



LEGISLATIVE OPERATING COMMITTEE MEETING AGENDA

Microsoft Teams

July 18, 2023

9:00 a.m.

- I. Call to Order and Approval of the Agenda**
- II. Minutes to be Approved**
 1. July 10, 2023 LOC Meeting Minutes (pg. 2)
- III. Current Business**
 1. Oneida Personnel Policies and Procedures Amendments (pg. 4)
- IV. New Submissions**
- V. Additions**
- VI. Administrative Updates**
- VII. Executive Session**
- VIII. Recess/Adjourn**



LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Microsoft Teams

July 10, 2023

9:00 a.m.

Present on Microsoft Teams: David P. Jordan, Daniel Guzman King, Jennifer Webster, Kirby Metoxen

Others Present on Microsoft Teams: Clorissa N. Leeman, Grace Elliott, Brooke Doxtator, Keith Doxtator, Rhiannon Metoxen, Michelle Braaten, Michelle Tipple, Terri Schlitz, Debra Powless, Justin Nishimoto, Matt Denny, Todd VandenHeuvel, Kaylynn Gresham, Katsitsiyo Danforth, Kristal Hill, Michelle Tipple, Peggy Van Gheem, Mark Powless, Heidi Blanks

I. Call to Order and Approval of the Agenda

David P. Jordan called the July 10, 2023, Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Jennifer Webster to adopt the agenda as is; seconded by Daniel Guzman King. Motion carried unanimously.

II. Minutes to be Approved

1. June 21, 2023 LOC Meeting Minutes

Motion by Jennifer Webster to approve the June 21, 2023, LOC meeting minutes and forward to the Oneida Business Committee; seconded by Daniel Guzman King. Motion carried unanimously.

III. Current Business

1. Clean Air Policy Amendments

Motion by Jennifer Webster to approve the updated draft and legislative analysis of the Clean Air Policy amendments; seconded by Kirby Metoxen. Motion carried unanimously.

IV. New Submissions

V. Additions

VI. Administrative Items

VII. Executive Session



VIII. Adjourn

Motion by Jennifer Webster to adjourn at 9:09 a.m.; seconded by Kirby Metoxen. Motion carried unanimously.



Legislative Operating Committee
July 18, 2023

Oneida Personnel Policies and Procedures Amendments

Submission Date: 2/6/19	Public Meeting: 1/12/23
LOC Sponsor: Marie Summers	Emergency Enacted: 11/24/21, 5/11/22, 11/7/22

Summary: *This item was carried over from last term. This request for amendments to the Oneida Personnel Policies and Procedures was added to the AFL in February 2019. The purpose of the Oneida Personnel Policies and Procedures is to provide the various procedures and policies governing employee related matters including recruitment, selection, compensation and benefits, employee relations, safety and health, rules and regulations, recordkeeping, and privacy and confidentiality. The Nation’s Human Resources Department requested amendments to the Oneida Personnel Policies and Procedures to address investigative enforcement. Amendments are being sought to delegate authority to investigators to put employees on investigative leave (as opposed to just the supervisor of the employee), and discipline employees. An amendment was also sought so that if terminated, an employee would be ineligible for employment with the Nation, but may request forgiveness after five (5) years. This item was added to the AFL in conjunctions with a request for amendments to the Investigative Leave Policy and the Workplace Violence law. On April 10, 2019, the Oneida Business Committee directed the LOC to complete the legislative process to remove section IV(A)(5)(n) regarding Trade Back for Cash from the Personnel Policies and Procedures. On August 18, 2021, the Legislative Operating Committee considered a request for amendments to the Oneida Personnel Policies and Procedures from the Human Resources Department to address the selection policy in an effort to update the Personnel Policies & Procedures using current interpretations, language and technology to improve minimize the time to hire employees from post to hire in a tight labor market. The Legislative Operating Committee determined these amendments should be pursued on an emergency basis for the immediate preservation of the general welfare of the Reservation population. The Oneida Business Committee adopted emergency amendments to the Oneida Personnel Policies and Procedures to address the selection policies on November 24, 2021, through the adoption of resolution BC-11-24-21-A. The emergency amendments will expire on May 24, 2022. The Oneida Business Committee adopted additional emergency amendments to the Oneida Personnel Policies and Procedures to clarify inconsistencies that arose as a result of the last emergency amendments on May 11, 2022, through the adoption of resolution BC-05-11-22-A. The emergency amendments will now expire on November 11, 2022. The Oneida Business Committee extended the emergency amendments to the Oneida Personnel Policies and Procedures for an additional six (6) month period on November 7, 2022, through the adoption of resolution BC-11-07-22-A. The emergency amendments to the Oneida Personnel Policies and Procedures will now expire on May 11, 2023.*

