7. If you will reward (e.g., provide money, extra credit, gift, etc.) participants, indicate the type of reward, when participants will receive the payment, and whether or not your participants will receive the payment if they drop out of the study. In case of course credit(s), indicate how students who do not participate will be able to earn equal credit.

**All attendees will receive a free lunch. Each attendee will receive a \$25 gift card for completing the pre event evaluation. Attendees will receive an additional \$25 gift card for completing the post event evaluation. Attendees will receive a gift card for completing evaluations even if they leave the event at any time. Attendees may also receive a small gift (e.g. a notebook and pen).**

## C. Methodology

1. Describe all the procedures used to identify, recruit subjects. Include who will make contact, how the contract will be made, and how subjects will be enrolled in the study.

**A flier will be used to inform the Oneida Nation community about this event. The flier will be posted in public areas around the community (e.g., health center, gas stations, etc...), and advertised**



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on social media outlets. Attendees will be asked to register for this event via Qualtrics. Attendees will also be asked to contact Dr. Waubanasum via telephone or email for assistance with registration. Attendees will receive a reminder via email or text for their registration within one week of the event.

2. Describe what constitutes data (quantitative or qualitative) for this research.

**This event will have a pre- and post- conference evaluation that will consist of Likert-scale questions as well as open-ended questions. Qualitative notes will be taken in each breakout group.**

3. Describe what participants will be asked to do, e.g., interventions, educational programs, testing, observation, interviews, or laboratory procedures.

**Attendees will be asked to take the pre- and post- conference evaluation, listen to presentations and engage in breakout groups to discuss tribal research priorities. Attendees will be able to complete each the pre and post evaluations either on paper or electronically via their personal electronic device (Will provide a QR Code).**

4. Indicate any personnel who will be involved in the research process, e.g., those who will be present during a participants' participation, those involved in analyzing the data. State the qualifications (must be IRB certified) and roles of all personnel.

**Dr. Waubanasum and Ms. Beans will be involved in planning and conducting the research forum as well as analysis of evaluation responses and dissemination of results.**

5. If the project involves invasive medical procedures and/or stress testing, please indicate the qualifications of the person(s) performing the procedure.

N/A

6. Indicate the location(s) where the research will take place, e.g., UWGB, in participants' homes, the Brown County Library, etc.

**Oneida Radisson Hotel**

7. If you are using an online survey (such as Qualtrics) you must provide a pdf of the survey. Please append to the end of this document. Additionally, please provide the link here.

**PDF of pre and post evaluation attached. We have not developed the evaluation in Qualtrics yet.**

## **D. Risks to Participants**

1. Describe, in detail, any risks you foresee (physical, emotional, psychological, social, legal, economic, etc.).

**Evaluation responses will be anonymous to protect participant confidentiality and minimize risk. This is possible risk of loss of confidentiality, however, with the protections detailed below, this risk is minimal. Personal identifiers such as name, will not be recorded in this project.**

2. If more than minimal risk, provide the rationale for the necessity of such risks, i.e., why the value of the information to be gained outweighs the risk involved.

N/A

3. If more than minimal risk, describe what actions that will be taken to minimize the risk(s).



N/A

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4. If you will utilize deception (of any kind) in gathering your data, justify and support the use of deception AND provide a detailed description of the debriefing process used to explain the deception and the rationale for using it.

N/A

## E. Safeguarding the Participants

1. Collection of information can identify or potentially identify individual participants through surveys, interviews, or tests (including demographic data)? If YES, please explain & justify.

No       Yes, Explain:

2. Will archival data containing identifying information or codes that could be linked to individuals be used? If YES, please explain and justify.

No       Yes, Explain:

3. Will information be gathered or recorded in such a manner that participants can be identified, either directly or through identifiers linked to them? If YES, please explain and justify.

No       Yes, Explain:

4. Explain how and where you will store the data and who will have access to it. FYI – it is not necessary to destroy data. Note that electronic storage **MUST** be password protected.

**Data will be stored on the secure password protected UWGB server system (Qualtrics and Microsoft Teams). Only the investigators listed on this protocol will have access to these data.**

5. Describe specific procedures you will use to safeguard participants' data from unauthorized access.

**Passwords to secure server will be kept in a locked filing cabinet in the PIs locked office on the UWGB campus (Rose Hall).**

6. If applicable, explain how you will link the data to participants during your study.

N/A

7. State what you will do with the information obtained from the study (participants), e.g., use aggregate data to publish in a scientific journal, present at a conference.

**Any reports or publications will present data only in aggregate or summary form. Reports will not identify specific individuals. These data will be shared with the community and potentially in a scientific journal and/or professional conference presentation.**

8. Describe which elements of your project might be openly accessible to other agencies or appear in publications.

**Summary of evaluation responses and breakout group discussion will be shared with Oneida Nation leadership and community members.**

## F. Benefits to Participants

Describe any potential benefits of participation (to participants, to society, and/or to a particular field of study) and evaluate the risk-benefit ratio of participation in the project, e.g., ERLP credit, gift card, etc.



# UNIVERSITY of WISCONSIN-GREEN BAY

**There are no direct benefits to participants in the study. The project could have a positive impact on future research projects with the Oneida Nation.**

## **G. Cooperating Institutions**

If applicable, please provide information about any cooperating institutions (hospitals, prisons, social welfare agencies, etc.) that are involved in the project. Include information about the subjects and/or researchers' affiliation with the institution(s). Provide a copy of the affiliation (agreement) letter. The affiliation letter(s) should be written by a supervisor at the particular agency and serve as evidence that the primary investigator has been given permission to conduct research at the institution. You may NOT begin participant recruitment or data collection until you have submitted the signed affiliation letter(s) to the IRB.

Oneida Nation Health Center, Debbie Danforth

Oneida Nation Tribal Action Plan (TAP) Program, Leslie Doxtator

### **Letters of Support are pending**

If applicable, signed affiliation letter(s) are attached.



# UNIVERSITY of WISCONSIN-GREEN BAY

## H. Special Considerations

<b>Does your research involve:</b>	<b>YES</b>	<b>NO</b>
1. Use of instructional strategies that are NOT commonly used and well accepted, or the addition of assessment procedures that are NOT routinely used in established or commonly accepted educational settings? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Inclusion of questions about topics that the participant might consider sensitive or personal (e.g., questions about ethical or religious beliefs, questions about (intimate) relationships, questions about health status, health practices, or medical history, etc.). If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Placing the participants at risk of criminal or civil liability or damaging the subjects' financial standing, employability, or reputation if their responses were to be were to be disclosed outside of the research project? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Any procedures that could impose stress or expose participants to risks beyond what they encounter in everyday life? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Use or presentation of materials that might be considered to be offensive, threatening, or degrading? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Risk of physical injury or discomfort to participants, including physical exertion beyond normal activity? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Manipulation of physiological requirements (nutrition, sleep, etc.) or of ethically sensitive psychological and social variables (sensory deprivation, isolation, stress, self-esteem)? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Participants taking internally, or having applied externally, any substances, drugs, or other controlled substances? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Collection and/or removal of any fluids or tissue from participants? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Use of participants with whom the researcher has another relationship (e.g. administrator-teacher, teacher-student, psychotherapist-client, supervisor-employee, nurse-patient, professional-client, parole officer-parolee, etc.)? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Access to health care records, legal records, or educational records.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# UNIVERSITY of WISCONSIN-GREEN BAY

12. Photographing, videotaping, or audiotaping **participants** and/or individuals who will serve as **models** (actors) in the research?



## PART III: DOCUMENTATION

### A. Documentation Needed for ALL Proposals

	Check if attached
1. Copy of informed consent.	<input checked="" type="checkbox"/>
2. Copy of all data collection instruments (instructions to participants, observational coding sheets, data sheets, etc.).	<input checked="" type="checkbox"/>
3. Copy of Certification of Human Subjects Training for PI (current within past 5 years).	<input checked="" type="checkbox"/>
4. Copy of Certification of Human Subjects Training for ALL co-investigators (current within the past 5 years).	<input checked="" type="checkbox"/>
5. A copy of any documents or verbal scripts used in recruiting subjects, e.g., email, Facebook, posting, posters, announcements, or script of verbal invitation to participate.	<input checked="" type="checkbox"/>
6. Signature page with signatures of ALL researchers.	<input checked="" type="checkbox"/>

### B. Informed Consent

1. Describe the process involved in obtaining informed consent, e.g., when, where, and by whom consent will be obtained.

**We are requesting a waiver of written consent and approval to obtain verbal consent for the pre- and post-conference evaluation to protect participant confidentiality, as this would be the only document linking an individual to participation.**

2. Describe the procedures used to ensure that the consent is informed and voluntary (particularly if the student involves the use of vulnerable populations or the use of deception).

N/A

3. If research involves “in class” consent/participation, describe how you will protect subjects from being identified as non-participants (or participants) to you, other faculty, and other students. Additionally, describe how you will ensure that student do not feel compelled (via authority or peer pressure) to participate, e.g., PI leaving the room, having staff or other faculty participate.

N/A

4. If not obtaining “signed informed consent” (obtaining the signature of the subject on the informed consent document), explain why that is not necessary, e.g., it compromises anonymity because it is the only way that a subject might be identified as having participated as a subject.

**We are not planing to obtain signed informed consent as this would be the only document linking an individual to participation, which would increase participant risk.**



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## Does your informed consent....

	YES	NO
1. Indicate the NAME of the researchers, including the PI?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. State the PURPOSE of the research?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Include a PROCEDURES section that explains (in some detail) what is expected of the subject, including the time commitment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Explain the RISKS of the research – even if only minimal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Explain the BENEFITS of the research – even if only contributing to knowledge of the discipline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Include a SAFEGAURDS section that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6a. explains how anonymity and/or privacy will be preserved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6b. indicates that the subject has the option of discontinuing participation at any time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6c. (if a survey or interview is involved), indicates that the subject has the option of NOT answering questions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Provide contact information for the investigator (PI)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Include a statement as to how the participant can access the results of the study?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Provide contact information for the chair of the IRB?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## C. Documentation that MIGHT be Needed

Does your research involve:	YES	NO	Check if attached
1. A (simple) survey instrument; if yes, please provide a hard copy of the survey. Online surveys should also include the link.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Gaining access to health care records, legal records, or educational records? Please include a copy of letter of authorization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Photographing, videotaping, or audiotaping individuals who will serve as <b>live models</b> and/or <b>participants</b> in the research? Please provide copy of authorization to photograph.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Using ERLP (Experiential Research Learning Program), please provide a copy of the recruitment text to be posted on ERLP website.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Any VERBAL scripts used as a part of the research, including verbal recruiting scripts or verbal directions used in carrying out the study.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. A copy of the transcript of any oral presentation used in the place of a written consent statement, accompanied by the statement which participants or legal representatives, and an auditor-witness sign indicating their agreement to participate in the study described orally.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. A request for waiver or modification of the typical consent procedures outlined above, with appropriate rationale and justification, because	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# UNIVERSITY of WISCONSIN-GREEN BAY

typical consent procedures would adversely affect the experimental design or procurement of data.

8. Use of archival data, and if not publicly available, please provide documentation of your authorization to access and use this data.

9. Other relevant materials that will be used in the study.

## PART IV: EXEMPT, EXPEDITED, OR FULL-BOARD?

Proposals will be reviewed by a member or all members (*Full Board*) of the IRB. However, some categories of research *may*, under certain circumstances, be exempt from the need for further review once approval is granted. *Note: majority of proposals will be reviewed and approved as Expedited.* Rarely will proposals be approved as *Exempt*. Please review the IRB manual for further descriptions of each designation. If your research can be categorized below, it may be eligible for review as *Exempt*.

1. Research conducted in established or commonly accepted educational settings, involving normal education practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior wherein (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded in such a manner that subjects cannot be identified, either directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads which are designed to study, evaluate, or otherwise examine: (i) Public benefit of service programs; (ii) procedures for obtaining benefits or services under these programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical, or environmental containment at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

**NOTE:** Research projects characterized by *use of vulnerable populations, threats to participants' anonymity, confidentiality, or privacy, by exposure of participants to more than*



# UNIVERSITY of WISCONSIN-GREEN BAY

## IRB Proposal Application

**Principal Investigator:**

Cary B. Waubanasum, MSW, PhD  
Assistant Professor  
Social Work Professional Programs  
University of Wisconsin-Green Bay  
2420 Nicolet Drive, RH 320H  
Green Bay, WI 54311(920) 465-2868  
[waubanac@uwgb.edu](mailto:waubanac@uwgb.edu)

**All documents combined in this PDF file are listed in the following order.**

1. IRB Proposal Application, including signature page
2. Appendix A: Verbal Informed Consent
3. Appendix B: Pre Conference Evaluation Questions
4. Appendix C: Post Conference Evaluation Questions
5. Appendix D: Forum Event Flier Language
6. Appendix E: Waubanasum CITI Certification
7. Appendix F: Beans CITI Certification

Thank you,

Cary Waubanasum, PhD



# UNIVERSITY of WISCONSIN-GREEN BAY

## Institutional Review Board (IRB) Application: Research Involving Human Subjects

### INSTRUCTIONS

All submissions ***must be electronic*** unless pre-approved by the IRB chair. If you are having difficulties with the electronic form, please contact the IRB chair. Once complete, email the entire proposal as a PDF file to [irb@uwgb.edu](mailto:irb@uwgb.edu) and the IRB Chair. The PI must submit this protocol and all correspondence will take place with the PI. The proposal must be sent as **one** complete document. Please include all relevant forms as well as the IRB certifications and signatures of all investigators involved.

### PART I: PROJECT INFORMATION

#### A. Research Project Information

Study Title: Research Forum with Oneida Nation

Date Submitted: 5/3/2023

Estimated Start Date: May 2023

*Note: Please allow at least 14 days for exempt or expedited review. Protocols requiring approval from the full board will be reviewed at the next scheduled meeting.*

Estimated Completion Date: June 2023

*Note: Projects continuing for longer than one year will require an Extension Form and Annual Progress Report.*

Is this a Quality Improvement Project?      Yes       **No**

If yes, please complete the [Program Evaluation Self-Certification Tool](#)

<https://www.uwgb.edu/institutional-review-board/do-i-need-irb-approval/>

#### B. Principal Investigator (PI)\*

*\*please note this cannot be a student*

Name: Cary Waubanascum

Email: [waubanac@uwgb.edu](mailto:waubanac@uwgb.edu)

Program/Unit: Social Work Professional Programs

Phone: (920) 465-4868

Status:       **Full-time Faculty Member**       Administrator/Staff Member  
 Full-time Lecturer       Other, please explain:

Was this proposal primarily prepared by a student-investigator(s)?       Yes       No

If so, did you (as PI), review and/or edit the document to assure that it contains the required information as requested by the IRB?       **N/A**       Yes       No

#### C. Determination of Risk/Review Status

For a description of these categories, please review the IRB Policies and Procedures Manual on the IRB website.



# UNIVERSITY of WISCONSIN-GREEN BAY

- Full Board Review – requires full IRB approval – requires a progress report.
- Expedited Review – can be reviewed by any member of the IRB – requires a progress report.
- Exempt - can be reviewed by any member of the IRB – does NOT require a progress report.

*Exempt status means that once approved the proposal is exempt from any further IRB review.*

## D. Signatures

NAME	SIGNATURE	EMAIL	STATUS - Please Choose One
(PI): Cary Waubanasum	<i>Cary Waubanasum</i> <input checked="" type="checkbox"/> Electronic Signature	waubanac@uwgb.edu	Faculty
Julie Beans	<input checked="" type="checkbox"/> Electronic Signature <i>Julie Beans</i>	jbeans@scf.cc	Other
	<input type="checkbox"/> Electronic Signature		Other
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
	<input type="checkbox"/> Electronic Signature		Status
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	<input type="checkbox"/> Electronic Signature		Status

Please check "Electronic Signature" box if you are submitting an electronic signature.



# UNIVERSITY of WISCONSIN-GREEN BAY

## PART II: PROJECT NARRATIVE

### A. Purpose and Significance of the Project

Provide a brief background statement and describe the purpose of the research project and the importance of the knowledge to be gained from it. Include several citations from literature to establish a research history (please provide citations/references).

First Nations have been harmed and exploited by research practices, which has led to mistrust by tribal citizens in engaging in research (Hodge, 2012; Smith, 2021). Despite University level Institutional Review Board protocols, many tribal focused research projects often fail to consider the sovereign status of First Nations by seeking approval from tribes, involving them in the research process, or considering their community health needs (Valeggia and Snodgrass 2015, Garrison et al. 2019). To mitigate these harmful research practices, many First Nations have developed tribal research protections, such as tribal Institutional Review Boards (Around Him et al., 2019). Additionally, many scholars engage in respectful and empowering participatory research (PR) approaches that encourage community participation, balance power relationships between researchers and communities, are led by community research needs and priorities, considers and prioritizes how research will directly benefit communities, and democratizes decision making processes (Fisher et al. 2003, Baum et al. 2006, Israel 2013).

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1. Identify all participant groups (e.g. teacher, elementary school students, administrators, patients, etc.).

**Oneida Nation adult community members.**

2. Describe the basic characteristics of potential participants, (e.g. college students, administrators, clients, etc. and the anticipated number of participants, age range, gender, racial/ethnic background).

**We will aim to include 30 attendees who are Oneida Nation community members. Diversity of gender identity and sexual orientation will be included.**

3. Describe any special criteria for including or excluding individuals from participation and justify those criteria; example: including only individuals with hypertension as that is pertinent to the intervention to address hypertension.

