

Oneida Business Committee



Executive Session
8:30 AM Tuesday, August 01, 2023
Virtual Meeting – Microsoft Teams

Regular Meeting
8:30 AM Wednesday, August 02, 2023
Virtual Meeting – Microsoft Teams¹

Agenda

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

I. CALL TO ORDER

II. OPENING

- A. Special recognition for years of service**
 Sponsor: Todd VanDen Heuvel, Executive HR Director

III. ADOPT THE AGENDA

IV. OATH OF OFFICE

- A. Oneida Public Safety Pension Board - Rochel Smith**
 Sponsor: Eric Bolanger, Oneida Chief of Police

V. MINUTES

- A. Approve the July 5, 2023, emergency Business Committee meeting minutes**
 Sponsor: Lisa Liggins, Secretary
- B. Approve the July 12, 2023, regular Business Committee meeting minutes**
 Sponsor: Lisa Liggins, Secretary

¹ This meeting will be held virtually in accordance with 3.1.3. of the OBC SOP Holding a Virtual Meeting

VI. RESOLUTIONS

- A. Adopt resolution entitled Authorizing Use of Carry Over Funds For Transit Garage Project**
Sponsor: Mark W. Powless, General Manager
- B. Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 4225001**
Sponsor: Mark W. Powless, General Manager
- C. Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 4225033**
Sponsor: Mark W. Powless, General Manager
- D. Adopt resolution entitled Amendment to Labor Allocations Levels – 2.5 Positions from Business Unit 4240001**
Sponsor: Mark W. Powless, General Manager
- E. Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 4251001**
Sponsor: Mark W. Powless, General Manager
- F. Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 4263027**
Sponsor: Mark W. Powless, General Manager
- G. Adopt resolution entitled Amendment to Labor Allocations Levels - 5 Political Appointment Positions**
Sponsor: Tehassi Hill, Chairman
- H. Adopt resolution entitled Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172 Utility Improvement Project**
Sponsor: Mark W. Powless, General Manager
- I. Adopt resolution entitled Support for Judicare Legal Aid Participation in the Tribal Civil Legal Assistance Program Grant**
Sponsor: Jo Anne House, Chief Counsel
- J. Adopt resolution entitled Approval of the 2023-2024 Alcohol Beverage License for Oneida Airport Hotel Corporation**
Sponsor: Keith Doxtator, Chief Financial Officer
- K. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida West Mason Casino**
Sponsor: Keith Doxtator, Chief Financial Officer
- L. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Nation Four Paths**
Sponsor: Keith Doxtator, Chief Financial Officer
- M. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - Packerland**
Sponsor: Keith Doxtator, Chief Financial Officer

- N. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - E & EE**
Sponsor: Keith Doxtator, Chief Financial Officer
- O. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Bingo & Casino**
Sponsor: Keith Doxtator, Chief Financial Officer
- P. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Golf Enterprises**
Sponsor: Keith Doxtator, Chief Financial Officer
- Q. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - Larsen**
Sponsor: Keith Doxtator, Chief Financial Officer
- R. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - Westwind**
Sponsor: Keith Doxtator, Chief Financial Officer
- S. Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Casino Travel Center**
Sponsor: Keith Doxtator, Chief Financial Officer
- T. Enter the e-poll results into the record regarding the adopted BC resolution 07-13-23-A Approving the use of Paid Work Time for Employees - Great Law Recital - August 7-10, 2023**
Sponsor: Lisa Liggins, Secretary

VII. APPOINTMENTS

- A. Determine next steps regarding two (2) vacancies - Anna John Resident Centered Care Community Board**
Sponsor: Lisa Liggins, Secretary
- B. Determine next steps regarding the one (1) vacancy - Oneida Election Board**
Sponsor: Lisa Liggins, Secretary
- C. Determine next steps regarding two (2) vacancies - Oneida Police Commission**
Sponsor: Lisa Liggins, Secretary

VIII. STANDING COMMITTEES**A. FINANCE COMMITTEE**

1. **Accept the July 3, 2023, regular Finance Committee meeting minutes**
Sponsor: Keith Doxtator, Chief Financial Officer
2. **Accept the July 17, 2023, regular Finance Committee meeting minutes**
Sponsor: Keith Doxtator, Chief Financial Officer

B. LEGISLATIVE OPERATING COMMITTEE

1. **Accept the June 21, 2023, regular Legislative Operating Committee meeting minutes**
Sponsor: David P. Jordan, Councilman
2. **Accept the July 10, 2023, regular Legislative Operating Committee meeting minutes**
Sponsor: David P. Jordan, Councilman

IX. TRAVEL REPORTS

- A. **Approve the travel report and travel expenses - Secretary Lisa Liggins and Councilman Daniel Guzman King - Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-27, 2023**
Sponsor: Lisa Liggins, Secretary

X. TRAVEL REQUESTS

- A. **Approve the travel request - Councilwoman Jennifer Webster - Indian Health Service's Tribal Self-Governance Advisory Committee Meeting - Washington, D.C. - August 29-September 1, 2023**
Sponsor: Jennifer Webster, Councilwoman
- B. **Approve the travel request - Councilwoman Jennifer Webster - Dept. of Health & Human Services Secretary's Tribal Advisory Committee meeting - Rapid City, SD - September 11-15, 2023**
Sponsor: Jennifer Webster, Councilwoman
- C. **Approve the travel request - Councilman Kirby Metoxen - State Tribal Consultation Department of Agriculture, Trade and Consumer Protection (DATCP) & Tourism - Madison, WI - August 15-17, 2023**
Sponsor: Kirby Metoxen, Councilman
- D. **Enter the e-poll results into the record regarding the approved travel for Secretary Lisa Liggins to attend the Assembly Democratic Campaign Fundraiser in Wisconsin Dells, WI July 25-26, 2023**
Sponsor: Lisa Liggins, Secretary