10/7/20 LOC: Motion by Jennifer Webster to add the Oneida Personnel Policies and Procedures Amendments to the Active Files List with Marie Summers as the sponsor; seconded by Kirby Metoxen. Motion carried unanimously.

8/18/21 LOC: Motion by Marie Summers to accept the information provided in the request [*request for amendments to the Oneida Personnel Policies and Procedures to address the revision of the HRD Manager Title*] as FYI; seconded by Kirby Metoxen. Motion carried unanimously.

Motion by Marie Summers to accept for emergency LOC process [*request for amendments to the Oneida Personnel Policies and Procedures to address the selection process*] with Marie Summers as the sponsor; seconded by Kirby Metoxen. Motion carried unanimously.

9/13/21: *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Clorissa N. Santiago, Carmen Vanlanen, Geraldine Danforth, Todd Vandenheuvel, Barbara Kolitsch, Josh Cottrell, Nic Reynolds, Wendy Alvarez, Kristal Hill, Matt Denny, Rhiannon Metoxen, Melinda K. Danforth, Rita Reiter. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review and discuss the proposed emergency amendments to the Oneida Personnel Policies and Procedures submitted by the HRD Department.

9/15/21: *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Jennifer Webster, Kirby Metoxen, Marie Summers, Clorissa N. Santiago, Carmen Vanlanen, Rhiannon Metoxen, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review and discuss the proposed emergency amendments to the Oneida Personnel Policies and Procedures submitted by the HRD Department.

10/12/21: *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Jennifer Webster, Marie Summers, Clorissa N. Santiago, Carmen Vanlanen, Rhiannon Metoxen, Kristal Hill, Todd Vandenheuvel, Josh Cottrell, Nic Reynolds, Wendy Alvarez, Matt Denny, Melinda K. Danforth, Rita Reiter. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review and discuss with HRD the LOC's proposed emergency amendments to the Oneida Personnel Policies and Procedures.

10/18/21: *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Jennifer Webster, Marie Summers, Clorissa N. Santiago, Carmen Vanlanen, Kristal Hill, Todd Vandenheuvel, Josh Cottrell, Wendy Alvarez, Matt Denny, Rita Reiter. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to continue reviewing and discussing with HRD the LOC's proposed emergency amendments to the Oneida Personnel Policies and Procedures.

10/21/21: *Work Meeting.* Present: Clorissa N. Santiago, Carmen Vanlanen, Wendy Alvarez. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to work on clarifying the internal job posting section of the Personnel Policies and Procedures.

10/25/21: *Work Meeting.* Present: Daniel Guzman King, Jennifer Webster, Marie Summers, Clorissa N. Santiago, Carmen Vanlanen, Kristal Hill, Todd Vandenheuvel, Josh Cottrell, Wendy Alvarez, Dana Thyssen, Lucy Neville, Nic Reynolds. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review an updated draft of the proposed emergency amendments to the Oneida Personnel Policies and Procedures.