**Inclusion criteria include adults who identify as affiliated with the Oneida Nation of Wisconsin, both enrolled and descendants will be included. Participants under the age of 18 will be excluded.**

4. If a requirement of the research is that the participants are to be in good mental or physical health, indicate who will determine and how.

**Mental or physical health issues are not anticipated to be a factor in this study.**

5. If the participants are minors, mentally incompetent, or legally restricted groups, give an explanation as to the necessity for using these particular groups (please note that the research with any of these groups requires Full Board Review).

NA

6. Indicate the total amount time required of each participant. If you will be using multiple instruments/procedures, state the amount of time required for each instrument/procedure.

**The research forum will be 3 hours long.**

7. If you will reward (e.g., provide money, extra credit, gift, etc.) participants, indicate the type of reward, when participants will receive the payment, and whether or not your participants will receive the payment if they drop out of the study. In case of course credit(s), indicate how students who do not participate will be able to earn equal credit.

**All attendees will receive a free lunch. Each attendee will receive a \$25 gift card for completing the pre event evaluation. Attendees will receive an additional \$25 gift card for completing the post event evaluation. Attendees will receive a gift card for completing evaluations even if they leave the event at any time. Attendees may also receive a small gift (e.g. a notebook and pen).**

## C. Methodology

1. Describe all the procedures used to identify, recruit subjects. Include who will make contact, how the contract will be made, and how subjects will be enrolled in the study.

**A flier will be used to inform the Oneida Nation community about this event. The flier will be posted in public areas around the community (e.g., health center, gas stations, etc...), and advertised**



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on social media outlets. Attendees will be asked to register for this event via Qualtrics. Attendees will also be asked to contact Dr. Waubanasum via telephone or email for assistance with registration. Attendees will receive a reminder via email or text for their registration within one week of the event.

2. Describe what constitutes data (quantitative or qualitative) for this research.

**This event will have a pre- and post- conference evaluation that will consist of Likert-scale questions as well as open-ended questions. Qualitative notes will be taken in each breakout group.**

3. Describe what participants will be asked to do, e.g., interventions, educational programs, testing, observation, interviews, or laboratory procedures.

**Attendees will be asked to take the pre- and post- conference evaluation, listen to presentations and engage in breakout groups to discuss tribal research priorities. Attendees will be able to complete each the pre and post evaluations either on paper or electronically via their personal electronic device (Will provide a QR Code).**

4. Indicate any personnel who will be involved in the research process, e.g., those who will be present during a participants' participation, those involved in analyzing the data. State the qualifications (must be IRB certified) and roles of all personnel.

**Dr. Waubanasum and Ms. Beans will be involved in planning and conducting the research forum as well as analysis of evaluation responses and dissemination of results.**

5. If the project involves invasive medical procedures and/or stress testing, please indicate the qualifications of the person(s) performing the procedure.

N/A

6. Indicate the location(s) where the research will take place, e.g., UWGB, in participants' homes, the Brown County Library, etc.

**Oneida Radisson Hotel**

7. If you are using an online survey (such as Qualtrics) you must provide a pdf of the survey. Please append to the end of this document. Additionally, please provide the link here.

**PDF of pre and post evaluation attached. We have not developed the evaluation in Qualtrics yet.**

## **D. Risks to Participants**

1. Describe, in detail, any risks you foresee (physical, emotional, psychological, social, legal, economic, etc.).

**Evaluation responses will be anonymous to protect participant confidentiality and minimize risk. This is possible risk of loss of confidentiality, however, with the protections detailed below, this risk is minimal. Personal identifiers such as name, will not be recorded in this project.**

2. If more than minimal risk, provide the rationale for the necessity of such risks, i.e., why the value of the information to be gained outweighs the risk involved.

N/A

3. If more than minimal risk, describe what actions that will be taken to minimize the risk(s).



N/A

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4. If you will utilize deception (of any kind) in gathering your data, justify and support the use of deception AND provide a detailed description of the debriefing process used to explain the deception and the rationale for using it.

N/A

## E. Safeguarding the Participants

1. Collection of information can identify or potentially identify individual participants through surveys, interviews, or tests (including demographic data)? If YES, please explain & justify.

No       Yes, Explain:

2. Will archival data containing identifying information or codes that could be linked to individuals be used? If YES, please explain and justify.

No       Yes, Explain:

3. Will information be gathered or recorded in such a manner that participants can be identified, either directly or through identifiers linked to them? If YES, please explain and justify.

No       Yes, Explain:

4. Explain how and where you will store the data and who will have access to it. FYI – it is not necessary to destroy data. Note that electronic storage MUST be password protected.

**Data will be stored on the secure password protected UWGB server system (Qualtrics and Microsoft Teams). Only the investigators listed on this protocol will have access to these data.**

5. Describe specific procedures you will use to safeguard participants' data from unauthorized access.

**Passwords to secure server will be kept in a locked filing cabinet in the PIs locked office on the UWGB campus (Rose Hall).**

6. If applicable, explain how you will link the data to participants during your study.

N/A

7. State what you will do with the information obtained from the study (participants), e.g., use aggregate data to publish in a scientific journal, present at a conference.

**Any reports or publications will present data only in aggregate or summary form. Reports will not identify specific individuals. These data will be shared with the community and potentially in a scientific journal and/or professional conference presentation.**

8. Describe which elements of your project might be openly accessible to other agencies or appear in publications.

**Summary of evaluation responses and breakout group discussion will be shared with Oneida Nation leadership and community members.**

## F. Benefits to Participants

Describe any potential benefits of participation (to participants, to society, and/or to a particular field of study) and evaluate the risk-benefit ratio of participation in the project, e.g., ERLP credit, gift card, etc.



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**There are no direct benefits to participants in the study. The project could have a positive impact on future research projects with the Oneida Nation.**

## **G. Cooperating Institutions**

If applicable, please provide information about any cooperating institutions (hospitals, prisons, social welfare agencies, etc.) that are involved in the project. Include information about the subjects and/or researchers' affiliation with the institution(s). Provide a copy of the affiliation (agreement) letter. The affiliation letter(s) should be written by a supervisor at the particular agency and serve as evidence that the primary investigator has been given permission to conduct research at the institution. You may NOT begin participant recruitment or data collection until you have submitted the signed affiliation letter(s) to the IRB.

Oneida Nation Health Center, Debbie Danforth

Oneida Nation Tribal Action Plan (TAP) Program, Leslie Doxtator

### **Letters of Support are pending**

If applicable, signed affiliation letter(s) are attached.



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## H. Special Considerations

<b>Does your research involve:</b>	<b>YES</b>	<b>NO</b>
1. Use of instructional strategies that are NOT commonly used and well accepted, or the addition of assessment procedures that are NOT routinely used in established or commonly accepted educational settings? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Inclusion of questions about topics that the participant might consider sensitive or personal (e.g., questions about ethical or religious beliefs, questions about (intimate) relationships, questions about health status, health practices, or medical history, etc.). If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Placing the participants at risk of criminal or civil liability or damaging the subjects' financial standing, employability, or reputation if their responses were to be were to be disclosed outside of the research project? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Any procedures that could impose stress or expose participants to risks beyond what they encounter in everyday life? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Use or presentation of materials that might be considered to be offensive, threatening, or degrading? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Risk of physical injury or discomfort to participants, including physical exertion beyond normal activity? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Manipulation of physiological requirements (nutrition, sleep, etc.) or of ethically sensitive psychological and social variables (sensory deprivation, isolation, stress, self-esteem)? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Participants taking internally, or having applied externally, any substances, drugs, or other controlled substances? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Collection and/or removal of any fluids or tissue from participants? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Use of participants with whom the researcher has another relationship (e.g. administrator-teacher, teacher-student, psychotherapist-client, supervisor-employee, nurse-patient, professional-client, parole officer-parolee, etc.)? If YES, please explain and justify.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Access to health care records, legal records, or educational records.	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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12. Photographing, videotaping, or audiotaping **participants** and/or individuals who will serve as **models** (actors) in the research?



## PART III: DOCUMENTATION

### A. Documentation Needed for ALL Proposals

	Check if attached
1. Copy of informed consent.	<input checked="" type="checkbox"/>
2. Copy of all data collection instruments (instructions to participants, observational coding sheets, data sheets, etc.).	<input checked="" type="checkbox"/>
3. Copy of Certification of Human Subjects Training for PI (current within past 5 years).	<input checked="" type="checkbox"/>
4. Copy of Certification of Human Subjects Training for ALL co-investigators (current within the past 5 years).	<input checked="" type="checkbox"/>
5. A copy of any documents or verbal scripts used in recruiting subjects, e.g., email, Facebook, posting, posters, announcements, or script of verbal invitation to participate.	<input checked="" type="checkbox"/>
6. Signature page with signatures of ALL researchers.	<input checked="" type="checkbox"/>

### B. Informed Consent

1. Describe the process involved in obtaining informed consent, e.g., when, where, and by whom consent will be obtained.

**We are requesting a waiver of written consent and approval to obtain verbal consent for the pre- and post- conference evaluation to protect participant confidentiality, as this would be the only document linking an individual to participation.**

2. Describe the procedures used to ensure that the consent is informed and voluntary (particularly if the student involves the use of vulnerable populations or the use of deception).

**N/A**

3. If research involves “in class” consent/participation, describe how you will protect subjects from being identified as non-participants (or participants) to you, other faculty, and other students. Additionally, describe how you will ensure that student do not feel compelled (via authority or peer pressure) to participate, e.g., PI leaving the room, having staff or other faculty participate.

**N/A**

4. If not obtaining “signed informed consent” (obtaining the signature of the subject on the informed consent document), explain why that is not necessary, e.g., it compromises anonymity because it is the only way that a subject might be identified as having participated as a subject.

**We are not planing to obtain signed informed consent as this would be the only document linking an individual to participation, which would increase participant risk.**



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**Does your informed consent....**

	YES	NO
1. Indicate the NAME of the researchers, including the PI?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. State the PURPOSE of the research?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Include a PROCEDURES section that explains (in some detail) what is expected of the subject, including the time commitment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Explain the RISKS of the research – even if only minimal?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Explain the BENEFITS of the research – even if only contributing to knowledge of the discipline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Include a SAFEGAURDS section that:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6a. explains how anonymity and/or privacy will be preserved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6b. indicates that the subject has the option of discontinuing participation at any time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6c. (if a survey or interview is involved), indicates that the subject has the option of NOT answering questions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Provide contact information for the investigator (PI)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Include a statement as to how the participant can access the results of the study?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Provide contact information for the chair of the IRB?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**C. Documentation that MIGHT be Needed**

**Does your research involve:**

	YES	NO	Check if attached
1. A (simple) survey instrument; if yes, please provide a hard copy of the survey. Online surveys should also include the link.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Gaining access to health care records, legal records, or educational records? Please include a copy of letter of authorization.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Photographing, videotaping, or audiotaping individuals who will serve as <u>live models</u> and/or <u>participants</u> in the research? Please provide copy of authorization to photograph.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Using ERLP (Experiential Research Learning Program), please provide a copy of the recruitment text to be posted on ERLP website.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Any VERBAL scripts used as a part of the research, including verbal recruiting scripts or verbal directions used in carrying out the study.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. A copy of the transcript of any oral presentation used in the place of a written consent statement, accompanied by the statement which participants or legal representatives, and an auditor-witness sign indicating their agreement to participate in the study described orally.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. A request for waiver or modification of the typical consent procedures outlined above, with appropriate rationale and justification, because	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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typical consent procedures would adversely affect the experimental design or procurement of data.

8. Use of archival data, and if not publicly available, please provide documentation of your authorization to access and use this data.

9. Other relevant materials that will be used in the study.

## PART IV: EXEMPT, EXPEDITED, OR FULL-BOARD?

Proposals will be reviewed by a member or all members (*Full Board*) of the IRB. However, some categories of research *may*, under certain circumstances, be exempt from the need for further review once approval is granted. *Note: majority of proposals will be reviewed and approved as Expedited.* Rarely will proposals be approved as *Exempt*. Please review the IRB manual for further descriptions of each designation. If your research can be categorized below, it may be eligible for review as *Exempt*.

1. Research conducted in established or commonly accepted educational settings, involving normal education practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior.
3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior wherein (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information be maintained throughout the research and thereafter.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded in such a manner that subjects cannot be identified, either directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads which are designed to study, evaluate, or otherwise examine: (i) Public benefit of service programs; (ii) procedures for obtaining benefits or services under these programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical, or environmental containment at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

**NOTE:** Research projects characterized by *use of vulnerable populations, threats to participants' anonymity, confidentiality, or privacy, by exposure of participants to more than*



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*minimal risk*, and/or research NOT falling into the categories listed above, may require review by the full IRB.

Determine next steps regarding two (2) vacancies - Oneida Election Board Ad Hoc Committee

## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

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 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 type="checkbox"/> Unbudgeted |
| <input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS



## Memorandum

TO: Oneida Business Committee

FROM: Brooke Doxtator, BCC Supervisor

DATE: June 20, 2023

RE: Appointment(s) – Oneida Election Board Ad Hoc Committee

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### Background

Two (2) vacancies were posted for the Oneida Election Board Ad Hoc Committee. The vacancies are to complete the term ending December 31, 2023.

The vacancies have been posted since January 2023. The latest application deadline was June 9, 2023, and two (2) application(s) was received for the following applicant(s):

- Mary King
- Justine Huff

### Select action(s) provided below:

- 1) accept the selected the applicant(s) and appoint to a term ending December 31, 2023
- 2) reject the selected applicant(s) and oppose the vote\*\*, OR
- 3) request the Secretary to re-notice the vacancy(ies)

Accept the April 6, 2023, regular Community Development Planning Committee meeting minutes

### Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

2. General Information:

Session:  Open  Executive – must qualify under §107.4-1.  
Justification: *Choose reason for Executive.*

3. Supporting Documents:

- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
- Report
- Correspondence
- Legal Review
- Resolution
- Draft GTC Notice
- Minutes
- Rule (adoption packet)
- Draft GTC Packet
- MOU/MOA
- Statement of Effect
- E-poll results/back-up
- Petition
- Travel Documents
- Other: *Describe*

4. Budget Information:

- Budgeted
- Budgeted – Grant Funded
- Unbudgeted
- Not Applicable
- Other: *Describe*

5. Submission:

Authorized Sponsor: Brandon Stevens, Vice-Chairman

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1



## Community Development Planning Committee

Regular Meeting  
9:00 a.m. Thursday, April 6, 2023  
Microsoft Teams

### Minutes

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#### Regular Meeting

**Present:** Chair Brandon Stevens, Vice Chair Daniel Guzman King, Members: Marie Cornelius, Kirby Metoxen

**Excused:** Tehassi Hill

**Others Present:** Nancy Barton, Barbara Cornelius, Judy Cornelius, Michelle Danforth-Anderson, Shannon Davis, Scott Denny, Kristal Hill, Michelle R. Hill, Jeff House, Linda Jenkins, Tina Jorgenson, Elan Kapadia, Laura Manthe, Greg Matson, Cathy Metoxen, Rhiannon Metoxen, Sharon Mousseau, Justin Nishimoto, Mark W. Powless, Lisa Rauschenbach, Shannon Stone, Danelle Wilson, Paul Witek;

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

*Meeting called to order by Chair Brandon Stevens at 9:02 a.m.*

#### II. ADOPT THE AGENDA

Motion by Daniel Guzman King to adopt the agenda, seconded by Marie Cornelius. Motion carried:  
Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

#### III. MEETING MINUTES

##### A. Approve the March 2, 2023, regular Community Development Planning Committee meeting minutes

Sponsor: Brandon Stevens

Motion by Marie Cornelius to approve the March 2, 2023, regular Community Development Planning Committee meeting minutes, seconded by Daniel Guzman King. Motion carried:  
Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

#### IV. UNFINISHED BUSINESS

#### V. NEW BUSINESS

## VI. STANDING UPDATES

### A. Accept the CIP #21-114 Sacred Burial Grounds Expansion project status report

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CIP #21-114 Sacred Burial Grounds Expansion project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

### B. Accept the CIP #21-111 Multi-Family Housing project status report

Sponsor: Paul Witek

Motion by Daniel Guzman King to accept the CIP #21-111 Multi-Family Housing project status report, seconded by Marie Cornelius. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

#### 1. Accept the Multi-Family Housing status report regarding Tribal Member request

Sponsor: Mark W. Powless/Lisa Rauschenbach

Motion by Marie Cornelius to accept the Multi-Family Housing status report regarding Tribal Member request and to forward to the next Business Committee meeting as information, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

#### 2. Determine next steps regarding the Focus on Energy – Affordable Housing New Construction Pilot Incentives request

Sponsor: David P. Jordan/Elan Kapadia

Motion by Marie Cornelius to accept the focus on energy, affordable housing, new construction pilot incentives presentation as information, seconded by Kirby Metoxen. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

### B. Accept the CDC #13-011 Oneida Nation High School project status report

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CDC #13-001 Oneida Nation High School project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

### C. Accept the CDC #16-011 Oneida Recreation Complex project status report

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CDC #16-011 Oneida Recreation Complex project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

## II. ADJOURNMENT

Motion by Marie Cornelius to adjourn at 10:20 a.m., seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

Minutes prepared by Shannon Davis, Recording Clerk  
Minutes approved as presented on May 4, 2023.