- E. **Enter the e-poll results into the record regarding the approved travel for Councilwoman Jennifer Webster to attend the National Tribal Opioid Summit in Seattle, WA - August 22-25, 2023**
Sponsor: Lisa Liggins, Secretary

XI. NEW BUSINESS

- A. **Approve the CIP # 21-104 Gaming Commission Relocation project cancellation request**
Sponsor: Mark W. Powless, General Manager
- B. **Post one (1) vacancy - Oneida Youth Leadership Institute Board**
Sponsor: Lisa Liggins, Secretary
- C. **Post one (1) vacancy - Oneida Community Library Board**
Sponsor: Lisa Liggins, Secretary
- D. **Enter the e-poll results into the record regarding to cancel the July 26, 2023, regular Business Committee meeting and reschedule the August 9, 2023 regular Business Committee meeting to August 2, 2023**
Sponsor: Lisa Liggins, Secretary
- E. **Enter the e-poll results into the record regarding the approved OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff**
Sponsor: Lisa Liggins, Secretary

XII. REPORTS

- A. **OPERATIONAL (10:00 a.m.)**
1. **Accept the Big Bear Media FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
 2. **Accept the Comprehensive Health Division FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
 3. **Accept the Comprehensive Housing Division FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
 4. **Accept the Digital Technology Services FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
 5. **Accept the Education and Training FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
 6. **Accept the Environmental, Health, Safety, Land, & Agriculture Division FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager

7. **Accept the Governmental Services Division FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
8. **Accept the Grants FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
9. **Accept the Public Works Division FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager
10. **Accept the Tribal Action Plan FY-2023 3rd quarter report**
Sponsor: Mark W. Powless, General Manager

B. APPOINTED BOARDS, COMMITTEES, COMMISSIONS (10:30 a.m.)

1. **Accept the Anna John Resident Centered Care Community Board FY-2023 3rd quarter report**
Sponsor: Jeanette Ninham, Chair/Anna John Resident Centered Care Community Board
2. **Accept the Oneida Environmental Resources Board FY-2023 3rd quarter memorandum**
Sponsor: Lisa Liggins, Secretary
3. **Accept the Oneida Nation Arts Board FY-2023 3rd quarter report**
Sponsor: Cody Cottrell, Chair/Oneida Nation Arts Board
4. **Accept the Oneida Community Library Board FY-2023 3rd quarter report**
Sponsor: Bridget John, Chair/Oneida Community Library Board
5. **Accept the Oneida Nation Veterans Affairs Committee FY-2023 3rd quarter report**
Sponsor: Gerald Cornelius, Chair/Oneida Nation Veterans Affairs Committee
6. **Accept the Oneida Personnel Commission FY-2023 3rd quarter memorandum**
Sponsor: Lisa Liggins, Secretary
7. **Accept the Oneida Police Commission FY-2023 3rd quarter report**
Sponsor: Richard VanBoxtel, Chair/Oneida Police Commission
8. **Accept the Pardon and Forgiveness Screening Committee FY-2023 3rd quarter report**
Sponsor: Eric Boulanger, Chair/Pardon and Forgiveness Screening Committee
9. **Accept the Southeastern Wisconsin Oneida Tribal Services Advisory Board FY-2023 3rd quarter report**
Sponsor: Diane Hill, Chair/Southeastern Wisconsin Oneida Tribal Services Advisory Board

C. ELECTED BOARDS, COMMITTEES, COMMISSIONS (11:00 a.m.)

1. **Accept the Oneida Election Board FY-2023 3rd quarter report**
Sponsor: Tina Skenandore, Chair/Oneida Election Board
2. **Accept the Oneida Gaming Commission FY-2023 3rd quarter report**
Sponsor: Mark A. Powless Sr., Chair/Oneida Gaming Commission
3. **Accept the Oneida Land Claims Commission FY-2023 3rd quarter report**
Sponsor: Chris Cornelius, Chair/Oneida Land Claims Commission
4. **Accept the Oneida Land Commission FY-2023 3rd quarter report**
Sponsor: Sidney White, Chair/Oneida Land Commission
5. **Accept the Oneida Nation Commission on Aging FY-2023 3rd quarter report**
Sponsor: Winnifred Thomas, Chair/Oneida Nation Commission on Aging
6. **Oneida Nation School Board FY-2023 3rd quarter report (not submitted)**
Sponsor: Sacheen Lawrence, Chair/Oneida Nation School Board
7. **Accept the Oneida Trust Enrollment Committee FY-2023 3rd quarter report**
Sponsor: Jennifer Hill-Kelley, Chair/Oneida Trust Enrollment Committee

D. CORPORATE BOARDS (11:30 a.m.)

1. **Accept the Oneida Youth Leadership Institute FY-2023 3rd quarter report**
Sponsor: Marlon Skenandore, Chair/Oneida Youth Leadership Institute

XIII. GENERAL TRIBAL COUNCIL

- A. **Approve the notice and materials for the September 25, 2023, tentatively scheduled special General Tribal Council meeting**
Sponsor: Lisa Liggins, Secretary
- B. **Approve the notice and materials for the October 8, 2023, tentatively scheduled special General Tribal Council meeting**
Sponsor: Lisa Liggins, Secretary

XIV. EXECUTIVE SESSION**A. REPORTS**

1. **Accept the Chief Counsel report**
Sponsor: Jo Anne House, Chief Counsel
2. **Accept the General Manager report (10:00 a.m.)**
Sponsor: Mark W. Powless, General Manager
3. **Accept the Intergovernmental Affairs, Communications, and Self-Governance July 2023 report (9:00 a.m.)**
Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs
4. **Accept the Gaming General Manager FY-2023 3rd quarter report (8:30 a.m.)**
Sponsor: Louise Cornelius, Gaming General Manager
5. **Defer the Executive HR Director FY-2023 3rd quarter report to the August 23, 2023, regular Business Committee meeting**
Sponsor: Todd VanDen Heuvel, Executive HR Director
6. **Retail General Manager FY-2023 3rd quarter report (not submitted)**
Sponsor: Debra Powless, Retail General Manager
7. **Security Director FY-2023 3rd quarter report (not submitted)**
Sponsor: Katsitsiyo Danforth, Security Director