11/4/21: *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Daniel Guzman King, Jennifer Webster, Marie Summers, Lisa Liggins, Brandon Yellowbird Stevens, Tehassi Hill, Cristina Danforth, Clorissa N. Santiago, Carmen Vanlanen, Kristal Hill, Rhiannon Metoxen, Todd Vandenheuvel, Lucy Neville, Nic Reynolds, Rita Reiter, and Matthew Denny. This was a work meeting held through Microsoft Teams. The purpose of this work meeting with the officers of the Oneida Business Committee and Human Resources Department was to discuss the potential for emergency amendments to the Oneida Personnel Policies and Procedures and whether the emergency legislation standard provided in the LPA has been met.

- 11/9/21:** *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Jennifer Webster, Daniel Guzman King, Marie Summers, Clorissa N. Santiago, Kristen Hooker, Carmen Vanlanen, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review the updated proposed emergency amendments.
- 11/17/21 LOC:** Motion by Kirby Metoxen to approve Oneida Personnel Policies and Procedures emergency amendments adoption packet and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.
- 11/24/21 OBC:** Motion by Brandon Stevens to adopt resolution 11-24-21-A Emergency Amendments to the Oneida Personnel Policies and Procedures - Selection Policy, seconded by Lisa Liggins. Motion carried.
- 11/30/21:** *Work Meeting.* Present: Clorissa N. Santiago, Todd Vandenheuevel, Matthew Denny. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to discuss some questions HRD had on the implementation of the emergency amendments.
- 12/15/21:** *Work Meeting.* Present: David P. Jordan, Jennifer Webster, Daniel Guzman King, Marie Summers, Clorissa N. Santiago, Kristen Hooker, Carmen Vanlanen. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to discuss a strategy on how to move forward the permanent adoption of amendments to this Law.
- 2/21/22:** *Work Meeting.* Present: Clorissa N. Santiago, Todd Vandenheuevel. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to briefly discuss the purpose of next Thursday's work meeting between the LOC and HRD.
- 2/24/22:** *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Daniel Guzman King, Marie Summers, Clorissa N. Santiago, Carmen Vanlanen, Kristal Hill, Rhiannon Metoxen, Todd Vandenheuevel, Nic Reynolds, Matthew Denny, Josh Cottrell, Wendy Alvarez. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to begin discussions on a potential plan for permanent amendments to the Oneida Personnel Policies and Procedures. The LOC and HRD discussed and began determining a ranking of potential issues to be amended in the Oneida Personnel Policies and Procedures to be addressed through phased amendments.
- 4/20/22:** *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Marie Summers, Jennifer Webster, Clorissa N. Santiago, Carmen Vanlanen. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to discuss a plan for bringing minor additional emergency amendments to the Oneida Personnel Policies and Procedures to the May 4, 2022, LOC meeting.
- 5/4/22 LOC:** Motion by Marie Summers to approve the Oneida Personnel Policies and Procedures emergency amendments adoption packet and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.
- 5/11/22 OBC:** Motion by Jennifer Webster to adopt resolution entitled 05-11-22-A Additional Emergency Amendments to the Oneida Personnel Policies and Procedures - Selection Policy, seconded by Lisa Liggins. Motion carried.
- 6/8/22 OBC:** Motion by Kirby Metoxen to support the designation of June 19 as an Oneida Nation paid holiday for the Juneteenth National Independence Day and forward to the Legislative Operating Committee for review, seconded by David P. Jordan. Motion carried.