Brandon Stevens, Chair  
Community Development Planning Committee

Accept the May 4, 2023, regular Community Development Planning Committee meeting minutes

## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

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 type="checkbox"/> Correspondence         | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice       | <input checked="" 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 type="checkbox"/> Unbudgeted |
| <input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Brandon Stevens, Vice-Chairman

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1

# Community Development Planning Committee



Regular Meeting  
9:00 a.m. Thursday, May 4, 2023  
Microsoft Teams

## Minutes

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### Regular Meeting

**Present:** Chair Brandon Stevens, Vice Chair Daniel Guzman King, Members: Marie Cornelius, Kirby Metoxen

**Excused:** Tehassi Hill

**Others Present:** Nancy Barton, Barbara Cornelius, Brooke Doxtator, Kristal Hill, Jeffrey House, Linda Jenkins, Tina Jorgenson, Lisa Moore, Sharon Mousseau, Justin Nishimoto, Troy Parr, Mark W. Powless, Artley Skenandore, Rae Skenandore, Paul Witek;

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

*Meeting called to order by Chair Brandon Stevens at 9:02 a.m.*

### **II. ADOPT THE AGENDA**

Motion by Marie Cornelius to adopt the agenda, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

### **III. MEETING MINUTES**

#### **A. Approve the April 6, 2023, regular Community Development Planning Committee meeting minutes**

Sponsor: Brandon Stevens

Motion by Marie Cornelius to approve the April 6, 2023, regular Community Development Planning Committee meeting minutes, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

### **IV. UNFINISHED BUSINESS**

### **V. NEW BUSINESS**

#### **A. Approve the Community Development Planning Committee FY-2023 2<sup>nd</sup> quarter report**

Sponsor: Brooke Doxtator

Motion by Marie Cornelius to approve the Community Development Planning Committee FY-2023 2<sup>nd</sup> quarter report, seconded by Kirby Metoxen. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

**VI. STANDING UPDATES****A. Accept the CIP #21-111 Multi-Family Housing project status report**

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CIP #21-111 Multi-Family Housing project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

**B. Accept the CDC #13-011 Oneida Nation High School project status report**

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CDC #13-011 Oneida Nation High School project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

**C. Accept the CDC #16-011 Oneida Recreation Complex project status report**

Sponsor: Paul Witek

Motion by Marie Cornelius to accept the CDC #16-011 Oneida Recreation Complex project status report, seconded by Daniel Guzman King. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

**VII. ADJOURNMENT**

Motion by Marie Cornelius to adjourn at 9:17 a.m., seconded by Kirby Metoxen. Motion carried:

Ayes: Marie Cornelius, Daniel Guzman King, Kirby Metoxen

Minutes prepared by Brooke Doxtator, Boards, Committees, and Commissions Supervisor  
Minutes approved as presented/corrected on June 8, 2023.



Brandon Stevens, Chair  
Community Development Planning Committee

Accept the June 5, 2023, regular Finance Committee meeting minutes and e-poll

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## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

2. Session:

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Accept the FC Minutes for 6/5/23 & E-Poll

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

DTS

Gaming/Retail

Boards, Committees, or Commissions

Other: All areas that require FC approval

5. Additional attendees needed for this request:

*Name, Title/Entity OR Choose from List*

**6. 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 type="checkbox"/> Correspondence                    | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice                  | <input checked="" 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 checked="" 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 type="checkbox"/> Unbudgeted                     | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Other: <i>Describe</i>         |  |

**8. Submission:**

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Melissa Alvarado, Office Manager



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## INTERNAL MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** MELISSA ALVARADO, OFFICE MANAGER  
**SUBJECT:** E-POLL RESULTS – FC MINUTES OF JUNE 5, 2023  
**DATE:** 6/6/23

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An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of June 5, 2023. The E-Poll and minutes were sent out yesterday and concluded today June 6, 2023. The results of the completed E-Poll are as follows:

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**E-POLL RESULTS:**

**There was a Majority of 4 FC members voting to approve the June 5, 2023 Finance Committee Meeting Minutes. FC Members voting included: *Keith Doxtator, David Jordan, Chad Fuss and Patrick Stensloff.***

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These Finance Committee Minutes of June 5, 2023 will be placed on the next Finance Committee agenda to acknowledge this E-Poll action. Per the FC By-Laws all Minutes of the FC will be submitted to the Secretary's Office once a month for BC acceptance.



# ONEIDA

## FINANCE COMMITTEE

### REGULAR MEETING

JUNE 5, 2023 • Time: 9:00 A.M.

Business Committee Conference Room/ Microsoft Teams

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## REGULAR MEETING MINUTES

### FC MEMBERS PRESENT:

Keith Doxtator, CFO/FC Vice-Chair                      David Jordan, BC Council Member-via Teams  
Kirby Metoxen, BC Council Member                      Chad Fuss, Asst. Gaming CFO-via Teams  
Patrick Stensloff, Purchasing Director-via Teams

**FC MEMBERS EXCUSED:** Cristina Danforth, Treasurer/FC Chair and Jennifer Webster, BC Council Member

**OTHERS PRESENT:** Andrew Doxtater-via Teams, Lambert Metoxen-via Teams, David Emerson-via Teams, Mary Wasurick-via Teams, Connie Danforth, Mildred Flores, and Melissa Alvarado taking notes

**I. CALL TO ORDER:** The FC Regular Meeting was called to order by the FC Vice-Chair at 9:07 A.M.

### II. APPROVAL OF AGENDA: JUNE 5, 2023

Motion by Chad Fuss to approve the June 5, 2023 Finance Committee Meeting Agenda with the removal of items under New Business #4-6 from the agenda. Seconded by David Jordan. Motion carried unanimously.

### III. FC MINUTES: May 15, 2023 (Approved via E-Poll on 5/15/23)

Motion by David Jordan to acknowledge the FC E-Poll action taken on May 15, 2023 approving the May 15, 2023 Finance Committee Meeting Minutes. Seconded by Chad Fuss. Motion carried unanimously.

### IV. SPECIAL FC E-POLL:

1. Pulaski Boy Tennis 2023 Season - Refreshments                      Amount: 25 Cases  
Requester: Lisa Liggins (Approved via E-Poll on 5/3/23)

Motion by Patrick Stensloff to acknowledge the FC E-Poll action taken on May 3, 2023 approving from the Oneida Finance Fund the product request for twenty-five (25) cases of Coca-Cola products for refreshments for the Pulaski Boys Tennis 2023 Season. Seconded by David Jordan. Abstained by Kirby Metoxen. Motion carried.

2. InTune Travel & Tours Service Contract Amount: \$160,910.00  
Requester: Rae Skenandore, NAIG (Approved via E-Poll on 5/22/23)

Motion by David Jordan to acknowledge the FC E-Poll action taken on May 22, 2023 approving the InTune Travel & Tours Service Contract in the amount of \$160,910.00. Seconded by Chad Fuss. Motion carried unanimously.

**V. TABLED BUSINESS:** None

**VI. CAPITAL EXPENDITURES:**

1. Everi – Master Agreement Purchase Agreement Amount: \$1,333,561.00  
Andrew Doxtater, Gaming-Acctg.

Andrew Doxtater was on Teams and explained the Everi – Master Agreement Purchase Agreement. This contract is the full replacement of our cash services for all five gaming properties it also includes the installation.

Motion by Kirby Metoxen to approve the Everi – Master Agreement Purchase Agreement in the amount of \$1,333,561.00. Seconded by David Jordan. Motion carried unanimously.

2. Data Financial – Visual Limits PO Increase Amount: \$1,040.13  
Lambert Metoxen, Gaming-Table Games Total PO: \$116,481.13

Lambert Metoxen was on Teams and explained the Data Financial – Visual Limits PO Increase. Table Games needed two additional table tablets due to adding another table and having one as a spare incase another tablet goes down.

Motion by David Jordan to approve the Data Financial – Visual Limits PO Increase in the amount of \$1,040.13 for a total PO amount of \$116,481.13. Seconded by Chad Fuss. Abstained by Kirby Metoxen. Motion carried.

**VI. NEW BUSINESS:**

1. Data Financial – Service Contract (2<sup>nd</sup> Year) Amount: \$496,820.16  
Andrew Doxtater, Gaming-Acctg.

Andrew Doxtater was on Teams and explained the Data Financial – Service Contract (2<sup>nd</sup> Year). This is a maintenance agreement to cover labor and on call services to all our Cage,





unanimously.

4. ACL Bridge Training Program fees Amount: \$500.00  
Requester: Michelle Reed for Haley

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for ACL Bridge Training Program fees for the daughter of the requester in the amount of \$500. Seconded by Chad Fuss. Motion carried unanimously.

5. Oneida Sobriety Round Up - Refreshments Amount: 25 Cases  
Requester: Nick Webster

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the product request for twenty-five (25) cases of Coca-Cola products for refreshments at the Oneida Sobriety Round Up on June 29, 2023. Seconded by David Jordan. Motion carried unanimously.

6. Oneida Creek Equestrian fees Amount: \$225.00  
Requester: Samantha Boucher for Natalah

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for Oneida Creek Equestrian fees for the daughter of the requester in the amount of \$225.00. Seconded by David Jordan. Motion carried unanimously.

7. Oneida Creek Equestrian fees Amount: \$360.00  
Requester: Samantha Boucher for Kayjah

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for Oneida Creek Equestrian fees for the daughter of the requester in the amount of \$360.00. Seconded by David Jordan. Motion carried unanimously.

8. 20<sup>th</sup> Annual Share the Care Cancer Conf. Amount: \$750.00  
Requester: Connie Danforth

Motion by David Jordan to approve from the Oneida Finance Fund the group request for the 20<sup>th</sup> Annual Share the Care Cancer Conference in the amount of \$750. Seconded by Kirby Metoxen. Motion carried unanimously.

9. Synergy Performance Training fees Amount: \$500.00  
Requester: Imani Ninham

Motion by Chad Fuss to approve from the Oneida Finance Fund the request for Synergy Performance Training fees in the amount of \$500. Seconded by David Jordan. Motion carried unanimously.

10. Driver's Ed & Religious Class fees Amount: \$447.00  
Requester: Jason Widi for Kendall

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for Driver's Ed & Religious Class fees for the daughter of the requester in the amount of \$447.00. Seconded by Patrick Stensloff. Motion carried unanimously.

11. Junior Golf Tournament fees Amount: \$500.00  
Requester: Shoney Skenandore for Skye

Motion by David Jordan to approve from the Oneida Finance Fund the request for Junior Golf Tournament fees for the daughter of the requester in the amount of \$500. Seconded by Chad Fuss. Motion carried unanimously.

12. Green Bay Elite Cheer fees Amount: \$500.00  
Requester: Jesus Hernandez Jr. for Alysandra

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for Green Bay Elite Cheer fees for the daughter of the requester in the amount of \$500. Seconded by David Jordan. Motion carried unanimously.

13. Green Bay Elite Cheer fees Amount: \$500.00  
Requester: Jessica Hernandez for Dezilu

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for Green Bay Elite Cheer fees for the daughter of the requester in the amount of \$500. Seconded by David Jordan. Motion carried unanimously.

14. Cerebral Palsy Classes Amount: \$270.00  
Requester: Mildred Flores

Motion by Patrick Stensloff to approve from the Oneida Finance Fund the request for Cerebral Palsy Classes in the amount of \$270.00. Seconded by Kirby Metoxen. Motion carried unanimously.

15. No Limits Basketball fees Amount: \$175.00  
Requester: Rosalyn Danforth for Evander

Motion by David Jordan to approve from the Oneida Finance Fund the request for No Limit Basketball fees for the son of the requester in the amount of \$175.00 Seconded by Kirby Metoxen. Motion carried unanimously.

16. One-on-One Beading Lessons Amount: \$450.00  
Requester: Sadie Wilson

Motion by Kirby Metoxen to approve from the Oneida Finance Fund the request for One-on-One Beading Lessons in the amount of \$450.00. Seconded by Chad Fuss. Abstained by David Jordan. Motion carried.

**VIII. EXECUTIVE SESSION:** None

**IX. ADMINISTRATIVE /INTERNAL:** None

**X. FOLLOW UP:** None

**XI. FOR INFORMATION ONLY:**

1. Light & Wonder – Lease ETG Quartz Hybrid Wheel & Terminal  
David Emerson, Gaming-Slots

David Emerson was on Teams and explained the Light & Wonder – Lease ETG Quartz Hybrid Wheel & Terminal. So, what Gaming is doing is we're just replacing our electronic table games that are from one provider with a different provider and we're even getting better pricing on it.

Motion by Kirby Metoxen to accept the Light & Wonder - Lease ETG Quartz Hybrid Wheel & Terminal as FYI. Seconded by David Jordan. Motion carried unanimously.

2. Light & Wonder – Master Agreement  
David Emerson, Gaming-Slots

David Emerson was on Teams and explained the Light & Wonder – Master Agreement. This master agreement provides a lot of products for us in the slot department. It also really covers almost all of those, so that includes regular slot games that we purchase, other games that we lease, wide area progressives, electronic table games, basically any product that could be provided by them that we have. Light & Wonder use to be Scientific Games, the company changed their name.

Motion by Kirby Metoxen to accept the Light & Wonder – Master Agreement as FYI. Seconded by David Jordan. Motion carried unanimously.

3. Gaming Arts – Lease \$50 Per Day Per Device

David Emerson, Gaming-Slots

David Emerson was on Teams and explained the Gaming Arts – Lease \$50 Per Day Per Device. It's a single device, but has six seats around it, so it's \$50.00 per seat on this six-seat device and it's a kind of a communal gaming machine. A new lease game for us.

Motion by Kirby Metoxen to accept the Gaming Arts - Lease \$50 Per Day Per Device as FYI.  
Seconded by Chad Fuss. Motion carried unanimously.

**XII. ADJOURN:** Motion by Kirby Metoxen to adjourn. Seconded by Patrick Stensloff.

Motion carried unanimously. Time: 9:48 A.M.

Minutes submitted by:

Melissa Alvarado, Office Manager

& Finance Committee Contact/Recording Secretary

*Finance Committee Approval Date of Minutes via E-Poll:* June 6, 2023



**6. 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 type="checkbox"/> Correspondence                    | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice                  | <input checked="" 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 checked="" 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 type="checkbox"/> Unbudgeted                     | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Other: <i>Describe</i>         |  |

**8. Submission:**

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Melissa Alvarado, Office Manager



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## INTERNAL MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** MELISSA ALVARADO, OFFICE MANAGER  
**SUBJECT:** E-POLL RESULTS – FC MINUTES OF JUNE 19, 2023  
**DATE:** 6/20/23

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An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of June 19, 2023. The E-Poll and minutes were sent out yesterday and concluded today June 20, 2023. The results of the completed E-Poll are as follows:

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**E-POLL RESULTS:**

**There was a Majority of 3 FC members voting to approve the June 19, 2023 Finance Committee Meeting Minutes. FC Members voting included: *Keith Doxtator, Jennifer Webster, and Chad Fuss.***

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These Finance Committee Minutes of June 19, 2023 will be placed on the next Finance Committee agenda to acknowledge this E-Poll action. Per the FC By-Laws all Minutes of the FC will be submitted to the Secretary's Office once a month for BC acceptance.



# ONEIDA

## FINANCE COMMITTEE

### REGULAR MEETING

JUNE 19, 2023 • Time: 9:00 A.M

Business Committee Conference Room/ Microsoft Teams

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## REGULAR MEETING MINUTES

### FC MEMBERS PRESENT:

Keith Doxtator, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

Kirby Metoxen, BC Council Member-via Teams

Chad Fuss, Asst. Gaming CFO-via Teams

Patrick Stensloff, Purchasing Director-via Teams

**FC MEMBERS EXCUSED:** Cristina Danforth, Treasurer/FC Chair

**OTHERS PRESENT:** Mark W. Powless-via Teams, Lynn Schmidt-via Teams, Carla Witkowski-via Teams, Sharon Mousseau-via Teams, Linda Jenkins-via Teams, Kevin House-via Teams, Delia Smith-via Teams, Rosemarie Navarro Redhail-via Teams, Tony Schneider-via Teams, James Bittorf-via Teams, Mari Kriescher, Alexa Priddy and Melissa Alvarado taking notes

**I. CALL TO ORDER:** The FC Regular Meeting was called to order by the FC Vice-Chair at 9:00 A.M.

**II. APPROVAL OF AGENDA:** JUNE 19, 2023

Motion by Jennifer Webster to approve the June 19, 2023 Finance Committee Meeting Agenda with one addition under New Business #8 Lee Recreation LLC – Playground Equipment. Seconded by Kirby Metoxen. Motion carried unanimously.

**III. MINUTES:** JUNE 5, 2023 (Approved via E-Poll on 6/6/23):

Motion by Jennifer Webster to acknowledge the FC E-Poll action taken on June 6, 2023 approving the June 5, 2023 Finance Committee Meeting Minutes. Seconded by Kirby Metoxen. Motion carried unanimously.

**IV. TABLED BUSINESS:** None

**V. CAPITAL EXPENDITURES:** None

**VI. NEW BUSINESS:**

1. InTouch Technologies Inc dba Teladoc Health – Service Contract Amount: \$59,400.00  
Lynn Schmidt, Comp Health

Lynn Schmidt was on Teams and explained the InTouch Technologies Inc. dba Teladoc Health – Service Contract. This is for our unlimited user licenses for Teladoc, our existing telehealth vendor. We currently have 51 licenses which is not enough. Charges are based on expected 80 users but can vary up and down from that without having to add or delete licenses.