B. AUDIT COMMITTEE

1. **Accept the May 18, 2023, regular Audit Committee meeting minutes**
Sponsor: David P. Jordan, Councilman
2. **Accept the Audit Committee FY-2023 3rd quarter report**
Sponsor: David P. Jordan, Councilman

C. NEW BUSINESS

1. **Approve a limited waiver of sovereign immunity - Culpepper and Associates - file # 2023-0294**
Sponsor: Todd VanDen Heuvel, Executive HR Director
2. **Approve a limited waiver of sovereign immunity - Acellus Educational Services LLC - file # 2023-0027**
Sponsor: Sacheen Lawrence, Chair/Oneida Nation School Board
3. **Accept the June 29, 2023 Business Committee Officer meeting notes**
Sponsor: Lisa Liggins, Secretary
4. **Approve employee contract - DR-16 - file # 2023-0741**
Sponsor: Tehassi Hill, Chairman

5. **Review OBC SOP entitled Business Committee Travel**
Sponsor: Lisa Liggins, Secretary
6. **Review application(s) for two (2) vacancies - Anna John Resident Centered Care Community Board**
Sponsor: Lisa Liggins, Secretary
7. **Review application(s) for one (1) vacancy - Oneida Election Board**
Sponsor: Lisa Liggins, Secretary
8. **Review application(s) for two (2) vacancies - Oneida Police Commission**
Sponsor: Lisa Liggins, Secretary

XV. ADJOURN

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

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

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

Special recognition for years of service

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Acknowledge Years of Service recipients with the attached
PowerPoint. 3rd Qtr '23

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other: Nation Wide Employees

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 checked="" type="checkbox"/> Presentation |
| <input type="checkbox"/> Contract Document(s) | <input type="checkbox"/> Law | <input checked="" 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: | | |

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: | |

8. Submission:

Authorized Sponsor: Tehassi Hill, Chairman 

Primary Requestor: Todd VanDen Heuvel, Executive HR Director

**YEARS OF SERVICE RECIPIENTS
3RD QUARTER FY'23 APR - JUN**

Name	Supervisor Name	ADOH	Years
CHARLES,DAVID S	BRAATEN, BLAIR	Apr 4, 1983	40
WEBSTER,JENNIFER A	HILL,TEHASSI TASI	Apr 4, 1983	40
PARKER,ELAINE	MIELKE,GEORGIANNA J	Jun 7, 1988	35
SUMMERS,SHARON M	SAUNDERS, SHERI	Jun 24, 1988	35
SMITH,CHERYL L	BATEMAN, MATTHEW	Jun 27, 1988	35
METOXEN,KATHLEEN M	SUMMERS,LISA M	Apr 5, 1993	30
HOCKERS,PAUL J	FUSS,CHAD M	Apr 12, 1993	30
METOXEN,CINDY A	HERNANDEZ,DIANA J	Apr 22, 1993	30
BRUSKY,SHELLEY J	CREE, RENE E	Apr 28, 1993	30
NEHRING,ROBERT A	NINHAM, TIMOTHY	Apr 28, 1993	30
NEJA,BRANDIE M	METOXEN,LAMBERT M	Apr 28, 1993	30
SPYCHALSKI,AMY J	METOXEN,LAMBERT M	Apr 28, 1993	30
ZEMBER,JOSEPH E	METOXEN,LAMBERT M	Apr 28, 1993	30
LEGARE,SHAWN	DOXTATER,ANDREW J	May 3, 1993	30
BAUMGART,CAROL J	HOUSE,VERDA L	May 10, 1993	30
STEVENS,GEORGIA	PADRON,JESSE	May 23, 1993	30
REED,MAURICE	DOXTATOR,TONY L	May 24, 1993	30
CORNELIUS,CARLOS T	GARDNER, REBECCA	Jun 14, 1993	30
KRIESCHER,LINDA L	CHOSA, CAROL	Jun 14, 1993	30
METOXEN,MAUREEN A	VANDENHEUVEL,TODD A	Jun 21, 1993	30
MEYERSPOONER,LAUREL M	DENNY,SCOTT J	Jun 25, 1993	30
CORNELIUS,HARRY A	ARCHIQUETTE, STEVEN	Jun 28, 1993	30
COUTURE,ROLAND J	VIEAU,MYRON O	Apr 12, 1998	25
THOMAS,TERRY L	MCLESTER,DANA M	Apr 19, 1998	25
SKENANDORE,JOSEPHINE T	ARCHIQUETTE,SHANE C	May 17, 1998	25
JOHNSON,DENISE J	MENDOZA,ANNA M	May 24, 1998	25
HOLSCHUH SIEJA,TERESA M	MENCHESKI, CHRIS	May 31, 1998	25
LINDSEY,CARRIE A	TIPPLE,MICHELLE L	May 31, 1998	25
METOXEN,LISA A	ROMMEL,NICOLE A	Jun 21, 1998	25

Oneida Public Safety Pension Board - Rochel Smith

Business Committee Agenda Request

1. Meeting Date Requested: 07/26/23

2. Session:

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

3. Requested Motion:

Accept as information; OR

Administer the Oath of Office to Rochel Smith to serve on the Oneida Public Safety Pension Board.

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 type="checkbox"/> Boards, Committees, or Commissions |
| <input type="checkbox"/> Other: <i>Describe</i> | |

5. Additional attendees needed for this request:

Nathan Ness

Rochel Smith

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

7. Budget Information:

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

8. Submission:

Authorized Sponsor: Eric Bolanger, Chief of Police

Primary Requestor: Nathan Ness, Sergeant




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: July 6, 2023
Subj: Oneida Public Safety Pension Board

This is a request to fill a vacant position on the Public Safety Pension Board. Rochel Smith has been selected and will fill the remainder of the two (2) year term which expires on February 29, 2024.