- 6/15/22 LOC:** Motion by Kirby Metoxen to accept the request as information to be discussed during the current development of amendments to the Oneida Personnel Policies and Procedures; seconded by Jennifer Webster. Motion carried unanimously.
- 7/15/22:** *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Clorissa N. Santiago, Kristal Hill, Todd Vandenheuvel, Nic Reynolds, Matthew Denny, Wendy Alvarez, Grace Elliot, Carolyn Salutz. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review two options for how to approach the permanent amendments to the Oneida Personnel Policies and Procedures.
- 8/31/22:** *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Jennifer Webster, Clorissa N. Santiago, Todd Vandenheuvel, Nic Reynolds, Matthew Denny, Wendy Alvarez, Josh Cottrell, Whitney Wheelock, Grace Elliott, Carolyn Salutz, Rhiannon Metoxen. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to continue the discussion of permanent amendments to the Oneida Personnel Policies and Procedures and identify other areas within the law that should be amended in addition to Section III.
- 10/19/22:** *Work Meeting.* Present: David P. Jordan, Daniel Guzman King, Jennifer Webster, Kirby Metoxen, Marie Cornelius, Clorissa N. Leeman, Todd Vandenheuvel, Nic Reynolds, Matthew Denny, Wendy Alvarez, Josh Cottrell, Whitney Wheelock, Grace Elliott, Carolyn Salutz, Rhiannon Metoxen, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review the draft of proposed permanent amendments to the Oneida Personnel Policies and Procedures.
- 11/2/22:** *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Clorissa N. Leeman, Todd Vandenheuvel, Nic Reynolds, Matthew Denny, Wendy Alvarez, Josh Cottrell, Whitney Wheelock, Grace Elliott, Carolyn Salutz, Rhiannon Metoxen, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to continue reviewing the draft of proposed permanent amendments to the Oneida Personnel Policies and Procedures.
- 11/3/22:** *E-Poll Conducted.* This e-poll was titled, “Extension of the Emergency Amendments to the Oneida Personnel Policies and Procedures.” The requested action of this e-poll was to approve the Oneida Personnel Policies and Procedures emergency amendments extension packet and forward to the Oneida Business Committee for consideration. This e-poll was approved by David P. Jordan, Kirby Metoxen, Marie Cornelius, Jennifer Webster, and Daniel Guzman King.
- 11/7/22:** *OBC E-Poll Conducted.* This e-poll was titled, “Adopt the resolution entitled Extension of the Emergency Amendments to the Oneida Personnel Policies and Procedures.” The requested action of this e-poll was to adopt the resolution entitled, Extension of the Emergency Amendments to the Oneida Personnel Policies and Procedures. This e-poll was approved by Daniel Guzman King, David P. Jordan, Kirby Metoxen, Brandon Stevens, Jennifer Webster.
- 11/23/22:** *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Marie Cornelius, Daniel Guzman King, Clorissa N. Leeman, Todd Vandenheuvel, Matthew Denny, Josh Cottrell, Whitney Wheelock, Grace Elliott, Carolyn Salutz. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review the updated draft of proposed permanent amendments to the Oneida Personnel Policies and Procedures.
- 12/1/22:** *Work Meeting.* Present: David P. Jordan, Jennifer Webster, Marie Cornelius, Daniel Guzman King, Clorissa N. Leeman, Grace Elliott, Carolyn Salutz, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to discuss

potential timelines for bringing the proposed amendments to the General Tribal Council for consideration.

12/7/22 LOC: Motion by Jennifer Webster to approve the draft of the Oneida Personnel Policies and Procedures amendments, the legislative analysis, and the public meeting notice with updated date, and forward the Oneida Personnel Policies and Procedures amendments to a public meeting to be held on January 12, 2023; seconded by Daniel Guzman King. Motion carried unanimously.

Motion by Marie Cornelius to enter into the record the results of the November 3, 2022, e-poll entitled, Extension of the Emergency Amendments to the Oneida Personnel Policies and Procedures; seconded by Jennifer Webster. Motion carried unanimously.