Motion by Jennifer Webster to approve the InTouch Technologies Inc. dba Teladoc Health – Service Contract in the amount of \$59,400.00. Seconded by Patrick Stensloff. Motion carried unanimously.

2. VVC Holding Corp. – Annual Service Contract Amount: \$422,190.00  
Lynn Schmidt, Comp Health

Lynn Schmidt was on Teams and explained the VVC Holding Corp. – Annual Service Contract. This is for the annual support and maintenance fees for our AthenaPractice Electronic Health Record system and related software and upgrade services. These fees must be paid to insure uninterrupted service and reliable patient care.

Motion by Jennifer Webster to approve the VVC Holding Corp. – Annual Service Contract in the amount of \$422,190.00. Seconded by Chad Fuss. Motion carried unanimously.

3. Direct Care Therapy Services – Annual Service Contract Amount: \$110,000.00  
Carla Witkowski, BIA Early Intervention

Carla Witkowski was on Teams and explained the Direct Care Therapy Services – Annual Service Contract. We contracted with them for the last 18 years for speech therapy services for children with IEPs and for BIA Early Intervention. This is grant funded through the BIA.

Motion by Kirby Metoxen to approve the Direct Care Therapy Services – Annual Service Contract in the amount of \$110,000.00. Seconded by Jennifer Webster. Motion carried unanimously.

4. CESA 7 – Annual Service Contract Amount: \$95,000.00  
Carla Witkowski, BIA Early Intervention

Carl Witkowski was on Teams and explained the CESA 7 – Annual Service Contract. We use CESA 7 for the Early Childhood Special Education Teacher. They provide us with screening evaluations, parent education, and for a part time Speech Pathologist.

Motion by Kirby Metoxen to approve the CESA 7 – Annual Service Contract in the amount of \$95,000.00. Seconded by Jennifer Webster. Motion carried unanimously.

5. Direct Care Therapy Services - Service Contract Amount: \$180,432.00  
Sharon Mousseau, ONES

Sharon Mousseau was on Teams and explained the Direct Care Therapy Services – Service Contract. They provide Speech and Language Services to students according to their IEPs. This is the 3<sup>rd</sup> year of a 3-year contract, and it is grant funded through the BIA.

Motion by Jennifer Webster to approve the Direct Care Therapy Services – Service Contract in the amount of \$180,432.00. Seconded by Kirby Metoxen. Motion carried unanimously.

6. Country Kids Inc. – Service Contract Amount: \$70,000.00  
Sharon Mousseau, ONES

Sharon Mousseau was on Teams and explained the Country Kids Inc. – Service Contract. They provide Occupational and Physical Therapy services for students according to their IEPs. This contract is for the 23-24 school year. This is grant funded through the BIA.

Motion by Jennifer Webster to approve the Country Kids Inc. – Service Contract in the amount of \$70,000.00. Seconded by Kirby Metoxen. Motion carried unanimously.

7. Helios Recovery Services – Service Contract Amount: \$57,600.00  
Mari Kriescher, Comp Behavioral Health

Mari Kriescher was present and explained the Helios Recovery Services – Service Contract. This Consulting Services is to assist us in the development and the implementation of the recovery support services. This is grant funded through the Tribal Opiate Response Grant.

Motion by Jennifer Webster to approve the Helios Recovery Services – Service Contract in the amount of \$57,600.00. Seconded by Kirby Metoxen. Motion carried unanimously.

Patrick Stensloff left the meeting at 9:20 AM.

8. **ADD-ON:** Lee Recreation LLC – Playground Equipment Amount: \$427,953.00  
Kevin House, Engineering

Kevin House was on Teams and explained the Lee Recreation LLC – Playground Equipment purchase. Three Sisters Park is getting renovated with new playground equipment and basketball hoops. It's going to be double in size with a lot of green space. This is ARPA CCDF funded.

Motion by Jennifer Webster to approve the Lee Recreation LLC – Playground Equipment in the amount of \$427,953.00. Seconded by Chad Fuss. Motion carried unanimously.

**VII. DONATIONS:****Report:**

1. FC Donation Report – June 2023  
Melissa Alvarado, Office Manager

Motion by Jennifer Webster to accept the Finance Committee Donation Report for June 2023 and to combine the Local and National groups categories as one. Seconded by Kirby Metoxen. Motion carried unanimously.

**Requests:**

1. St. John Homeless Shelter Annual Gala - Sponsorship Amount: \$3,000.00  
Requester: Steve Schauer, Dir. of Community Engagement

Tony Schneider was on Teams and explained the request for sponsorship for St. John Homeless Shelter annual fundraising event 9<sup>th</sup> Annual Restoring Hope Gala. This annual event helps raise money to help offset the cost of operating two seasonal emergency shelters of last resort and two daytime resource centers.

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from St. John Homeless Shelter Annual Gala - Sponsorship in the amount of \$3,000.00. Seconded by Kirby Metoxen. Motion carried unanimously.

2. Encompass Early Ed & Care Inc The BIG Event - Sponsorship Amount: \$3,000.00  
Requester: Alexa Priddy, Dir. of Fund Development

Alexa Priddy was present and explained the request for sponsorship for Encompass Early Education & Care Inc The BIG Event. The BIG Event is Encompass Early Education and Care's annual fundraising event. It has been going on for 34 years and the money raised supports children and families within Encompass.

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Encompass Early Education & Care Inc. The BIG Event - Sponsorship in the amount of \$3,000.00. Seconded by Chad Fuss. Motion carried unanimously.

3. Cerebral Palsy Inc Annual CP Auction - Sponsorship Amount: \$3,000.00  
Requester: Deanna Novak, Major Gifts Coordinator

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Cerebral Palsy Inc. Annual CP Auction - Sponsorship in the amount of \$3,000.00. Seconded by Kirby Metoxen. Motion carried unanimously.

**VIII. EXECUTIVE SESSION:**

Motion by Jennifer Webster to go into Executive Session. Seconded by Kirby Metoxen.

Motion carried unanimously. Time: 9:40AM

Motion by Jennifer Webster to come out of Executive Session. Seconded by Kirby Metoxen.

Motion carried unanimously. Time: 9:51AM

1. Andrus Intellectual Property Law LLC – PO Increase  
James Bittorf, Law Office

Motion by Jennifer Webster to approve the Andrus Intellectual Property Law LLC – PO Increase in the amount as requested. Seconded by Chad Fuss. Motion carried unanimously.

**IX. ADMINISTRATIVE /INTERNAL:** None

**X. FOLLOW UP:** None

**XI. FOR INFORMATION ONLY:** None

**XII. ADJOURN:** Motion by Jennifer Webster to adjourn. Seconded by Kirby Metoxen.

Motion carried unanimously. Time: 9:52 A.M.

Minutes submitted by:  
Melissa Alvarado, Office Manager  
& Finance Committee Contact/Recording Secretary

*Finance Committee Approval Date of Minutes via E-Poll:* June 20, 2023

Accept the June 7, 2023, regular Legislative Operating Committee meeting minutes

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## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

2. Session:

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Accept the June 7, 2023, Legislative Operating Committee meeting minutes.

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other: Legislative Operating  
Committee

5. Additional attendees needed for this request:

*Name, Title/Entity OR Choose from List*

**6. 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 type="checkbox"/> Correspondence         | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice       | <input checked="" 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 type="checkbox"/> Unbudgeted                     | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Other: <i>Describe</i>         |  |

**8. Submission:**

Authorized Sponsor: David P. Jordan, Councilman

Primary Requestor: Clorissa N. Leeman, LRO Senior Staff Attorney



**LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES**  
 Oneida Business Committee Conference Room-2<sup>nd</sup> Floor Norbert Hill Center  
 June 7, 2023  
 9:00 a.m.

**Present:** David P. Jordan, Kirby Metoxen, Daniel Guzman King, Jennifer Webster

**Others Present:** Clorissa N. Leeman, Grace Elliott, Brooke Doxtator, Keith Doxtator, Rhiannon Metoxen (Microsoft Teams), Michelle Braaten (Microsoft Teams), Eric Boulanger (Microsoft Teams), Carrie Lindsey (Microsoft Teams), Michelle Tipple (Microsoft Teams), Nicholas Anderson (Microsoft Teams), Terri Schilitz (Microsoft Teams), Kristine Hill (Microsoft Teams)

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

David P. Jordan called the June 7, 2023, Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Jennifer Webster to adopt the agenda as is; seconded by Kirby Metoxen. Motion carried unanimously.

**II. Minutes to be Approved**

**1. May 17, 2023 LOC Meeting Minutes**

Motion by Jennifer Webster to approve the May 17, 2023, LOC meeting minutes and forward to the Oneida Business Committee; seconded by Daniel Guzman King. Motion carried unanimously.

**III. Current Business**

**1. Petition: L. Dallas - Emergency Amendments to the Election Law for the 2023 General Election**

Motion by Jennifer Webster to accept the statement of effect for the Petition: L. Dallas - Emergency Amendments to the Election Law for the 2023 General Election and forward to the Oneida Business Committee; seconded by Daniel Guzman King. Motion carried unanimously.

**IV. New Submissions**

**1. Petition: L. Dallas - Allow the General Tribal Council Full Informational Access to the Oneida Nation's Revenue**

Motion by Jennifer Webster to add the Petition: L. Dallas - Allow the General Tribal



Council Full Informational Access to the Oneida Nation's Revenue to the Active Files List with all LOC members as the sponsor; seconded by Kirby Metoxen. Motion carried unanimously.

**2. Petition: L. Dallas - Direct the Oneida Business Committee to Plan for and Construct a General Tribal Council Meeting Facility**

Motion by Jennifer Webster to add the Petition: L. Dallas - Direct the Oneida Business Committee to Plan for and Construct a General Tribal Council Meeting Facility to the Active Files List with all LOC members as the sponsor; seconded by Daniel Guzman King. Motion carried unanimously.

**3. Petition: R. Skenandore - Make the Tribal Minimum Wage \$15.00/hour Mean \$15.00/hour with No Exceptions or Loopholes**

Motion by Jennifer Webster to add the Petition: R. Skenandore - Make the Tribal Minimum Wage \$15.00/hour Mean \$15.00/hour with No Exceptions or Loopholes to the Active Files List with all LOC members as the sponsor; seconded by Daniel Guzman King. Motion carried unanimously.

**V. Additions**

**VI. Administrative Items**

**1. E-Poll Results: Approval of Two GTC Petition SOEs and Memorandum**

Motion by Jennifer Webster to enter into the record the results of the May 18, 2023, e-poll entitled, Approval of Two GTC Petition SOEs and Memorandum; seconded by Daniel Guzman King. Motion carried unanimously.

**VII. Executive Session**

**VIII. Adjourn**

Motion by Jennifer Webster to adjourn at 9:11 a.m.; seconded by Daniel Guzman King. Motion carried unanimously.

Approve the travel request in accordance with Oneida Travel and Expense policy § 219.16-1 - Oneida...

---

## Business Committee Agenda Request

1. **Meeting Date Requested:** 06/28/23

2. **Session:**

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. **Requested Motion:**

Accept as information; OR

Approve the procedural exception to allow 4 Oneida Police Department employees to travel to San Diego, CA for the International Association of Chiefs of Police Conference on October 14-17, 2023.

4. **Areas potentially impacted or affected by this request:**

Finance

Programs/Services

Law Office

DTS

Gaming/Retail

Boards, Committees, or Commissions

Other: *Describe*

5. **Additional attendees needed for this request:**

Eric Boulanger, Chief of Police

Joel Maxam, Assistant Chief of Police

Brandon Vande Hei, Lieutenant

*Name, Title/Entity OR Choose from List*

**6. 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 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 checked="" type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i>    |  |  |

**7. Budget Information:**

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

**8. Submission:**

Authorized Sponsor: Rich Van Boxtel, Police Commission Chair

Primary Requestor: Eric Boulanger, Chief of Police



# Oneida Police Department

P.O. Box 365, Oneida, WI 54155

Eric H. Boulanger  
*Chief of Police*



## MEMORANDUM

TO: Oneida Business Committee  
FROM: Eric Boulanger, Chief of Police  
DATE: June 19, 2023  
SUBJECT: Oneida Police Department – Travel Exception

This is a request for procedural exception for four Police Department employees to travel to San Diego, CA for the International Association of Chiefs of Police Conference (IACP) being held October 14 – 17, 2023. The Oneida Police Department submitted a proposal and is selected to present at the conference. The following is the presentation information:

**Topic:**  
Officer Safety and Wellness

**Proposal Title:**  
Creating a Tribal Law Enforcement Wellness Program: *The Oneida, Yukwa.unhiyo, We are All Healthy*

**Presentation Description:**  
The Oneida Police Department asserts that tribal cultural knowledge is inherent in wellness a the community, agency, family, and individual levels. This panel presentation delineates the development of an agency wellness program founded on Oneida cultural values. It provides a departmental context of balance as the norm, rather than a rarity, and one where wellness practices are as innately trained for as other tools of the trade. Wellness program development and implementation processes are overviewed from an Oneida cultural lens, and lessons learned are shared. Panel presenters represent administration, sworn and non-sworn personnel, and the agency partner psychologist. Peer support and inter-tribal partnership implications are addressed.

Good mental and psychological health is just as essential as good physical health for law enforcement personnel, to be effective in keeping our communities safe from crime and violence. The implementation of the Oneida Police Department's Employee Wellness Program is an important step in improving the delivery of and access to mental health and wellness services that will help those who serve in law enforcement, whether they are sworn or non-sworn personnel. Sworn and non-sworn law enforcement personnel shoulder the responsibility of protecting the public, and deal with the tremendous mental and emotional strains throughout their careers.

The Employee Wellness Program will assist in providing the resources needed in dealing with all aspects of law enforcement and family wellness. The program will assist in navigating difficult scenarios and boost staff resiliency to recover from traumatic events.

In addition to the being selected to present at the conference, Lieutenant Brandon VandeHei has been nominated for the 2023 IACP 40 Under 40 Award. The awardees represent the top rising leaders from around the globe, exemplifying leadership, dedication, and service to their communities and the law enforcement profession.

The total estimated cost for four travelers is \$15,154.56. One employee is a IACP member and receives a discount registration. Attached is a copy of the Travel Authorization Forms for your reference.

Depending on the conference schedule, those attending may not stay for the full conference other than for the Officer Safety and Wellness presentation and to be present for the 40 Under 40 award banquet. We will adjust travel once the schedule is finalized which may reduce the travel expense. The funds for this travel will be budgeted in the FY 24 budget.

Your consideration to this request is appreciated.

**Subject:** FW: IACP 2023 Proposal Notification

On Thursday, May 25, 2023 at 12:46:04 PM CDT, Brandon S. Vandehei <bvandehe@oneidanation.org> wrote:

From: iacpspeakers@theiacp.org <iacpspeakers@theiacp.org>  
Sent: Thursday, May 25, 2023 12:24 PM  
To: Brandon S. Vandehei <BVANDEHE@oneidanation.org>  
Subject: IACP 2023 Proposal Notification

Dear Lt. Brandon Vande Hei, n/a

We are pleased to inform you that your proposal(s) listed below have been selected for a workshop at the IACP 2023 Annual Conference and Exposition taking place October 14-17, in San Diego, CA, USA. Please carefully review this email for event details and next steps.

- \* Title: Creating a Tribal Law Enforcement Wellness Program: the Oneida, Yukwa.unhiyo, We Are All Healthy
- \* Track: Police Psychological Services Section
- \* Presentation ID: 2425770

To accept our invitation to speak, please login to the speaker system and complete the requested information by June 9, 2023 using the link and credentials below. This notification is being sent only to the submitter of this workshop. Please share this information with the associated speaker(s). Future communications will be sent directly to speakers.

IACP 2023 Site:

URL:

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.conferenceharvester.com%2Fharvester%2Flogin.asp%3FEventKey%3DCRYMHMKU&data=05%7C01%7Caskenan1%40oneidanation.org%7Cc2dffa673e9846ce188e08db5d48be83%7Cc7e7a09730aa485ea37b537c20f88623%7C0%7C0%7C638206339265883937%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=XlrB5mKLeXwvG86vZh2R4vdYI1BsQPgJG03cmr8GWZM%3D&reserved=0>

Username:

Password (Access Key):

We look forward to working with you and the speaker(s) of this workshop and thank you for the time and effort expended in helping to make IACP 2023 a success. For additional information about IACP 2023, please visit the conference website.

Speaker and workshop specific questions may be directed to [IACPspeakers@theiacp.org](mailto:IACPspeakers@theiacp.org). Don't forget to reference the above presentation id number when communicating with IACP.