Approve the July 5, 2023, emergency Business Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 08/0223

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: Lisa Liggins, Secretary

Primary Requestor: _____

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: FBILLIE

DRAFT**Oneida Business Committee**

Emergency Meeting
10:30 AM Wednesday, July 05, 2023
Virtual Meeting - Microsoft Teams¹

Minutes**EMERGENCY MEETING**

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

Arrived at: n/a

Not Present: Treasurer Tina Danforth, Councilmembers: Kirby Metoxen, Jennifer Webster;

Others present: Jo Anne House, Keith Doxtator, Todd Vanden Heuvel, Kaylynn Gresham, Louise Cornelius, Justin Nishimoto, Rae Skenandore, Clorissa Leeman, Danelle Wilson, Kristal Hill, Rhiannon Metoxen, Michelle Danforth-Anderson, Grace Elliott, Kristine Hill, Jameson Wilson, Aliskwet Ellis, Fawn Billie, Debbie Melchert, Patricia King, Carol Silva, Shannon Davis, Martin Prevost;

I. CALL TO ORDER

Meeting called to order by Chairman Tehassi Hill at 10:31 a.m.

For the record: Councilwoman Jennifer Webster is out on vacation, Councilman Kirby Metoxen is excused due to a family emergency, and Treasurer Tina Danforth is out on leave.

II. OPENING (00:01:19)

Opening provided by Councilman Daniel Guzman King.

III. ADOPT THE AGENDA (00:02:19)

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

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

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

DRAFT**IV. GENERAL TRIBAL COUNCIL****A. Approve the notice and materials for the August 7, 2023, tentatively scheduled special General Tribal Council meeting (00:03:04)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to approve the notice and materials for the August 7, 2023, tentatively scheduled special General Tribal Council meeting with four (4) noted changes [1) add legal review regarding the Right to Review, Discuss and Take Any Other Actions Required; 2) add fiscal impact statement regarding Right to Review, Discuss and Take Any Other Actions Required; 3) delete item IV.A.6. Contract of Chief Counsel Jo Anne House; and 4) delete item IV.A.10. Chief Counsel directives], seconded by Brandon Stevens. Motion carried:

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

Motion by Lisa Liggins to direct the Secretary to formulate correspondence that includes: 1) why the full packet is not being sent; 2) numbers of pages; 3) cost; 4) instructions on how to access the packet from the Members Only website; and 5) instructions for the individuals that would like to receive a physical copy, for a mailing to those individuals who would normally receive the General Tribal Council meeting packet instructing them to the locations on the website where they can receive that information, seconded by Brandon Stevens. Motion carried:

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

V. ADJOURN (00:54:30)

Motion by Daniel Guzman King to adjourn at 11:25 a.m., seconded by Brandon Stevens. Motion carried:

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

Minutes prepared by Aliskwet Ellis, Senior Information Management Specialist.
 Minutes approved as presented on _____.

Lisa Liggins, Secretary
 ONEIDA BUSINESS COMMITTEE

Approve the July 12, 2023, regular Business Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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: 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, July 12, 2023
Virtual Meeting – Microsoft Teams¹

Minutes**EXECUTIVE SESSION**

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

Not Present: Treasurer Tina Danforth

Others present: Jo. A. House, Keith Doxtator, Mark W. Powless, Kristine Hill

REGULAR MEETING

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

Not Present: Treasurer Tina Danforth

Others present: Jo A. House, Todd Vanden Heuvel, Keith Doxtator, Mark W. Powless, Justin Nishimoto, Katsitsiyo Danforth, Kaylynn Gresham, Rae M. Skenandore, Clorissa Leeman, Michelle Danforth-Anderson, Jessica Vandekamp, Lisa Summers, Brooke Doxtator, Vanessa Miller, Hodazha-Maninga Pidgeon, Rhiannon Metoxen, Danelle Wilson, Melanie Burkhart, Maureen Metoxen, Patricia King, Lori Hill, Nicole Rommel, Kristal Hill, Kristine Hill, Debbie Melchert, Jameson Wilson, Aliskwet Ellis, Fawn Billie, Martin Prevost, Shannon Davis, Carol Silva, Grace Elliott, Mary Graves;

I. CALL TO ORDER

Meeting called to order by Chairman Tehassi Hill at 8:32 a.m.

For the record: Treasurer Tina Danforth is out on leave.

II. OPENING (00:00:50)

Opening provided by Councilman Kirby Metoxen.

III. ADOPT THE AGENDA (00:01:10)

Motion by Jennifer Webster to adopt the agenda with three (3) additions [1) under the New Business section, add item entitled Review Meat Processing Facility Project proposal and determine next steps; 2) under the New Business section, add sub-item entitled The Oneida Nation Indigenous Animal Harvesting and Meat Processing Grant Application; and 3) add new section entitled Travel Requests and add item entitled Approve the travel request - Business Committee members - Midwest Alliance of Sovereign Tribes (MAST) - Keshena, WI - July 19-20, 2023], seconded by David P. Jordan. Motion carried:

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

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

DRAFT**IV. OATH OF OFFICE**

- A. Oneida Election Board Ad Hoc Committee - Justine Huff and Mary King (00:02:30)**
Sponsor: Lisa Liggins, Secretary

Oaths of office were administered by Secretary Lisa Liggins. Justine Huff and Mary King were present.