1/12/23: *Public Meeting Held.* Present: Jennifer Webster, Clorissa N. Leeman, Carolyn Salutz, Grace Elliott, Bonnie Pigman, Microsoft Teams: Daniel Guzman King, Terri Schiltz, Nicholas Metoxen, Whitney Wheelock, Rita Reiter, Lora Danforth. Stefanie Reinke, Wendy Alvarez, Laurel Meyerspooner, Peggy Van Gheem, Tina Jorgensen, Chad Fuss, Sidney White, Louise Cornelius, Kelly McAndrews, Lori Metoxen, Laura Laitinen-Warren, Karen Smith, Kathe Cornelius, Artley Skenandore, Michelle Hill, Melanie Burkhart, Michelle Tipple, Jessica Vandekamp, Kelly Skenandore-Holtz, Reynold Danforth, Henrietta Cornelius, Racquel Hill, Gregory Matson, Lavina Cornelius, Lisa Rauschenbach, Grace Delgado, Mark Powless, Eric Boulanger, Matthew J. Denny, Debra Santiago, Kara Melchert, Debra Danforth, Lori Hill, Kristal Hill, Carrie Lindsey, Todd Vanden Heuvel, Trina Schuyler, Gunladunt Webster, Sharon Mousseau, Monica Doxtator, Michelle Braaten, Mari Kriescher, Kristen Jorgenson-Dann, Joy Salzwedel, Michelle Demmin, Lucy Neville, Danielle White, Mary Graves. The public meeting for the proposed amendments to the Oneida Personnel Policies and Procedures was held in person in the Norbert Hill Center and on Microsoft Teams. Seven (7) individuals provided public comment during the public meeting.

1/19/23: *Public Comment Period Closed.* Fourteen (14) submissions of written comments were received during the public comment period.

3/1/23 LOC: Motion by Marie Cornelius to accept the public comments and the public comment review memorandum and defer to a work meeting for further consideration; seconded by Jennifer Webster. Motion carried unanimously.

3/1/23: *Work Meeting.* Present: Kirby Metoxen, Marie Cornelius, Daniel Guzman King, Clorissa N. Leeman, Grace Elliott, Carolyn Salutz. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to review and consider the public comments received.

3/9/23: *Work Meeting.* Present: Kirby Metoxen, Marie Cornelius, Daniel Guzman King, Jennifer Webster, Clorissa N. Leeman, Grace Elliott, Carolyn Salutz, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to continue reviewing and considering the public comments received.

3/15/23: *Work Meeting.* Present: David P. Jordan, Kirby Metoxen, Marie Cornelius, Daniel Guzman King, Jennifer Webster, Clorissa N. Leeman, Grace Elliott, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to continue reviewing and considering the public comments received.

3/23/23: *Work Meeting.* Present: David P. Jordan, Marie Cornelius, Jennifer Webster, Clorissa N. Leeman, Grace Elliott, Kristal Hill. This was a work meeting held through Microsoft Teams.

The purpose of this work meeting was to continue reviewing and considering the public comments received.

3/30/23: *Work Meeting.* Present: David P. Jordan, Marie Cornelius, Daniel Guzman King, Clorissa N. Leeman, Grace Elliott, Kristal Hill. This was a work meeting held through Microsoft Teams. The purpose of this work meeting was to finish reviewing and considering the public comments received.

5/11/23: *Expiration of Emergency.* The emergency amendments to the Oneida Personnel Policies and Procedures expired on May 11, 2023.

Next Steps:

- Accept the updated public comment review memorandum.

July 2023

July 2023							August 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jul 3	4	5	6	7
10 8:30am LOC Prep (Microsoft Teams Meeting) - Clorissa N. Leeman 9:00am Legislative Operating Committee Meeting (Microsoft Teams Meeting) - LOC	11	12	13 12:15pm PUBLIC MEETING: Oneida Life Insurance Plan Law (Microsoft Teams Meeting) - LOC	14
17	18 8:30am LOC Prep (Microsoft Teams Meeting) - Clorissa N. Santiago 9:00am Legislative Operating Committee Meeting (Microsoft Teams Meeting) - LOC	19	20	21
24	25	26	27	28
31	Aug 1	2	3	4