Sincerely,

Shawnetta Walker  
International Association of Chiefs of Police

**ONEIDA NATION**  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Eric Boulanger		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number	[REDACTED]		
Destination City	San Diego, CA		
Departure date	10/13/2023	Return date	10/18/2023
Purpose of travel	Presenter/Panelist - International Association of Chiefs of Police Conference		
Charged GL Account	001-4252000-701000-000		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 74.00
-------------------------------	----------

**Cost Estimate Information**

## Personal Automobile Mileage Expenses

Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 74.00	0.75	1	\$ 55.50
Per Diem full day at destination	\$ 74.00	1.00	3	\$ 222.00
Per Diem for return travel date	\$ 74.00	0.75	1	\$ 55.50
Included meals total				\$ 1.00
Miscellaneous expenses: taxi, parking, fees, etc.				\$ 125.00
<b>Sub-Total = Travel Advance</b>				\$ 457.00
Lodging including room, taxes, fees, and hotel parking	\$ 313.66		4	\$ 1,254.64
Airfare				\$ 867.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration				\$ 500.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 3,181.64
<b>Total Cost Estimate</b>				\$ 3,638.64

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler		
Supervisor		

Send all travel related items to: [CentralAccounting\\_Travel@oneidation.org](mailto:CentralAccounting_Travel@oneidation.org)

**ONEIDA NATION**  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Brandon Vande Hei		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number	[REDACTED]		
Destination City	San Diego, CA		
Departure date	10/13/2023	Return date	10/18/2023
Purpose of travel	Presenter/Panelist - International Association of Chiefs of Police Conference		
Charged GL Account	001-4252000-701000-000		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 74.00
-------------------------------	----------

**Cost Estimate Information**

## Personal Automobile Mileage Expenses

Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 74.00	0.75	1	\$ 55.50
Per Diem full day at destination	\$ 74.00	1.00	3	\$ 222.00
Per Diem for return travel date	\$ 74.00	0.75	1	\$ 55.50
Included meals total				\$ 1.00
Miscellaneous expenses: taxi, parking, fees, etc.				\$ 125.00
<b>Sub-Total = Travel Advance</b>				\$ 457.00
Lodging including room, taxes, fees, and hotel parking	\$ 313.66		4	\$ 1,254.64
Airfare				\$ 867.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration				\$ 700.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 3,381.64
<b>Total Cost Estimate</b>				\$ 3,838.64

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses.  
I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler	[REDACTED]	[REDACTED]
Supervisor	[REDACTED]	[REDACTED]

Send all travel related items to: [CentralAccounting\\_Travel@oneidation.org](mailto:CentralAccounting_Travel@oneidation.org)

**ONEIDA NATION**  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Nathan Ness		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number	[REDACTED]		
Destination City	San Diego, CA		
Departure date	10/13/2023	Return date	10/18/2023
Purpose of travel	Presenter/Panelist - International Association of Chiefs of Police Conference		
Charged GL Account	001-4252000-701000-000		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 74.00
-------------------------------	----------

**Cost Estimate Information**

## Personal Automobile Mileage Expenses

Total miles	[REDACTED]	Multiply by the Mileage rate	\$ .625	\$ 0.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 74.00	0.75	1	\$ 55.50
Per Diem full day at destination	\$ 74.00	1.00	3	\$ 222.00
Per Diem for return travel date	\$ 74.00	0.75	1	\$ 55.50
Included meals total				\$ 1.00
Miscellaneous expenses: taxi, parking, fees, etc.				\$ 125.00
<b>Sub-Total = Travel Advance</b>				\$ 457.00
Lodging including room, taxes, fees, and hotel parking	\$ 313.66		4	\$ 1,254.64
Airfare				\$ 867.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration				\$ 700.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 3,381.64
<b>Total Cost Estimate</b>				\$ 3,838.64

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler	[REDACTED]	[REDACTED]
Supervisor	[REDACTED]	[REDACTED]

Send all travel related items to: [CentralAccounting\\_Travel@oneidation.org](mailto:CentralAccounting_Travel@oneidation.org)

**ONEIDA NATION**  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Nicole Reiter		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number	[REDACTED]		
Destination City	San Diego, CA		
Departure date	10/13/2023	Return date	10/18/2023
Purpose of travel	Presenter/Panelist - International Association of Chiefs of Police Conference		
Charged GL Account	001-4252000-701000-000		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 74.00
-------------------------------	----------

**Cost Estimate Information**

## Personal Automobile Mileage Expenses

Total miles	[REDACTED]	Multiply by the Mileage rate	\$ .625	\$ 0.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 74.00	0.75	1	\$ 55.50
Per Diem full day at destination	\$ 74.00	1.00	3	\$ 222.00
Per Diem for return travel date	\$ 74.00	0.75	1	\$ 55.50
Included meals total				\$ 1.00
Miscellaneous expenses: taxi, parking, fees, etc.				\$ 125.00
<b>Sub-Total = Travel Advance</b>				\$ 457.00
Lodging including room, taxes, fees, and hotel parking	\$ 313.66		4	\$ 1,254.64
Airfare				\$ 867.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration				\$ 700.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 3,381.64
<b>Total Cost Estimate</b>				\$ 3,838.64

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler	[REDACTED]	[REDACTED]
Supervisor	[REDACTED]	[REDACTED]

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Enter the e-poll results into the record regarding the approved travel request in accordance with §...

## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

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 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 checked="" 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 type="checkbox"/> Unbudgeted |
| <input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: \_\_\_\_\_

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CELLIS1

**From:** [Secretary](#)  
**To:** [Tehassi Tasi Hill](#); [Brandon L. Yellowbird-Stevens](#); [Lisa A. Liggins](#); [David P. Jordan](#); [Kirby W. Metoxen](#); [Jennifer A. Webster](#); [Daniel P. Guzman](#)  
**Cc:** [Kristal E. Hill](#); [Rhiannon R. Metoxen](#); [Danelle A. Wilson](#); [BC Agenda Requests](#); [Bonnie M. Pigman](#); [Winnifred Thomas](#)  
**Subject:** E-POLL RESULTS: Approve the travel request in accordance with § 219.16-1 - Oneida Nation Commission on Aging - five (5) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, North Carolina  
**Date:** Tuesday, June 20, 2023 4:39:43 PM  
**Attachments:** [BCAR Approve the travel request in accordance with § 219.16-1 - ONCOA- five \(5\) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, North Carolina.pdf](#)

---

## E-POLL RESULTS

The e-poll to approve the travel request in accordance with § 219.16-1 - Oneida Nation Commission on Aging - five (5) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, North Carolina, **has carried**. Below are the results:

Support: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Brandon Stevens, Jennifer Webster

Abstain: Lisa Liggins

### Aliskwet Ellis

Senior Information Management Specialist  
Government Administrative Office

O: 920.869.4408 • E: [cellis1@oneidanation.org](mailto:cellis1@oneidanation.org)

P.O. Box 365 • Oneida, WI • 54155



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

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---

**From:** Secretary <TribalSecretary@oneidanation.org>

**Sent:** Monday, June 19, 2023 5:41 PM

**To:** Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Daniel P. Guzman <dguzman@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Kirby W. Metoxen <KMETOX@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>

**Cc:** Danelle A. Wilson <dwilson1@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Kristal E. Hill <khill@oneidanation.org>

**Subject:** E-POLL REQUEST: Approve the travel request in accordance with § 219.16-1 - Oneida Nation Commission on Aging - five (5) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, North Carolina

## E-POLL REQUEST

### **Summary:**

Attached is a memorandum to the Oneida Business Committee along with conference materials, Oneida Nation Commission on Aging (ONCOA) meeting minutes, and five (5) travel authorization request forms.

### **Justification for E-Poll:**

The registration fee for the National Indian Council on Aging Conference will be increasing on July 1, 2023. ONCOA intended to submit this request to the Business Committee (BC) on their regular June 14, 2023 meeting agenda but discovered they first needed approval from the BC to transfer monies within their expense lines due a change in Budget and Finance law.

### **Requested Action:**

Approve the travel request in accordance with § 219.16-1 - Oneida Nation Commission on Aging - five (5) commissioners - National Indian Council on Aging Conference - September 24-30, 2023 - Cherokee, North Carolina

### **Deadline for response:**

**Responses are due no later than 4:30 p.m., Tuesday, June 20, 2023.**

### **Voting:**

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

Aliskwet Ellis

Senior Information Management Specialist  
Government Administrative Office

O: 920.869.4408 • E: [cellis1@oneidanation.org](mailto:cellis1@oneidanation.org)

P.O. Box 365 • Oneida, WI • 54155



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

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## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

2. Session:

- Open     Executive – must qualify under §107.4-1.  
Justification: *Choose or type justification.*

3. Requested Motion:

- Accept as information; OR  
*Enter the requested motion related to this item.*

4. Areas potentially impacted or affected by this request:

- |   |  |
|---|--|
| <input type="checkbox"/> Finance                | <input type="checkbox"/> Programs/Services                             |
| <input type="checkbox"/> Law Office             | <input type="checkbox"/> DTS   |
| <input type="checkbox"/> Gaming/Retail          | <input checked="" type="checkbox"/> Boards, Committees, or Commissions |
| <input type="checkbox"/> Other: <i>Describe</i> |  |

5. Additional attendees needed for this request:

Barbara Cornelius, Secretary/Oneida Nation Commission on Aging  
*Name, Title/Entity OR Choose from List*  
*Name, Title/Entity OR Choose from List*  
*Name, Title/Entity OR Choose from List*

**6. 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 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 checked="" type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition                | <input checked="" type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i>            |  |  |

**7. Budget Information:**

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

**8. Submission:**

Authorized Sponsor: Winnifred Thomas, Chair/Oneida Nation Commission on Aging \_\_\_\_\_

Primary Requestor: Bonnie Pigman, Recording Clerk \_\_\_\_\_



## Memorandum

TO: Oneida Business Committee

FROM: Winnifred Thomas, Chair *wlj*

DATE: June 19, 2023

RE: Oneida Nation Commission on Aging travel request to attend the National Indian Council on Aging Conference September 25-29, 2023, Cherokee, North Carolina

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The Oneida Nation Commission on Aging (ONCOA) is respectfully requesting approval from the Oneida Business Committee for five (5) members to attend the National Indian Council on Aging Conference September 25-29, 2023, Cherokee, North Carolina. ONCOA approved their travel dates to be from September 24, 2023 and returning September 30, 2023. ONCOA is requesting a Business Committee E-Poll in advance of the June 28, 2023 Regular Business Committee meeting as the registration fee price goes up on July 1, 2023.

Please find attached the following documents:

1. The National Indian Council on Aging Conference materials.
2. Two (2) ONCOA minutes approving travelers and dates of travel.
3. Travel Authorization requests for travelers, which two (2) intend to travel by personal car and three (3) ONCOA members intend to fly to the event.

ONCOA By-Laws section 1-7(a) reads

“Up to nine (9) Commissioners shall attend the Biennial National Indian Council on Aging (NICOA) held every other year for four (4) full days;”

ONCOA acknowledges the importance of having members attend this conference which this year is titled as the “2023 American Indian Elders Conference”. Since coming out of involuntary closure ONCOA consist of four (4) new members, four (4) members who held previous terms, and one (1) vacant position. None of the current members have ever attended this conference. This conference provides a great environment and platform for members to acquire a lot of training, knowledge and build relationships with other Nation’s members who provide the same service to their Elder community’s. This conference offers the opportunity to acquire a vast amount of knowledge in a short amount of time which is necessary for them to be successful in their new/continuing positions on ONCOA.

Funding for the ONCOA travelers will come out of the ONCOA budget for FY 2023, in accordance with the Oneida Travel and Expense policy § 219.16-1.

Given that this event is on a National platform and whereas ONCOA recognizes the importance of having our Nation represented, ONCOA, at a duly called meeting, approved each member's attendance and participation for this event, which is in accordance with section 1-7(a) of the ONCOA By-Laws that reads "Up to nine (9) Commissioners **shall** attend the Biennial National Indian Council on Aging (NICOA) held every other year for four (4) full days.

**Requested Action**

Approve the travel request in accordance with the Oneida Travel and Expense policy § 219.16-1. – Oneida Nation Commission on Aging's – for five (5) members – to attend the National Indian Council on Aging Conference September 25-29, 2023, Cherokee, North Carolina: Travel dates September 24 – 30, 2023.

# SAVE THE DATE



## 2023 AMERICAN INDIAN ELDERS CONFERENCE

SEPTEMBER 25-29, 2023

HARRAH'S CHEROKEE CASINO RESORT  
CHEROKEE, NORTH CAROLINA

The conference attendees represent

- 2,000+ AI/AN Elders,
- stakeholders,
- elected tribal representatives,
- government agencies, and
- Aging Network providers

The conference is the Elders' forum; the place to voice concerns and to receive up to date information and resources to help Elders age at home and in their own communities.

More information will be available on our website at [www.nicoa.org](http://www.nicoa.org); or by emailing Cheryl Archibald, [carchibald@nicoa.org](mailto:carchibald@nicoa.org). We are looking forward to seeing everyone in Cherokee, NC.

# SEPTEMBER 25-29, 2023 2023 AMERICAN INDIAN ELDERS CONFERENCE

## Estimated Hotel costs

Room Rate / Resort Fee	Tax/Additional Fees	Total Cost Per Night	Sun-Thursday 5 nights	Sun-Friday 6 nights
\$139	11.50%	\$154.99	\$774.93	\$929.91

## January 1, 2023 – December 31, 2024 Membership costs

Voting	Associate
\$150	\$250

## Registration costs

	Voting	Associate	Caregiver	Student	Non-Member
Registration	\$225	\$375	\$300	\$150	\$725

## Total Estimated Cost = Estimated Hotel Cost + Membership Cost + Registration Cost

	Voting	Associate	Caregiver	Student	Non-Member
Membership	\$150	\$250	0	0	0
Registration	\$225	\$375	\$300	\$150	\$725
Hotel cost 5 nights	\$775	\$775	\$775	\$775	\$775
<b>Total Cost for 5 Nights</b>	<b>\$1,150</b>	<b>\$1,400</b>	<b>\$1,075</b>	<b>\$925</b>	<b>\$1,500</b>

	Voting	Associate	Caregiver	Student	Non-Member
Membership	\$150	\$250	0	0	0
Registration	\$225	\$375	\$300	\$150	\$725
Hotel Cost 6 nights	\$935	\$935	\$935	\$935	\$935
<b>Total Cost for 6 Nights</b>	<b>\$1,310</b>	<b>\$1,560</b>	<b>\$1,235</b>	<b>\$1,085</b>	<b>\$1,660</b>

You will need to figure in transportation to and from the event. We are working on transportation from the Airport to the hotel. There will be additional events to attend while you are at the conference, fly fishing, bowling, shopping, swimming, river events, local tours, and more.

A request for speakers, workshops, and exhibitors are available online or email to [carchibald@nicoa.org](mailto:carchibald@nicoa.org). Please start planning your trip to attend this amazing event. COVID 19 protocols will be in place as recommended by the CDC.

More information will be available on our website at [www.nicoa.org](http://www.nicoa.org); or by emailing Cheryl Archibald, [carchibald@nicoa.org](mailto:carchibald@nicoa.org). We are looking forward to seeing everyone in Cherokee, NC.



## 2023-2024 Membership Dues

January 1, 2023 – December 31, 2024

Thank you for deciding to support National Indian Council on Aging, Inc. by purchasing a membership. The instructions on how to fill out the form are below. *You're asking yourself what do you get when you become a member?*

- You will receive a discount on pricing for the biennial conference
- You will have the option of helping us with surveys and information gathering (For NICOA use only)
- Any webinars that we create you will be able to access them without a cost
- You will be helping us continue our work for the Elders we serve

**Purchase your membership now for a discounted rate when you register for the 2023 American Indian Elders Conference; Cherokee, NC at the Cherokee Harrah's Casino Resort**

**1. Name** – please provide us your name.

**2. Personal Mailing Address** - NICOA would like to be able to reach our community to inform you of upcoming events that you may be interested in. No junk mail, etc. We will NEVER sell your information or share it with anyone without your permission.

**3. Email Address** – Again we would like to keep you updated about what is happening and add you to our Newsletter with valuable information about what is happening in Indian Country. We will never sell or share your information without your written permission. Any information we gather will remain with NICOA.

**4. Billing or Tribal Contact-** Contact information of the person, tribe, or organization that is paying the membership dues for the person listed above. If you are paying leave this section blank. We ask for this information if there is a billing question.

**5. Voting Member Only** – This section needs to be filled out for a Voting Member; this is a person that is 55+ years of age, they are a member of a federally recognized tribe. Please attach a copy of your CDIB, Letter in Lieu of a card, or if you don't have your card, fill out the information below. This allows us to validate you as a Voting Member.

Tribe- Federally recognized name;

Date of Birth- validates your age for a Voting Member;

CDIB / Tribal enrollment number; Expiration date *if applicable*.

**6. Membership Type-** Check the box next to the type of member you are.

- **Voting Member-** Must be 55 yrs.+ and a member of a Federally recognized tribe. The difference between a Voting Member and an Associate Member is that the Voting Member can attend their regional caucus meeting during the conference and vote on any resolutions that are presented; you will (every 4 years, 2 conferences) Elect your regional representative on the NICOA Board of Directors.
- **Associate Member (non-voting)-** Any person who does not qualify as a voting member. (your discount at the conference registering as a paid associate member will save you \$100 compared to a nonmember registration)

Once you have filled the form out, (*the membership is for one member*); if you have a spouse, they need to complete a form as well. You can pay for more than one membership at a time.

If you have any questions or want to pay with a credit card, please contact the NICOA office at (505) 292-2001. Or send an email to [carchibald@nicoa.org](mailto:carchibald@nicoa.org) or go to our website and pay online, there is a 5% service charge for a credit card.

# NICOA Membership Definitions

## Am I a Voting Member or an Associate Member? See below

Thank you for your interest in the National Indian Council on Aging, Inc. (NICOA). Our mission is to advocate for improved comprehensive health, social service, and economic well-being for American Indian and Alaska Native Elders.