V. MINUTES

- A. Approve the revised March 22, 2023, regular Business Committee meeting minutes (00:05:28)**
Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the revised March 22, 2023, regular Business Committee meeting minutes, seconded by Lisa Liggins. Motion carried:

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

- B. Approve the revised April 12, 2023, regular Business Committee meeting minutes (00:06:52)**
Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to approve the revised April 12, 2023, regular Business Committee meeting minutes, seconded by Jennifer Webster. Motion carried:

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

- C. Approve the June 28, 2023, regular Business Committee meeting minutes (00:07:25)**
Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to approve the June 28, 2023, regular Business Committee meeting minutes, seconded by David P. Jordan. Motion carried:

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

DRAFT**VI. RESOLUTIONS****A. Adopt resolution entitled Participation in Kunhi-Yo (I am healthy) 2023 Conference (00:07:57)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to adopt resolution entitled 07-12-23-A Participation in Kunhi-Yo (I am healthy) 2023 Conference, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

B. Adopt resolution entitled Encouraging Tribal Employees to Volunteer in the Bicentennial (00:09:45)

Sponsor: Mark W. Powless, General Manager

Motion by Jennifer Webster to adopt resolution entitled 07-12-23-B Encouraging Tribal Employees to Volunteer in the Bicentennial with two (2) noted changes [1) delete "200 year" throughout the resolution and title; and 2) add an additional resolve to state, "BE IT FINALLY RESOLVED, the Oneida Business Committee directs the Executive HR Director to inform supervisors and employees of this action."], seconded by David P. Jordan. Motion carried:

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

Not Present: Tina Danforth

C. Adopt resolution entitled Authorization of 80 hours of Trade Back for Cash for Fiscal Year 2023 (00:14:16)

Sponsor: Todd VanDen Heuvel, Executive HR Director

Motion by David P. Jordan to adopt resolution entitled 07-12-23-C Authorization of 80 hours of Trade Back for Cash for Fiscal Year 2023, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

Item VIII. was addressed next.

DRAFT**VII. TRAVEL REQUESTS****A. Approve the travel request - Business Committee members - Midwest Alliance of Sovereign Tribes (MAST)- Keshena, WI - July 19-20, 2023 (01:03:24)**

Sponsor: David P. Jordan, Councilman

Motion by Kirby Metoxen to approve five (5) Business Committee members to attend the Midwest Alliance of Sovereign Tribes meeting to include, Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Councilmembers, Jennifer Webster, David P. Jordan and Daniel Guzman King, seconded by David P. Jordan. Motion carried:

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

For the record: Councilman Kirby Metoxen stated, M.A.S.T. has been all over the Midwest area and it's right here in our backyard and that's why we're asking that tribal government officials be allowed to attend it.

Item IX.A.1. was addressed next.

VIII. NEW BUSINESS**A. Approve appointment of Dr. Lisa Slaby to the Optometry Examining Board with term ending July 1, 2027 (00:15:25)**

Sponsor: Jennifer Webster, Councilwoman

Motion by David P. Jordan to approve appointment of Dr. Lisa Slaby to the Optometry Examining Board with term ending July 1, 2027, seconded by Brandon Stevens. Motion carried:

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

B. Approve appointment of David Larson to the Nursing Home Administrator Examining Board with term ending July 1, 2027 (00:17:45)

Sponsor: Jennifer Webster, Councilwoman

Motion by David P. Jordan to approve appointment of David Larson to the Nursing Home Administrator Examining Board with term ending July 1, 2027, seconded by Jennifer Webster. Motion carried:

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

C. Review Great Law Recital employee participation proposal and determine next steps (00:18:22)

Sponsor: Todd VanDen Heuvel, Executive HR Director

Motion by Lisa Liggins to accept the Great Law Recital employee participation proposal as information and direct the Secretary to process an e-poll for a resolution providing eight (8) hours of paid work time to employees to participate in the Great Law Recital, seconded by Jennifer Webster. Motion carried:

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

DRAFT

Secretary Lisa Liggins left 9:04 a.m.

Secretary Lisa Liggins returned at 9:09 a.m.

D. Review Meat Processing Facility Project proposal and determine next steps (00:32:51)

Sponsor: Mark W. Powless, General Manager

Motion by Lisa Liggins to accept the meat processing facility project proposal as information, noting the proposal is an alignment with BC resolution 11-13-21-D Support of Food Sovereignty and Food Sovereignty Policy, as well as the Oneida Nation Food Sovereignty Strategic Plan, seconded by Daniel Guzman King. Motion carried:

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

Not Present: Tina Danforth

1. Adopt resolution entitled The Oneida Nation Indigenous Animal Harvesting and Meat Processing Grant Application (01:02:13)

Sponsor: Mark W. Powless, General Manager

Motion by Lisa Liggins to adopt resolution entitled 07-12-23-D The Oneida Nation Indigenous Animal Harvesting and Meat Processing Grant Application, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

Item VII.A. was addressed next.

IX. GENERAL TRIBAL COUNCIL

A. PETITIONER LINDA DALLAS - Accept the fiscal impact statement - petition # 2023-30, 2023-31

1. Accept the fiscal impact statement - petition # 2023-30 (01:06:47)

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to accept the fiscal impact statements for petitions # 2023-30 and 2023-31, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

2. Fiscal impact statement - petition # 2023-31 (01:06:47)

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to accept the fiscal impact statements for petitions # 2023-30 and 2023-31, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

DRAFT**B. PETITIONER LINDA DALLAS - Accept the legal review - petition # 2023-31****1. Legal review - petition # 2023-31 (01:07:48)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Jennifer Webster to accept the legal review - petition # 2023-31, seconded by Lisa Liggins.
Motion carried:

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

C. PETITIONER RAYMOND SKENANDORE - Accept the fiscal impact statement - petition # 2023-32**1. Fiscal impact statement - petition # 2023-32 (01:09:02)**

Sponsor: Keith Doxtator, Chief Financial Officer

Motion by Lisa Liggins to accept the fiscal impact statement - petition # 2023-32, seconded by Jennifer Webster. Motion carried:

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

D. PETITIONER RAYMOND SKENANDORE - Accept the legal review - petition # 2023-32**1. Legal review - petition # 2023-32 (01:09:38)**

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to accept the legal review - petition # 2023-32, seconded by Jennifer Webster.
Motion carried:

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

E. Determine next steps regarding Petitioner Linda Dallas - petition # 2023-07 and # 2023-11 (01:12:25)

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to deny presentation of petition # 2023-07 and # 2023-11 to the General Tribal Council as they violate the Constitution and laws of the Oneida Nation as identified in the May 16, 2023, and the May 19, 2023, legal reviews; and to direct the Secretary to provide notice to the petitioner, seconded by Brandon Stevens. Motion carried:

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

DRAFT**X. EXECUTIVE SESSION**

Motion by David P. Jordan to go into executive session at 9:47 a.m., seconded by Jennifer Webster. Motion carried:

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

Motion by David P. Jordan to come out of executive session at 10:33 a.m., seconded by Jennifer Webster. Motion carried:

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

A. REPORTS**1. Accept the Chief Counsel report (01:16:42)**

Sponsor: Jo Anne House, Chief Counsel

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

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

2. Accept the General Manager report (01:17:05)

Sponsor: Mark W. Powless, General Manager

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

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

B. AUDIT COMMITTEE**1. Accept the Bingo compliance audit and lift the confidentiality requirement (01:17:28)**

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the Bingo compliance audit and lift the confidentiality requirement, seconded by Lisa Liggins. Motion carried:

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

DRAFT**2. Accept the Drop and Count compliance audit and lift the confidentiality requirement (01:17:58)**

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the Drop and Count compliance audit and lift the confidentiality requirement, seconded by Kirby Metoxen. Motion carried:

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

Not Present: Tina Danforth

3. Accept the Oneida Nation Museum controls assessment audit and lift the confidentiality requirement (01:18:26)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the Oneida Nation Museum controls assessment audit and lift the confidentiality requirement, seconded by Lisa Liggins. Motion carried:

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

Not Present: Tina Danforth

C. NEW BUSINESS**1. Approve amendment #2 to the employment contract with DR09 - file # 2021-0563 (01:18:54)**

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve amendment #2 to the employment contract with DR09 - file # 2021-0563, seconded by Brandon Stevens. Motion carried:

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

Not Present: Tina Danforth

2. Review proposed amendment to employment agreement and determine next steps (01:19:32)

Sponsor: Tehassi Hill, Chairman

Motion by Lisa Liggins to approve the employment contract amendment template and authorize the Government Operations Manager to complete the necessary follow up, seconded by Jennifer Webster. Motion carried:

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

Not Present: Tina Danforth

DRAFT

XI. ADJOURN

Motion by David P. Jordan to adjourn at 10:38 a.m., seconded by Kirby Metoxen. Motion carried:
Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,
Brandon Stevens, Jennifer Webster
Not Present: Tina Danforth

DRAFT

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

Lisa Liggins, Secretary
ONEIDA BUSINESS COMMITTEE

Adopt resolution entitled Authorizing Use of Carry Over Funds For Transit Garage Project

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Motion to approve the funding

4. Areas potentially impacted or affected by this request:

- | | |
|---|---|
| <input checked="" 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 type="checkbox"/> Other: | |

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.20 11:18:58 -05'00'

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: Memo, budget estimate

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.20 11:27:57 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director

MEMO

To: Tina Jorgensen, GSD Director

From: Carol Stiff, Transit Manager

Date: 7/18/2023

Re: BC Agenda Request

Oneida Public Transit is requesting to be put on the BC Agenda the use Carry Over funds for the Oneida Public Transit Garage project #04-022 CIP. The Public Transit Facility project will require additional funding in order to proceed with the construction phase of this project.

In short, there were 3- main factors that contributed to this funding shortage and are summarized below:

1. Due to fluctuating market conditions, the Design Professional under-estimated the construction cost by over \$900k, which caused the Nation to request an inaccurate amount during the RAISE grant application.
2. The Nation was not awarded the total project cost as requested/ submitted from the RAISE grant.
3. Price increases due to economic instability, rising inflation and labor and supply chain issues.

To further expand on these financial impacts, below is a general description of sequential project activities that further detail those implications.

1. The Design Professional provided an estimated construction cost of \$2,952,050.00 during the design phase and fluctuating market conditions.
 - a. This value was then incorporated into the Oneida Engineering Department's Project Budget Estimate, which includes additional cost such as: soft cost, inflation factors, FF&E and a project contingency to determine a "total project cost".
2. Transit submitted for the RAISE grant, using the Engineering Department's Project Budget Estimate as the total project cost.
3. The RAISE grant was awarded to the Oneida Nation, however the amount awarded was not the amount requested in the grant application. The RAISE grant awarded the Nation

only the construction cost (\$2,953,000.00) line item of the Project Budget Estimate and not the TOTAL project cost which was \$4.7 million dollars.

4. Knowing there was a shortage in funding, Transit allocated their apportionment funds to make up the difference so the project process could continue.
5. The project was released for bid and a total of 7- bids were received. The apparent low/responsible bidder submitted a Bid value of \$3,867,800.00. During the internal Post Bid evaluation process, it was determined that the Design Professional under-estimated the construction cost by \$915,750.00 ($\$3,867,800 - \$2,952,050 = \$915,750.00$).
 - a. Note: Transit used the estimated construction cost for the original grant submittal.

In summary, these financial shortfalls prevented the Oneida Nation to execute an agreement with a General Contractor to commence the project. Additional funding is necessary in order for this project to begin.

Attached is an updated Project Budget Estimate (PBE) which specifies the amount of additional funds required to complete the project along with an example of a past project that had requested to use Carry Over Funds. Tina may find this information helpful if she has never gone through this process.

Furthermore, please note the following items:

1. PBE includes an inflation factor of 5% p/ year (estimated at 2 yrs).
2. PBE includes a 7% Owner Contingency.
3. A majority of the values used within the updated PBE are directly from Contractors or vendors of the Nation, which provides a level of comfort knowing pricing is accurate and reflects the current economy.
4. On the bottom of the PBE, it notes a value of \$4,314,496 as the “Awarded Funding Amount”. This was calculated based off the following funding sources and allocated amounts:

The estimated total amount required to continue with the project is \$1,301,000, which equates to a 30% increase.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
 Authorizing Use of Carry Over Funds For Transit Garage Project**

- 1
- 2
- 3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 4 recognized by the laws of the United States of America; and
- 5
- 6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 7
- 8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 10
- 11 **WHEREAS,** the Oneida Nation adopts a budget for each fiscal year which identifies how anticipated
- 12 funds will be utilized; and
- 13
- 14 **WHEREAS,** at the end of each fiscal year, the difference between actual expenditures and actual
- 15 revenues results in carry over funds which are available for use after the funds have been
- 16 subject to the Oneida Nation’s annual audit; and
- 17
- 18 **WHEREAS,** the General Tribal Council has identified that 25% of the audited carry over funds shall be
- 19 allocated to land acquisition in accordance with the 2033 Land Acquisition Plan, *resolution*
- 20 *# GTC-09-18-10-A, 2033 Land Acquisition Plan*; and
- 21
- 22 **WHEREAS,** the remaining audited carry over funds, 75% of the audited carry over, is managed and
- 23 reported out in the Treasurer’s Report in the “Owner’s Report” (*report on investment*
- 24 *restricted and unrestricted funds*) and has been allocated within the approved the budget
- 25 and for projects; and
- 26
- 27 **WHEREAS,** the Oneida Business Committee adopted resolution # BC-10-21-22-A, *Process to*
- 28 *Authorize Use of Carry Over Funds*, to track the amount of carry over funds and how those
- 29 funds are being used to better monitor budget development, budget revenues and
- 30 expenditures, and allocation for projects; and
- 31
- 32 **WHEREAS,** a request to utilize carry over funds has been presented to the Oneida Business Committee
- 33 and the Finance Office has identified the current status of the carry over fund balance to
- 34 determine availability of funds; and
- 35
- 36 **NOW THEREFORE BE IT RESOLVED,** the Oneida Business Committee approves the use of carry over
- 37 funds as identified below.
- 38
 - Project Owner: Carol Stiff
 - 39 • Amount Requested: 1.3M
 - 40 • Purpose of Funds: To proceed with construction of the Transit Garage Project
 - 41 • Current Balance of Carry Over Funds: 58.7M
 - 42 • Balance of Carry Over Funds after approved use: 57.4M

PROJECT BUDGET ESTIMATE

PROJECT NAME: **Transit Garage**
 PROJECT No.: 04-022
 DATE: July 12, 2023

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	52,600
Architect / Engineer Fees & Reimbursables	294,100
Soil Borings, Testing and Surveys	37,946
Agency Review and Approval Fees	
Insurance - Builders Risk	covered by property insurance
Historical/Cultural/Archaeological Review	

Sub-total: 384,600

CONSTRUCTION

Utility Service	30,000
Construction & Site Work	4,784,000

Sub-total: 4,814,000

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties	5,000
Division 11 - Equipment	35,000
Division 12 - Furnishings	4,000
Division 27 - Communications	112,000
Division 28 - Electronic Safety & Security	280,000

Sub-total: 436,000

TOTAL:		5,634,600
Contingency:	7.0%	394,400
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: **\$ 6,000,000**

DEDUCT SOFT COST TOTAL: **384,600**

ESTIMATED TOTAL CONSTRUCTION BUDGET: **\$5,615,400**

AWARDED FUNDING AMOUNT: **\$4,314,496**

AMOUNT REQUESTING: **\$1,301,000**

Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 422500

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Approve the requests by adoption of resolution

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.25 15:57:24 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director

MEMO

TO: Tina Jorgensen, GSDD

FROM: Tsyosha?aht C. Delgado, Bear Clan Manager

Position: Traditional Healer Apprentice

Department: Cultural Heritage

Reason for Increase:

The Traditional Healer Supervisor who is responsible for the teaching and instructing as well as conducting Traditional Readings, Medicine Ceremonies, and Annual Ceremonies that go on throughout the year at the Longhouse has kept track of all the data for his work. He currently has one Traditional Healer Apprentice that works with him side by side. Traditionally our people who needed to have a Medicine Ceremony put through would have the Clan on the opposite side of the Longhouse provide the ceremonial songs, foods, dances and healing for them. This means that the Turtles and Bears would take care of the medicines for the Wolves, The Wolves would take care of the Turtles and Bears, The Bears would take care of the Turtles and the Turtles would take care of the Bears. We currently only have one Traditional Healer apprentice assist in the responsibility for all of the medicine assistance that need to be taken care of. We need to have a Wolf who would take care of the Turtle and Bear Clans. The data shows that there have been 2626 direct contacts to provide services of Readings and Medicine Ceremonies over the past year. The amount of work for two people to take care of this is tremendous. Additionally, there have been about 2400 individuals that participated in annual ceremonies that take place throughout the year. There is a need for an additional Traditional Healer Apprentice to assist with Readings, Medicine Ceremonies and the Longhouse Ceremonies as well. They provide the services to Oneida Nation members and assist with other community members that are affiliated with Oneida members through family or other relatives. Often some of these services have to do with people who are in recovery for Alcohol or Drug Abuse. They provide the foundational education for the individual and a means to clear their path so that healing can become a reality for those that may be struggling from things that are creating sickness and sometimes effect their emotional well-being. They have worked with Behavioral Health, Family Services, Domestic Violence, Prevention and the General membership. The targeted age group is birth to elders.