NICOA has two (2) membership levels:

**Voting Member** must be 55+ years old and a Registered Member of a Federally Recognized American Indian Tribe. A voting member allows you to attend your regions caucus session at the conference and develop NICOA’s direction for the next two years; you will choose who your regional representative is on the NICOA Board of Directors; and you get a reduced conference registration fee.

**Associate Member**, anyone that doesn’t qualify to be a Voting Member, and get a discounted rate at the conference.

Answer the following questions and we will direct you to the form(s) you need for Membership and Registration for the upcoming conference in September 2023.

Are you over age 55?

Yes

No



Are you a member of a Federally Recognized Tribe?

Yes

No



You Qualify to be a NICOA **Voting** Member

You Qualify to be a NICOA **Associate** Member

If you need help determining what level you qualify for, please call (505) 292-1000 or email [carchibald@nicoa.org](mailto:carchibald@nicoa.org)



# 2023-2024 Membership Dues

January 1, 2023 – December 31, 2024

**Purchase your membership now for a discounted rate at the 2023 AI/AN Elders Conference**

## Individual (Personal) Membership Information (Please print or type clearly, one person per form)

Name: \_\_\_\_\_

PERSONAL Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note:** This is your personal membership, please provide personal contact information so that we can update you about NICOA.

**Billing or Tribal contact:** Contact information if someone other than the Elder is paying on their behalf

Other Org OR  Billing Tribe/Organization \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **VOTING MEMBERS ONLY – Complete this section and attach a copy of CDIB/proof of enrollment:**

A qualified voting member is "any American Indian or Alaska Native 55 years of age or older who is an enrolled member of an Indian Tribe, Band, or Combination of Bands and Tribes, recognized by the United States Department of the Interior". PLEASE ATTACH A COPY OF TRIBAL ENROLLMENT OR CDIB CARD. If your CDIB card is not available, please provide the information below.

Tribe: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ CDIB/Enrollment Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  N/A

### **MEMBERSHIP TYPE: (requirements and specifics on other side) Please Check one:**

- 1. **Voting Member**- Must be 55 yrs.+ and a member of a Federally recognized tribe: (online/CC \$160)  \$150
- 2. **Associate Member (non-voting)**- Any person who is not a voting member: (online/CC \$265)  \$250

Mail this form with payment by Check or Money Order Payable to NICOA at:

National Indian Council on Aging  
Attn: Cheryl Archibald (Membership Dues)  
8500 Menaul Blvd. NE, Ste. B470  
Albuquerque, NM 87112

**NICOA USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ To Finance: \_\_\_\_\_ Check or GZ Invoice#: \_\_\_\_\_ Amount: \_\_\_\_\_

## Registration form Instructions

1. Print or write your full name (*please be sure it is legible*), next Put in your primary phone number.
2. Tell us what tribe you are representing, also if there is a band associated with a larger tribe.
3. Provide us with your mailing address so that we can send you newsletters, etc. We will not send solicitations or share your email with anyone outside NICOA.

### **Billing Information:**

1. Check the appropriate box, self-pay, tribe or organization's name that is paying your registration.
2. Name, Title, Phone, Billing Address, and an Email for a receipt.

### **Registration Dates and Fees:** There are three different registration dates:

Regular Registration – Postmarked by between January 1 and June 30, 2023

Late Registration – Postmarked between July 1 and August 31, 2023

ONSITE Registration ONLY – DO NOT MAIL AFTER September 1, 2023

*Not sure how to register? An Associate membership **plus** Associate registration is \$625 **saving you \$100** compared to the non-member registration price of \$725.*

If you can't make your payment by August 31, contact, Cheryl Archibald with any questions and information about paying onsite, at (505) 292-2001, or email [carchibald@nicoa.org](mailto:carchibald@nicoa.org). (Email is the preferred method of contact.)

### **Online Registration/payment with Credit Card:**

There is a 5% fee for payments with a credit card

You can pay online at [www.nicoa.org](http://www.nicoa.org) or you can fill out a credit card authorization form and you will be charged the 5% charge even though you are filling out a paper form, because this is a credit card processing fee.



# 2023 American Indian Elders Conference

## REGISTRATION FORM

COMPLETE ONE FORM PER PERSON - All sections are required for registration

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tribe: \_\_\_\_\_ Band: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**Billing Information:** Self  Billing Tribe/ Organization  Invoice

Contact Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**REGISTRATION FEES** - All Members **MUST PAY** membership DUES before registering.

**Registering AFTER September 1, 2023 must pay ONSITE ONLY call 505-292-2001 or email Cheryl Archibald at [carchibald@nicoa.org](mailto:carchibald@nicoa.org) if you are paying on site**

Conference Attendee Membership Type	Regular Registration January 1 thru June 30, 2023	LATE Registration July 1 thru Aug 31, 2023	ONSITE Registration Sept 1 thru Sept 25, 2023	Total Cost
*If you are registering as a Caregiver, you <b>must</b> put the Elders name that you are with below:				
Voting Member	<b>\$225.00</b>	\$250.00	\$275.00	
Associate Member	<b>\$375.00</b>	\$400.00	\$425.00	
*Caregiver (see above, Elder's name or group)	<b>\$300.00</b>	\$325.00	\$350.00	
**Student	<b>\$150.00</b>	\$175.00	\$200.00	
Non-Member	<b>\$725.00</b>	\$750.00	\$775.00	
<b>ALL MEMBERS MUST PAY MEMBERSHIP DUES BEFORE REGISTERING. PAYMENT MUST ACCOMPANY THIS FORM</b>			<b>TOTAL</b>	\$

**Make Check or Money Order Payable to NICOA and Mail this form along with payment to:**

National Indian Council on Aging, Inc.  
Attn: 2021 Conference (Cheryl J Archibald)  
8500 Menaul Blvd. NE, Suite B-470  
Albuquerque, NM 87112

\***Caregiver** registration must provide the name of the Elder you are with, and there is **no membership required**

\*\***Student** Attendee must provide proof of registration in school; a school ID. **no membership required**

NICOA USE ONLY: Finance: \_\_\_\_\_ Date: \_\_\_\_\_ GZ Invoice #: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Membership # \_\_\_\_\_



## Guidelines for Submission of Resolutions

A NICOA resolution is a statement adopted by its members to drive change. It indicates opposition or support for a change in government policy. It often requests money for programs, projects, or to support policy specific to issues that impact American Indian and Alaska Native Elders.

The resolution passed by the NICOA voting membership cover a broad range of aging topics and are equally important for providing direction to the organization and serve as advocacy tools with policy makers.

NICOA resolutions should include concise background information providing the reasoning for the position or action that you want NICOA to take.

- The resolution should address only one topic or issue. The resolution should be complete, so that when adopted it becomes a clear and formal expression of the Elders.
- ALL resolutions should be AGING related in nature to advocate for the interests of all American Indian and Alaska Native Elders. Resolutions that focus on regional, state or Tribal specific issues are NOT in order.
- A resolution endorsed by NICOA shall be the policy of NICOA until it is withdrawn or modified by subsequent resolution.
- The region submitting the resolution must select a NICOA voting member to introduce and defend the resolution before the resolutions committee and or before the voting members of the duly called biennial meeting of NICOA. (see attached sample resolution)
- Resolutions **MUST be submitted** to the NICOA Executive Director no later **45 DAYS BEFORE** the NICOA biennial meeting, postmarked no later than **JULY 28, 2023**. Late resolutions submitted at the biennial meeting will not be accepted for consideration. The Resolutions committee must be provided sufficient time to review the resolutions to ensure that they are in order.

Resolutions **MUST BE SUBMITTED 45 DAYS PRIOR** to the NICOA biennial meeting on Thursday, September 28, 2023, be postmarked no later than **JULY 28, 2023**.

Questions and inquiries can be directed to: Cheryl J. Archibald, Executive Assistant, 505-292-2001 or [carchibald@nicoa.org](mailto:carchibald@nicoa.org). Email is the preferred way to contact.

### **MAIL/EMAIL/FAX completed resolutions to:**

National Indian Council on Aging, Inc.  
Attn: 2023 Conference-Resolutions  
8500 Menaul Blvd. NE, Suite B470  
Albuquerque, NM 87112

Email to: [carchibald@nicoa.org](mailto:carchibald@nicoa.org) or Fax to: 505-292-1922



# Guidelines for Submission of Resolutions

## – SAMPLE RESOLUTION –

### Resolution # 2023- NICOA WILL ASSIGN

TITLE: Code Talker Recognition Act of \_\_\_\_\_

**WHEREAS**, we, the members of the National Indian Council on Aging of the United States, invoking the divine blessing of the Creator upon our efforts and purposes, in order to preserve for ourselves and our descendants the inherent sovereign rights of our Indian nations, rights secured under Indian treaties and agreements with the United States, and all other rights and benefits to which we are entitled under the laws and Constitution of the United States, to enlighten the public toward a better understanding of the issues and needs of American Indian and Alaska Native Elders, to preserve Indian cultural values, and otherwise promote the health, safety and welfare of our Elders, do hereby establish and submit the following resolution; and

**WHEREAS**, the National Indian Council on Aging (NICOA) was established in 1976 by Tribal Leaders to advocate for and improve the health and social service programs and economic wellbeing for American Indian and Alaska Native Elders on a national level; and

**WHEREAS**, the bills, HR 4544 and S 2681, introduced in the 110<sup>th</sup> US Congress recognize the contributions made by American Indian Code Talkers using their native languages to send coded messages during combat since the First World War and provides long overdue recognition to a group of elite veterans.

**NOW THEREFORE BE IT RESOLVED**, that NICOA does hereby support the passage of HR 4544 and S 2681 in the 110<sup>th</sup> Congress, which recognizes the contributions of all American Indian Code Talkers from World War I and World War II.

**BE IT FURTHER RESOLVED** that this resolution shall be the policy of NICOA until it is withdrawn or modified by subsequent resolution.

## CERTIFICATION

I hereby certify that the above resolution was passed before a duly called meeting of the National Indian Council on Aging membership on 28, September 2023, in Cherokee, ND at which a quorum was present.

\_\_\_\_\_  
Printed Name, Chairman

\_\_\_\_\_  
Printed Name, Secretary

## – SAMPLE RESOLUTION – RESOLUTION SUBMISSION FORM



# Guidelines for Submission of Resolutions

**ONE TIME DEADLINE: JULY 28, 2023**

RESOLUTION #: To be assigned by NICOA

TITLE OF RESOLUTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPONSOR OF RESOLUTION: \_\_\_\_\_

\_\_\_\_\_

TRIBAL AFFILIATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON/ REPRESENTATIVE: \_\_\_\_\_  
(NICOA Dues Paying Member)

CELL PHONE CONTACT/ OTHER: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

The contact person/representative will be asked to attend, introduce, and defend the resolution before the resolutions committee and or before the voting members of NICOA.

MAIL / EMAIL / FAX this form to:  
National Indian Council on Aging, Inc.  
Attention: 2020 NICOA Conference Resolutions  
8500 Menaul Blvd. NE, Suite B-470 Albuquerque, NM 87112

Email to: [carchibald@nicoa.org](mailto:carchibald@nicoa.org) or Fax to: 505-292-1922

# BOARD MEMBERSHIP NOMINATION MATERIALS



NICOA is seeking Board members to fill our vacant positions. If you are interested or you know of an outstanding Elder representative or professional that can represent your area, please provide them with this information. **Applications are due by August 31, 2023**

Please send request to:  
ATTN: NICOA Conference  
One Executive Center  
8500 Menaul Blvd. NE, Suite B-470,  
Albuquerque, NM 87112

If you have any questions, please contact Larry Curley, Executive Director ([lcurley@nicoa.org](mailto:lcurley@nicoa.org)) or Cheryl J. Archibald, Executive Assistant ([carchibald@nicoa.org](mailto:carchibald@nicoa.org)) (505) 292-2001.



## BOARD MEMBERSHIP NOMINATION FORM

The NICOA Board of Directors is comprised of American Indian and Alaskan Native Elders, age 55 or over. Board members represent each of the 12 NICOA Regions; and one member representing the National Association of Title VI Grantees. Each position, except for Title VI, holds a four (4) year term, that is up for election every two (2) years during our biennial conference. If a position becomes available, a person may apply for the open position, and the NICOA Board of Directors will determine if they can hold the position until the next scheduled election. *(Due to the current COVID-19 issue, the positions below that are highlighted will be up for re-election/election at the 2023 conference.)*

2021-2025 1 - Northwest Region - ID, OR, WA

2018-2023 2 - Rocky Mountain Region - VACANT - MT, WY

2018-2023 3 - Pacific Region – CA

2021-2025 4 - Western Region - AZ, NV, UT

2021-2025 5 - Navajo Region – Navajo Nation

2018-2023 6 - Southwest Region - VACANT - CO, NM\*

2021-2025 11 - Eastern Region - AL, AR, CT, DE, FL, GA, IN, KY, LA, MA, MD, ME, MO, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, and WV

2018-2023 7 - Great Plains Region –ND, SD, NE

2018-2023 8 - Southern Plains Region - KS, OK, TX

2018-2023 9 - Midwest Region - MI, IA, WI, MN, IL

2021-2025 10 - Eastern OK Region – Miscellaneous tribes

2018-2023 12 - Alaska Region- State of Alaska

### VACANT Positions:

\***Southwest Region** – CO, NM (special election to fill the position at the 2021 conference for the rest of the term)

**Rocky Mountain Region** – MT, WY

**Title VI Grantees Association** - Title VI Director (will follow that organization’s own election process)

### The roles and responsibilities of the Board members include:

- Ensuring the organization’s mission and purpose are realized;
- Supporting and evaluating the Executive Director’s performance;
- Ensuring the organization has adequate resources through fundraising to carry out its mission;
- Monitoring the allocation of these resources and ensuring the legal and ethical integrity of the organization;
- Representing the organization at local, regional, and national events;
- Attend Bimonthly Board Meetings, the calendar of meetings is created in November, for the next year. These meetings are usually held on the third Thursday of every other month, at 12 pm MST. There is usually a face to face meeting three times a year at the Albuquerque office, if funds are available, NICOA will pay for your travel, per diem, and hotel accommodations;
- Working cooperatively with fellow Board members and the NICOA Executive Director to proactively represent the Elders from the area that elected you; and
- Avoiding conflict of interest between the work of NICOA and other organizations to which you belong.

When considering whether to serve as a Board member of NICOA, you must evaluate the time you have to devote to fundraising, advocacy, and governance responsibilities required of each Board member. ***It is truly an honor to represent and serve fellow elders, but it is also a substantial time commitment that should be considered very carefully.*** Board members are not allowed to be paid for the services they provide on behalf of NICOA, a non-profit organization.

**NOTE:** It is a requirement to have access to a computer and have some basic computer skills to access meeting materials online, and attend the Zoom video meetings, or conference calls. *If you have any questions about this requirement please contact Larry Curley, Executive Director or Cheryl J. Archibald, Executive Assistant (505) 292-2001.*

### Are You, if so you are qualified to apply

- Step 1:** Be 55 years old or older, an enrolled member of a federally recognized tribe, AND a current Dues Paying Voting Member of NICOA.;
- Step 2:** Submit this NICOA Board Member Request form, Current Resume, and your written statement to the National Indian Council on Aging.



# BOARD OF DIRECTORS APPLICATION FORM

Please check all that apply:

- Sponsor:** [ ] Federally-recognized Tribe  
 [ ] Urban Indian Organization  
 [ ] Elder Council  
 [ ] Tribal Leader  
 [ ] Title VI Director  
 [ ] Other: \_\_\_\_\_

**Must be:** [ ] Current Dues paying, Voting member of NICOA

**NICOA ID:** \_\_\_\_\_

**Name of Nominee:** \_\_\_\_\_

**NICOA Membership #:** \_\_\_\_\_ **CIB#:** \_\_\_\_\_

**Tribe:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Personal Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Personal/Cell Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email(required):** \_\_\_\_\_

Please include your **resume** that highlights your **experience in the field of Indian Aging, health or social services, whether personal or professional.**

Please prepare a complete **written statement** responding to the following questions: *(If nominated during the caucus session, please provide to NICOA by end of conference)* you can use the last page of this packet for your answers.

1. What do you feel are the three most important issues facing American Indian and Alaska Native (AI/AN) Elders today?
2. Describe your experiences as an advocate within your community, your state, region, or on a national basis.
3. Describe your fundraising experience and what types of support and resources you bring to NICOA.
4. Describe how you are connected to the Elders in the area you are seeking to represent. Provide detailed examples of the networking and outreach you have done previously within your area.
5. Are you available to travel and represent the organization within your area, at national meetings and before Congress in Washington, DC? Describe how you and/or the Tribe/organization sponsoring you will cover your travel costs associated with serving on the NICOA Board. Please list your sponsoring tribes and organizations.
6. What is your vision for the Nation Indian Council on Aging's continuing work with AI/AN Elders?



# Exhibitor Registration Form

2023 American Indian Elders Conference, September 25-29, 2023

*“A Trail of Determination: Our Culture, Our History and Our Future”*

**EXHIBITOR INFORMATION**

PLEASE TYPE OR PRINT CLEARLY

Name/Title 1 (Primary Contact): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Title of Presenter-2: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Tribe: \_\_\_\_\_

Address: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Note: we must have both names and titles for the badges at time of payment**

**EXHIBITOR SCHEDULE**

Move-In/Set-Up	9:00 am – 4:00 pm	Sunday, September 24, 2023
Exhibit Hours	8:00 am – 8:00 pm	Monday September 25, 2023, to Thursday September 28, 2023
Exhibit Hours: Move Out:	8:00 am – 5:00 pm	Friday, September 29, 2023

**PLEASE CHECK EXHIBITOR CATEGORY**

- \$400 American Indian Artisans & Merchants
- \$600 Universities, Colleges, Educational Institutions
- \$800 Nonprofit Organization
- \$900 Government / Federal Agency / Tribal Government
- \$1,500 Corporate / For Profit Entities

Exhibitor registration fee includes use of one exhibit sign, a 10 x 10 area, a table, two chairs, and two conference registrations providing access to any activities or meals furnished on site for the two (2) designated people exhibiting. Please consider donating an item of \$25 or more to our raffle, also, consider becoming a Member of NICOA to help us continue our work for the Elders.

**PLEASE SEND FORM AND PAYMENT BY AUGUST 31, 2023 TO:**

National Indian Council on Aging, Inc.  
 ATTN: 2023 NICOA Conference  
 8500 Menaul Blvd. NE, Suite B-470  
 Albuquerque, NM 87112-2284

**FOR INFORMATION CONTACT:**

Cheryl Archibald, Executive Assistant  
 Phone: (505) 292-2001  
 Fax: (505) 292-1922  
 Email: [carchibald@nicoa.org](mailto:carchibald@nicoa.org)

**Online Payment Coming Soon – Watch our website for details!**



# Exhibitor Registration Form

2023 American Indian Elders Conference, September 25-29, 2023

*“A Trail of Determination: Our Culture, Our History and Our Future”*

**Please Note:** When signed Exhibitor Contract and **PAYMENT** is received, you will receive your packet from NICOA’s Conference Coordinator. This packet will include information and additional costs for shipping, ordering of electricity, etc. Conference expenses are used to defray NICOA operating costs. Therefore, it is NICOA’s policy **NOT TO REFUND** Exhibitor Contract fees for any reason including cancellation. **Do not mail forms after August 31, 2023.** Emailed copies of form and/or payment do not constitute payment. You will receive a confirmation of registration by email.

## COVENANT

Acceptance of the application constitutes a contract to use the space assigned by the National Indian Council on Aging, Inc. (NICOA). NICOA retains the right to assign and/or change exhibit locations for unavoidable problems due to circumstances beyond the control of the parties involved. NICOA reserves the right to refuse exhibit space to any applicants whose exhibit is deemed not to be in the best interest of the organization. The Exhibitor indemnifies and agrees to hold harmless NICOA and the Harrah’s Cherokee Casino Resort, their officers, directors, employees, and agents from and against any actions, losses, costs, damages, claims, and expenses (including attorney’s fees) arising from any damage to property or bodily injury to Exhibitor, his/her agents, representatives, employees by reason of the Exhibitor’s occupancy or use of exhibition facilities. Exhibitor agrees not to deface or damage the Harrah’s Cherokee Casino Resort. In accordance with these rules and regulations governing exhibits for the 2023 Conference, September 25-29, 2023, the undersigned makes application for exhibit space and encloses the full fee for each space requested. Sale of food items is prohibited. **DUE On August 31, 2023 – REGISTRATION**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**2023 American Indian Elders Conference**  
**Harrah's Cherokee Casino Resort**  
**Cherokee, NC**  
**September 25-29, 2023**

**SPONSORSHIP INVITATION**

Help us provide the best conference we ever have by supporting your Elders that attend this conference every two years. We have over 1,800 attendees from all over the country including Alaska. These Elders come together to meet and get updated information on Aging in Indian Country. We need to know their concerns to advocate for them in Washington, DC.

There are over 503,000 American Indians and Alaskan Natives today who strive each day, weeks, and months to ensure that all they have learned and experienced are passed onto the next generation of tribal elders — today's tribal youths. What our elders know and retain in their memories are stories, customs, and tribal traditions. This is the value of our elders, and the National Indian Council on Aging has been at the forefront of this quest for cultural continuity — or rather the survival of the 574 plus tribes in the United States for the last four and half decades.

**Conference Aims**

The conference is the elders' forum; the place to voice concerns, provide recommendations on policies that are important to aging older Indians and to receive up-to-date information and resources to help Elders age at home and in their own communities. NICOA works closely with the U.S. Department of Health and Human Services (USDHHS) and the Department of Labor (DOL) to advocate for grant funded programs and services such as Title VI Services for Native Americans (AOA Title VI), Indian Health Services, Medicare/Medicaid, Social Security, Senior Community Service Employment Program (SCSEP) and others. Officials from federal, state, tribal services and other departments are invited to listen, learn, and share in the discussion about the successes and concerns impacting aging in Indian Country.

Keynote speakers from federal, state, tribal programs, and agencies will be present to provide program updates and listen to the aging needs of AI/AN elders. Workshops will be provided for the elders by service providers and aging network professionals with experience in providing services to AI/AN elders. *The workshop sessions include caregiver support, elder abuse prevention, health, nutrition, transportation, disease prevention, long-term services and supports, employment and training, financial assistance, and more.*

Don't be left behind by other tribes, and organizations send in your support now, we want to post it and let everyone know that YOU Support your Elders.

## SPONSORSHIP BENEFITS

Level	A	B	C	D	E	F	G	H	I
Mountain \$25,000			Full Page Color Ad	4					2
Eagle \$20,000			Half Page Color Ad	3					1
Hawk \$15,000			Quarter Page Color Ad	3					
Falcon \$10,000			Eighth Page Ad	2					
Hummingbird \$5,000			Business card size Ad	1					
Family \$1,000			Listed as donor's						

*A-Fall and Spring NICOA Newsletter Recognition*

*B-Website Recognition, from date received through end of year*

*C-Event Program Ad in Color*

*D-Complementary Conference Registrations*

*E-Podium Recognition during Event*

*F-Large Screen Brand Placement at General Sessions*

*G-Opportunity to Present an Educational Workshop*

*H-Exhibit Booth and Recognition at Main Conference Events I - 10' x 10' Exhibit Booth Space*

*I-Prominent Brand Placement Above Event Stage and Banner Placement Throughout Event*

All sponsorship funds will be used to pay for conference expenses, if you want a list of specific things your sponsorship will provide, contact Cheryl J. Archibald at [carchibald@nicoa.org](mailto:carchibald@nicoa.org).

All funds are used to continue the advocacy and work on behalf of the American Indian and Alaska Native Elders that we work for.



## THANK YOU IN ADVANCE FOR YOUR SUPPORT!

*Make a Difference in the Lives of Our Elders*

### *Sponsorship Commitment*

#### *2023 American Indian Elders Conference*

- |   |          |  |          |
|---|----------|--|----------|
| <input type="checkbox"/> Mountain Level | \$25,000 | <input type="checkbox"/> Falcon Level      | \$10,000 |
| <input type="checkbox"/> Eagle Level    | \$20,000 | <input type="checkbox"/> Hummingbird Level | \$5,000  |
| <input type="checkbox"/> Hawk Level     | \$15,000 | <input type="checkbox"/> Family Level      | \$1,000  |

Name of Organization or Tribe: \_\_\_\_\_

Contact Person: Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
*Signature warrants authority to financially commit organization listed above.*

\_\_\_\_\_  
*Date*

**Sponsorship Terms and Payment:** Your high-resolution digital logo/ad (vector file) must be emailed by 5 p.m., **July 31, 2023** to guarantee placement in our event program. Inserts into conference bags need to be received at the NICOA office by 5 p.m., **August 31, 2023**. Sponsorships are due in one payment: 100 percent with application, or by **August 1, 2023**. Contact Cheryl J. Archibald with any questions.

Individual sponsorships can be **any amount**, can be customized!

Send sponsorship application and check to: (Make checks payable to National Indian Council on Aging)

**FOR INFORMATION CONTACT:**

Cheryl Archibald, Executive Assistant  
Email : [carchibald@nicoa.org](mailto:carchibald@nicoa.org)  
Phone : (505) 292-2001  
Fax: (505) 292-1922

**EMAIL / MAIL / FAX TO:**

National Indian Council on Aging, Inc.  
ATTN : Cheryl Archibald 2023 Conference  
8500 Menaul Blvd. NE, Suite B-470  
Albuquerque, NM 87112

**V. REPORTS****A. Accept Aging & Disability February 2023 Report (Handout)***Sponsor: Elijah Metoxen, Aging & Disability Services Manager*

Motion by Janice to provide up to \$10,000 for the August 2023 Elder Expo, seconded by Dellora Cornelius. Motion Carried.

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

Motion by Carole Liggins to accept the Aging & Disability February 2023 Report, seconded by Donald White. Motion Carried.

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

**VI. OLD BUSINESS****A. ONCOA Strategic Planning***Sponsor: Michael Denny, Chairman***B. ONCOA By-Laws – Update***Sponsor: Michael Denny, Chairman*

Motion by Janice McLester to accept the ONCOA By-Laws update as information, seconded by Barbara Cornelius. Motion Carried.

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

**VII. NEW BUSINESS****A. Accept Community Meeting/Energy Projects in Oneida***Sponsor: Mike Troge, Project Manager Environmental Health & Safety/Land & Ag Division*

Motion by Donald White to accept the Community Meeting/Energy Projects in Oneida updates as information, seconded by Dellora Cornelius. Motion Carried.

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

**B. National Indian Council on Aging Conference September 25-29, 2023, Cherokee, NC***Sponsor: Barbara Cornelius, Secretary*

Motion by Carole Liggins to have Commissioners that would like to travel to the National Indian Council on Aging Conference September 25-29, 2023, in Cherokee, NC reach out to and let Recording Clerk Shannon Davis know by April 7, 2023, so that it can be included on the next agenda, seconded by Donald White. Motion Carried

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

**NOTE:** Carole Liggins, Mary Doxtator, Janice McLester, and Neoma Orsburn have requested to attend.

**VIII. NEW BUSINESS****A. Aging & Disability Staff Introduction**

*Sponsor: Elijah Metoxen, Aging & Disability Manager & Michael Denny, Chairman*

The following Aging & Disability staff came in throughout the meeting to introduce themselves and identify what they do:

- Loretta Mencheski – Meal Site Supervisor
- Crystal Metoxen – Administrative Assistant
- Joseph Sexton – Home Repair Supervisor
- Bradley Grandquist – Home Chore Worker
- Ricky Hill – Home Chore Worker
- Denise Johnson – Outreach Worker
- Lisa John – Outreach Worker
- Carol Bogda – Coordinator NAFCG Outreach

**B. National Indian Council on Aging Conference September 25-29, 2023, Cherokee, NC – Update**

*Sponsor: Shannon Davis, Recording Clerk*

Motion by Carole Liggins for the following members be approved to attend the National Indian Council on Aging Conference September 25-29, Cherokee, NC: Mary Doxtator, Janice McLester, Neoma Orsburn, Carole Liggins, Winnifred Thomas, seconded by Barbara Cornelius

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

**C. Commissioner Requests**

*Sponsor: Winnifred Thomas, Vice-Chair*

**D. AJRCC Dietician Report**

*Sponsor: Carole Liggins*

Motion by Donald White to accept the AJRCC Dietician verbal report provided by Jill Calewarts, seconded by Mary Doxtator. Motion carried

Ayes: Barbara Cornelius, Dellora Cornelius, Mary Doxtator, Carole Liggins, Janice McLester, Neoma Orsburn, Donald White

*Item VI.B. discussed next*

**IX. TABLED BUSINESS****X. ANNOUNCEMENTS****A. ONCOA Meetings**

1. April 25, 2023, 1:00pm, Aging and Disability Conference Room

**B. GTC Meetings**

1. May 8, 2023

**C. Caucus – Reminder**

1. April 15, 2023, 10AM NHC BC Conference Room

Hotel, Per Diem,  
Registration and  
Membership Dues

**ONEIDA NATION**  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Janice McLester		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number			
Destination City	Cherokee, North Carolina		
Departure date	09/24/2023	Return date	09/30/2023
Purpose of travel	Attend the 2023 American Indian Elders Conference		
Charged GL Account	000-4273006-000- various lines. See ONCOA Budget Info		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 98.00
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**Cost Estimate Information**

## Personal Automobile Mileage Expenses

Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 98.00	0.75	1	\$ 73.50
Per Diem full day at destination	\$ 98.00	1.00	5	\$ 490.00
Per Diem for return travel date	\$ 98.00	0.75	1	\$ 73.50
Included meals total				
Miscellaneous expenses: taxi, parking, fees, etc.				
<b>Sub-Total = Travel Advance</b>				\$ 637.00
Lodging including room, taxes, fees, and hotel parking	\$ 154.99		6	\$ 929.94
Airfare				\$ 0.00
Luggage Fees				\$ 0.00
Car Rental				\$ 0.00
Registration	Membership Due \$160 add'l			\$ 385.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 1,814.94
<b>Total Cost Estimate</b>				\$ 2,451.94

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler		
Supervisor		

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Flight, Hotel, Car,  
Registration Fees &  
Membership Dues. No  
Tolls or Parking costs  
included

**ONEIDA NATION  
TRAVEL AUTHORIZATION REQUEST**

Traveler will be required  
to be an approved  
traveler with Insurance

**General Travel Information**

Name of Traveler	Carole Liggins (tentative pending drivers clearance)		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number	[REDACTED]		
Destination City	Cherokee, North Carolina		
Departure date	09/24/2023	Return date	09/30/2023
Purpose of travel	Attend the 2023 American Indian Elders Conference		
Charged GL Account	000-4273006-000-various lines. See ONCOA Budget Info		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 98.00
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**Cost Estimate Information**

Personal Automobile Mileage Expenses

Description	Rate	Factor	Days	Total
Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
Per Diem for initial travel date	\$ 98.00	0.75	1	\$ 73.50
Per Diem full day at destination	\$ 98.00	1.00	5	\$ 490.00
Per Diem for return travel date	\$ 98.00	0.75	1	\$ 73.50
Included meals total				
Miscellaneous expenses: taxi, parking, fees, etc.				
<b>Sub-Total = Travel Advance</b>				\$ 637.00
Lodging including room, taxes, fees, and hotel parking	\$ 154.99		6	\$ 929.94
Airfare				\$ 518.00
Luggage Fees				\$ 60.00
Car Rental				\$ 600.00
Registration	Membership Dues \$160 add'l			\$ 385.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 2,992.94
<b>Total Cost Estimate</b>				\$ 3,629.94

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler	[REDACTED]	[REDACTED]
Supervisor	[REDACTED]	[REDACTED]

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Hotel, Flight, Per Diem,  
Registration Fee  
Membership Dues

ONEIDA NATION  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Mary Doxtator		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number			
Destination City	Cherokee, North Carolina		
Departure date	09/24/2023	Return date	09/30/2023
Purpose of travel	Attend the 2023 American Indian Elders Conference		
Charged GL Account	000-4273006-000- various lines. See ONCOA Budget Info		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 98.00
-------------------------------	----------

**Cost Estimate Information**

Personal Automobile Mileage Expenses

Description	Rate	Factor	Days	Total
Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
Per Diem for initial travel date	\$ 98.00	0.75	1	\$ 73.50
Per Diem full day at destination	\$ 98.00	1.00	5	\$ 490.00
Per Diem for return travel date	\$ 98.00	0.75	1	\$ 73.50
Included meals total				
Miscellaneous expenses: taxi, parking, fees, etc.				
<b>Sub-Total = Travel Advance</b>				\$ 637.00
Lodging including room, taxes, fees, and hotel parking	\$ 154.99		6	\$ 929.94
Airfare				\$ 518.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration <span style="color: red;">Membership Dues \$160 add'l</span>				\$ 385.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 2,392.94
<b>Total Cost Estimate</b>				\$ 3,029.94

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler		
Supervisor		

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Hotel, Flight, Per Diem,  
Registration Fee  
Membership Dues

ONEIDA NATION  
**TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Neoma Orsburn		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number			
Destination City	Cherokee, North Carolina		
Departure date	09/24/2023	Return date	09/30/2023
Purpose of travel	Attend the 2023 American Indian Elders Conference		
Charged GL Account	000-4273006-000- various lines. See ONCOA Budget Info		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 98.00
-------------------------------	----------

**Cost Estimate Information**

Personal Automobile Mileage Expenses

Description	Rate	Factor	Days	Total
Total miles		Multiply by the Mileage rate	\$ .625	\$ 0.00
Per Diem for initial travel date	\$ 98.00	0.75	1	\$ 73.50
Per Diem full day at destination	\$ 98.00	1.00	5	\$ 490.00
Per Diem for return travel date	\$ 98.00	0.75	1	\$ 73.50
Included meals total				
Miscellaneous expenses: taxi, parking, fees, etc.				
<b>Sub-Total = Travel Advance</b>				\$ 637.00
Lodging including room, taxes, fees, and hotel parking	\$ 154.99		6	\$ 929.94
Airfare				\$ 518.00
Luggage Fees				\$ 60.00
Car Rental				\$ 0.00
Registration <span style="color: red;">Membership Dues \$160 add'l</span>				\$ 385.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 2,392.94
<b>Total Cost Estimate</b>				\$ 3,029.94

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler		
Supervisor		

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Mileage, Hotel, Per Diem, Registration & Membership Dues. No Toll or Parking Costs included

**ONEIDA NATION  
TRAVEL AUTHORIZATION REQUEST**

Traveler will be required to be an approved traveler with Insurance

**General Travel Information**

Name of Traveler	Winnifred Thomas		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number			
Destination City	Cherokee, North Carolina		
Departure date	09/24/2023	Return date	09/30/2023
Purpose of travel	Attend the 2023 American Indian Elders Conference		
Charged GL Account	000-4273006-000- various lines. See ONCOA Budget Info		

**GSA (General Services Administration) Rates are linked on SharePoint under Employee Resources**

Per Diem rate per day (meals)	\$ 98.00
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**Cost Estimate Information**

Personal Automobile Mileage Expenses

Total miles	1800	Multiply by the Mileage rate	\$ .625	\$ 1,125.00
<b>Description</b>	<b>Rate</b>	<b>Factor</b>	<b>Days</b>	<b>Total</b>
Per Diem for initial travel date	\$ 98.00	0.75	1	\$ 73.50
Per Diem full day at destination	\$ 98.00	1.00	5	\$ 490.00
Per Diem for return travel date	\$ 98.00	0.75	1	\$ 73.50
Included meals total				
Miscellaneous expenses: taxi, parking, fees, etc.				
<b>Sub-Total = Travel Advance</b>				\$ 1,762.00
Lodging including room, taxes, fees, and hotel parking	\$ 154.99		6	\$ 929.94
Airfare				\$ 0.00
Luggage Fees				\$ 0.00
Car Rental				\$ 0.00
Registration	Membership Due \$160 add'l			\$ 385.00
Allowable price adjustment				\$ 500.00
<b>Sub-Total = Virtual Card</b>				\$ 1,814.94
<b>Total Cost Estimate</b>				\$ 3,576.94

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, the Nation has the authority to withhold any advanced funds from future wages.

**Signatures / Approvals**

	Signature	Date
Traveler		
Supervisor		

Send all travel related items to: [CentralAccounting\\_Travel@oneidanation.org](mailto:CentralAccounting_Travel@oneidanation.org)

Approve the CDC approval package - # 21-106 Amelia Cornelius Culture Park

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## Business Committee Agenda Request

1. Meeting Date Requested: 06/28/23

2. Session:

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Three actions as noted on attached memo.

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

DTS

Gaming/Retail

Boards, Committees, or Commissions

Other: *Describe*

5. Additional attendees needed for this request:

Suzanna Jordan – Groundskeeping Manager

Shannon Stone – Division of Public Works Director

*Name, Title/Entity OR Choose from List*

*Name, Title/Entity OR Choose from List*

**6. Supporting Documents:**

- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
- Report
- Correspondence
- Legal Review
- Resolution
- Draft GTC Notice
- Minutes
- Rule (adoption packet)
- Draft GTC Packet
- MOU/MOA
- Statement of Effect
- E-poll results/back-up
- Petition
- Travel Documents
- Other: #21-106 CDC Approval Package

**7. Budget Information:**

- Budgeted – Tribal Contribution
- Budgeted – Grant Funded
- Unbudgeted
- Not Applicable
- Other: *Describe*

**8. Submission:**

Mark W. Powless Digitally signed by Mark W. Powless  
Date: 2023.06.15 15:55:49 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Paul J. Witek – Engineering Director/Senior Architect

June 15, 2023

## Business Committee Agenda Request - Memo

**Project No.:** 21-106      **Project Title:** Amelia Cornelius Culture Park – Property Repairs

### Purpose:

The project team is seeking approval of the project through the Capital Improvement Process (CIP) and activation of the project's allocated CIP funding.

### Background:

The proposed project will repair existing structures/features at the Amelia Cornelius Culture Park (ACCP) to address damage from age and use.

Project need and justification is denoted in the attached #21-106 CDC Approval Package.

The project has funding allocated in the FY2022 CIP Budget in the amount of \$ 765,000.00. The funds would be activated in the project's CIP Budget and managed within that process.

Phase II of the CIP has various tribal entities review the project's CDC Approval Package and provide comments on its impacts to the Oneida Reservation from a property impact perspective. Because this project is only repairing existing amenities and is not a new property development, it is appropriate to forgo Phase II of the CIP and proceed directly into Phase III - Design.

### Attachments:

- 21-106 CDC Approval Package with CIP Form-05.
- CIP Budget Activations FY2022.

**Action Requested:**

1. Approval of procedural exception to forgo Phase II of the CIP process of routing the CDC Approval Package to the various review entities.
2. Approval of the CDC Approval Package for CDC #21-106 Amelia Cornelius Culture Park – Property Repairs.
3. Activation of \$765,000 from the FY2022 CIP Budget for CDC #21-106 Amelia Cornelius Culture Park – Property Repairs.

# **Amelia Cornelius Culture Park Property Repairs**



**CDC #21-106**

**CDC APPROVAL PACKAGE**

**Project Client:** Division of Public Works

**Project Team:**

Suzanna Jordan

Groundskeeping Manager

Shannon Stone

Director-Division of Public Works

Troy D. Parr

Area Manager - DPW - Community  
Development.

Briggs Noble

Construction Manager - Engineering Dept.

Paul J. Witek

Engineering Director/Senior Architect -  
Engineering Dept.

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## PROJECT EXECUTIVE SUMMARY

**Project Title:** Amelia Cornelius Culture Park (ACCP) – Property Repairs

**Project Description:**

The proposed project will repair existing structures/features at the ACCP to address damage from age and use. The proposed repairs include repairs to structures, Dam repairs/improvements, storm water drainage, site lighting, site grading and addressing miscellaneous site safety deficiencies.

This project is separate from CIP #19-004 Amelia Cornelius Culture Park – Site Amenities but is being coordinated with that project.

(see page 7 of CDC Approval Package)

**Management/Business Plan:**

The current management structure will not change as a result of this project and a Business Plan is not required.

(see page 7 of CDC Approval Package)

**Site Location:**

Amelia Cornelius Culture Park (ACCP) is located on the corner of West Mason Street and Pleasant Lane.

(see page 8 of CDC Approval Package)

**Project Budget Estimate:** (also see page 9 of CDC Approval Package)

Soft & Misc. Costs:		\$111,000
Construction:		\$572,000
Furniture, Fixtures & Equipment (FFE):		\$0
Contingency:	12%	\$82,000
<b>Total (rounded):</b>		<b>\$765,000</b>

**Financial Plan:**

Project funds have been included in the approved FY2022 CIP budget in the amount of \$ 765,000.

(see page 9 of CDC Approval Package)

**Communication Plan:**

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

(see page 10 of CDC Approval Package)

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**I. Needs Assessment and Project Justification**

- A. **Introduction:** Concerns for safety are driving actions to replace or improve existing infrastructure, repair structures, and requiring grading and drainage improvements. The completed work at the Amelia Cornelius Culture Park will ensure visitors of all walks and abilities to safely enjoy the park’s amenities.
- B. **Present Facilities:** The Amelia Cornelius Culture Park includes Veterans Memorial, log homes along Salt Pork Avenue, Long House, former Language House, Cultural Heritage monuments, walking bridges, DPW Groundskeeping shed, and the dam at the west end of the pond.
- C. **Problem:** The park’s infrastructure has reached an age where repairs are needed. In addition, there are safety concerns due to condition of certain infrastructure elements.

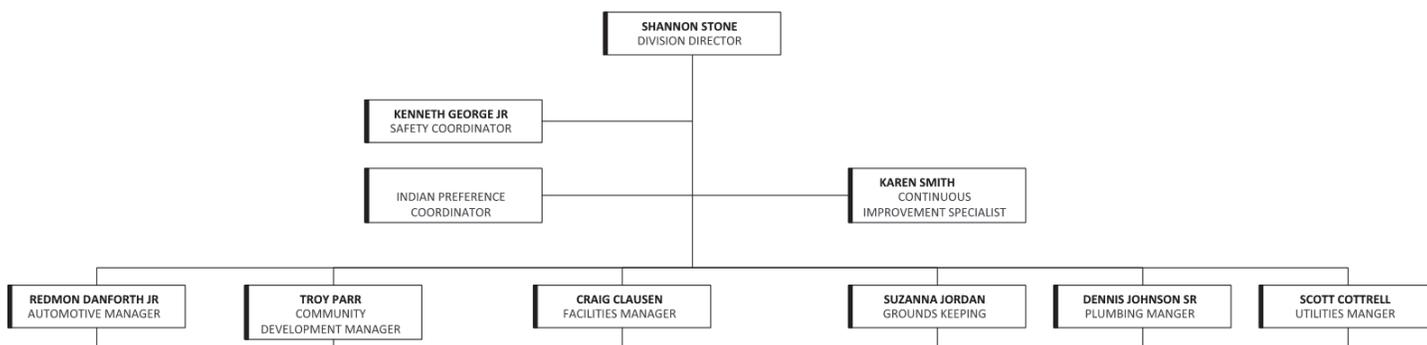
**II. Business Plan**

- A. The Division of Public Works is a tribal service entity not structured to accumulate profits; therefore, a Business Plan is not applicable for this project per the Capital Improvement Process.

**III. Management Plan**

- A. Management - The current management structure will not change as a result of this project. The project will be coordinated with Marketing & Tourism Department as they schedule events and programming on the property.

- B. Organizational Chart – Division of Public Works



- C. Staffing, Requestor: Current staffing will not change as a result of this project.
- D. Staffing, Service Departments: The tribal service departments that are impacted by this project include the following. Their need for additional staffing due to this project is noted:
  1. DPW – Facilities: no additional position(s) needed
  2. DPW – Groundskeeping: no additional position(s) needed
  3. Custodial: no additional position(s) needed
  4. DTS no additional position(s) needed

#### IV. **Facility Concept and Space Requirements**

- A. The proposed project will address the following items:
1. Repairs to various deficiencies on the existing structures located on the property.
  2. Log Homes need exterior re-stained, replace roofs, paint exterior door and window frames, re-stain interior floor and general upkeep of buildings.
  3. Fill and grading around Log Homes to provide positive drainage away from buildings.
  4. Former Language House needs roof replaced, siding re-stained.
    - a) Structure is assigned to Land Management; any work will be coordinated with them.
  5. Address various safety deficiencies.
  6. Repairs to Dam.
  7. Repairs to drive at Dam
  8. Repairs / replacement of site lighting.
  9. Multiple site drainage challenges throughout site causing standing water, saturated ground causing pavement damages along with damaged or undersized culverts to replace.
  10. Multiple locations throughout the site requiring grading and ditch regrading to ensure proper drainage of site.
  11. Statues in the field have weather damage. They need to be preserved (stained) and/or relocated.
  12. Other miscellaneous property repairs.
- B. Consistent with the Oneida Design Standards, it is our intention to utilize sustainable design principals on this project. Meaning, we will design, construct, and operate the project elements to minimize negative impacts to the natural environment and health, while optimizing long-term costs.
- C. This project is separate from CIP #19-004 Amelia Cornelius Culture Park – Site Amenities but is being coordinated with that project.

#### V. **Site Location**

- A. Amelia Cornelius Culture Park is located on the corner of West Mason Street and Pleasant Lane. It is the former site of the Oneida Cultural Heritage Department

#### VI. **Environmental**

- A. An Environmental Assessment may be initiated once the project has been approved and the design is at a stage where there is sufficient information to request the assessment. The assessment will only be needed if the disturbed area of property exceeds regulatory thresholds.

**VII. Budget Estimate****SOFT and MISCELLANEOUS COSTS**

Engineering Dept. Fees		38,700
Architect / Engineer Fees & Reimbursables		68,600
Soil Borings, Testing and Surveys		2,900
Agency Review and Approval Fees		600
Insurance - Builders Risk	covered by property insurance	
Historical/Cultural/Archaeological Review		350

Sub-total: 111,200

**CONSTRUCTION**

Utility Relocation/Extension		0
Site Work & Landscape		550,000
Building Construction		0

Sub-total: 550,000

Oneida Preference Amount		0
Sustainable Design Premium	0%	0
Inflation Factor: 1 years	4% per year	22,000

Sub-total: 572,000

**FIXTURES, FURNISHINGS AND EQUIPMENT**

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

Sub-total: 0

TOTAL:		683,200
Contingency:	12.0%	82,000
Finance Costs:	0.0%	0

**ESTIMATED TOTAL PROJECT BUDGET: \$ 765,000**

**VIII. Financial Plan**

- A. Project funds are included in the approved FY2022 CIP budget. The allocation for this project is \$ 765,000.
- B. The Project Team has been researching possible grant opportunities for the project and has identified the following potentials:
  1. None

**IX. Communication Plan**

- A. Information included in a communication plan for this project will include:
  - 1. CIP project number
  - 2. Project title
  - 3. Brief description of the project scope
  - 4. Project schedule
  
- B. The Project Information will be communicated to the community and staff as follows:
  - 1. Reports on Oneida website (Construction Manager)
  - 2. Oneida Tourism Facebook page (Marketing & Tourism)
  - 3. Groundbreaking and dedication ceremonies scheduled with the events coordinator (Construction Manager / Business Unit Manager)
  - 4. Periodic articles in the Kalihwisaks based upon the specific needs of the project. (Marketing & Tourism)

**X. Project timeline**

- A. With the variety of the scope of work for this project, it will be broken down into logical grouping and implemented at various times.
  
- B. The general steps will be:
  - 1. Define scope of work
  - 2. Solicit bids
  - 3. Award contracts
  - 4. Complete work scope

**XI. Appendix**

- A. None



## Capital Improvement Process (CIP) - Client Division Director Approval Form

To: Shannon Stone – Division of Public Works Director  
Through: Suzanna Jordan – Groundskeeping Director  
From: Briggs Noble - Construction Manager  
Date: June 13, 2023  
Re: Amelia Cornelius Culture Park - Property Repairs CDC #21-106

I have reviewed the attached Capital Improvement Process (CIP) document identified below for the above noted project and approve of the project moving into the next phase of the CIP Process

- Concept Paper – dated: n/a
- CDC Approval Package – dated: June 13, 2023

**Shannon Stone** Digitally signed by Shannon Stone  
Date: 2023.06.13 15:42:40 -05'00'

6/13/23

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Shannon Stone – Division of Public Works Director

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Date

**CIP BUDGET ACTIVATIONS 2022**

Revised: 06/10/22

Project No.	Project Title	CIP \$ App'd FY 2022	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
07-002	SSB Remodel - Phase V	3,386,000	3,386,000	12/22/21	0	A
15-003	NHC Remodeling - Phase VIII - Stage 4a	300,000	300,000	12/22/21	0	A
20-101	Museum Relocation	300,000	300,000	12/22/21	0	A
21-104	Gaming Commission Relocation	745,000	745,000	03/09/22	0	A
21-106	Amelia Cornelius Culture Park - Property Repairs	765,000			765,000	A
21-114	Sacred Burial Grounds Expansion	150,000	150,000	06/08/22	0	A
<b>TOTALS:</b>		<b>5,646,000</b>	<b>4,881,000</b>		<b>765,000</b>	

**Adjustments**


**Notes:**

A. Funding source: Tribal Contribution

Dissolve the Oneida Pow Wow Committee, in accordance with § 105.17-2 of the Boards, Committees and

## Business Committee Agenda Request

**1. Meeting Date Requested:** 06/28/23

**2. Session:**

Open     Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

**3. Requested Motion:**

Accept as information; OR

Disolve the Oneida Pow Wow Committee and approve the Oneida Pow Wow Event Team as the coordinating body for Oneida Pow Wows.

**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:**

Michelle Danforth Anderson, Tourism Director

*Name, Title/Entity OR Choose from List*

*Name, Title/Entity OR Choose from List*

*Name, Title/Entity OR Choose from List*

**6. Supporting Documents:**

- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
- Report
- Correspondence
- Legal Review
- Resolution
- Draft GTC Notice
- Minutes
- Rule (adoption packet)
- Draft GTC Packet
- MOU/MOA
- Statement of Effect
- E-poll results/back-up
- Petition
- Travel Documents
- Other: Memorandum

**7. Budget Information:**

- Budgeted – Tribal Contribution
- Budgeted – Grant Funded
- Unbudgeted
- Not Applicable
- Other: *Describe*

**8. Submission:**

Mark W. Powless Digitally signed by Mark W. Powless  
Date: 2023.06.21 18:33:45 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Michelle Danforth Anderson



# MEMO

TO: Oneida Business Committee  
Mark Powless, General Manager **Mark W. Powless** Digitally signed by Mark W. Powless  
Date: 2023.06.21 18:33:25 -05'00'

FROM: Michelle Danforth Anderson, Marketing & Tourism Director

DATE: June 20, 2023

RE: Unfinished Business: File #2019-CC-01 Pow Wow Transition

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This memo is regarding the current Pow Wow Advisory Council pilot project (Renamed Pow Wow Event Team to lessen confusion with a committee). On February 12, 2020, motion by Lisa Liggins to approve the implementation of the Oneida Pow Wow Advisory Council pilot program for an additional year. There was planning for a pow wow in 2021 but transformed into a virtual pow wow. There were 5 members on the team that were originally on the Pow Wow Committee. They worked in conjunction with each other well. Each person brings their own specialty to the planning team.

For FY22, the 4<sup>th</sup> of July pow wow has been scheduled June 30 -July 2, 2023. This will be the only pow wow for the fiscal year with the intention to budget for Honor the Youth in 2024.

I would like to propose that the Oneida Pow Wow Event Team become official under the Tourism umbrella. The Pow Wow expenses are maintained under the business unit # 4225\*52 for consistency and ease of budgeting and analyzing pow wow expenses. Reporting on the pow wow can be added to the Big Bear Media quarterly report when appropriate. Current Pow Wow Committee SOPs will be followed and updated during the year.

This is a request that the Business Committee rescind the by-laws of the Pow Wow Committee.