Another need for an additional Traditional Healer Apprentice is for the development and services needed to provide for the Healing to Wellness Court. The Bear Clan Manager has currently been on the Committee to assist in the development and the Cultural Component that will be part of the Healing to Wellness Court. She provides Cultural Education to the Committee and will be provide Cultural Education to the participants in the Healing to Wellness Court to address some of their needs in developing a Cultural foundation for themselves to combat their alcohol or drug addiction. It is hoped that the participants will begin in August 2023. The target to begin is 20 participants both adult men and women. This population may meet with staff from the Cultural Heritage Department to provide Cultural Education around ceremonies, stories such as Creation Story, Great Law of Peace, The Handsome Lake Code (Kaliwiiyo-The Good Message) along with Medicine Societies of Herbal medicines as needed. They may learn the language, the creative crafts of beading, sewing, traditional clothing along with how to create traditional instruments such as rattles, games, medicine foods, and instruments used for

medicines. It is anticipated that the Traditional Healer Apprentice will assist with the Cultural component of the Healing to Wellness Court. The Bear Clan Manager will be on the review committee as well as provide services to the participants possibly on a weekly basis as their needs are identified along with the Traditional Healer Apprentice as needed for their assistance as each participant develops their goals. Each participant will complete a cultural assessment and based on their needs and wants will develop goals to achieve while they are in the program until they are discharged. It is our hope that they will continue with their learning about Culture and Language as a lifelong achievement and become participants and helpers for our community. The Healing to Wellness Court participants are expected to report weekly to the Committee and follow through with recommendations as they set their own goals. The duration of time they are expected to be in the program is between 15 to 20 months or longer. This is the first program the Nation has developed solely with individuals who are not incarcerated. The Cultural component and the support of another Traditional Healer Apprentice will be influential in the success of this service. It is hoped that the expansion of participants will increase over time and we would be able to provide support and empowerment to our Oneida members that are suffering from addictions. This expansion may or may not include family members to encourage their success as well.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
Amendment to Labor Allocations Levels – 1 Position from Business Unit 4225001**

- 1
- 2
- 3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 4 recognized by the laws of the United States of America; and
- 5
- 6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 7
- 8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 10
- 11 **WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and
- 12 implementation of the fiscal year budget; and
- 13
- 14 **WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution
- 15 # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- 16
- 17 **WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor*
- 18 *Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D,
- 19 directs that labor as set forth in the budget and the employment cap may be adjusted only
- 20 by a resolution of the Oneida Business Committee in consideration of the financial
- 21 capabilities identified by the Chief Financial Officer; and
- 22
- 23 **WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities
- 24 which require the transfer, re-assignment and development of new positions, which should
- 25 be addressed within the current financial boundaries in the adopted budget; and
- 26
- 27 **WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the
- 28 requirement that these be approved by resolution as a tracking mechanism to allow the
- 29 Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the
- 30 labor costs which make up most of the expenses within the budget; and
- 31
- 32 **WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget
- 33 and/or labor allocations;
- 34

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

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4225001	03248		G10/\$24.65	\$6564	Tribal Contribution

ONEIDA LAW OFFICE


CONFIDENTIAL: ATTORNEY/CLIENT WORK PRODUCT

TO: Simone Ninham
Oneida Tribal Judiciary

Use this number on future correspondence:

2022-0996

FROM: Jo Anne House, Chief Counsel

	Digitally signed by Jo Anne House Date: 2022.12.08 11:00:19 -06'00'
---	--

DATE: December 8, 2022

RE: Oneida Cultural Heritage-Memorandum of Agreement between Oneida Judiciary Healing to Wellness Court and Oneida Cultural Heritage

<u>Purchasing Department Use</u> Contract Approved Contract Not Approved <i>(see attached explanation)</i>

If you have any questions or comments regarding this review, please call 869-4327.

The attached agreement, contract, policy and/or guaranty has been reviewed by the Oneida Law Office for legal content only. Please note the following:

1. Please confirm that this activity complies with the Public Health Declaration and any orders issued by the COVID-19 Decision Making Team and/or Public Health Officer.
 2. Please review for compliance with the current budget resolution prior to entering into said contract.
- ✓ The document is in appropriate legal form. *(Execution is a management decision.)*



MEMORANDUM OF AGREEMENT

between

Oneida Judiciary Healing to Wellness Court & Oneida Cultural Heritage

A. Introduction and Purpose

The purpose of this agreement is to establish the working relationship between the Oneida Judiciary's Healing to Wellness Court and Oneida Cultural Heritage to support the Healing to Wellness Court's goal to combine judicial oversight and community resources to provide intensive court supervised substance abuse support and encourage healing in a way that reconnects participants with family, community, culture, and Tsi' Niyukwalihó•tl (Our Ways).

B. Scope

To establish the obligations and duties of the parties with respect to how the Healing to Wellness Court and Oneida Cultural Heritage shall coordinate their services and communication to ensure effective service coordination that meets the mission and goals of the Oneida Healing to Wellness Court.

C. Key concepts

The Healing to Wellness Court and Oneida Cultural Heritage agree to work together in the provision of effective service coordination.

D. Organizational Responsibilities

The Healing to Wellness Court will:

1. Provide intensive case management to ensure participants are successfully completing assigned programming.
2. Require participants to sign a Release of Information form with the assigned case manager so that progress updates can be shared between the Healing to Wellness Court and Oneida Cultural Heritage.

3. Wellness Court Coordinator will complete Cultural Assessment with new participants during intake and share assessment with Oneida Cultural Heritage staff.
4. Accommodate general cultural activities that participants may be part of with approved plan (if deviating from program expectations).
5. Provide team training opportunities and onboard new staff of the Healing to Wellness Court Team.
6. Update Healing to Wellness Court Team members of Policy and Procedure Manual changes and/or relevant Healing to Wellness Court program changes.

Oneida Cultural Heritage will:

1. Assign a designated staff to the Healing to Wellness Court Team to attend weekly staffing updates and status hearings.
2. Complete a participation progress report on a weekly basis and send it to the HWC Coordinator/Case Manager.
3. Create and maintain a spreadsheet with referral information and progress notes.
4. Confirm participant's attendance at cultural activities.
5. Support participants through cultural education/foundation/wellness/learning based on their individualized needs.

E. Results/Effective Period of Agreement

This agreement will be reviewed annually and may be amended, enhanced or cancelled by mutual consent of the programs with a 90-day written notice. This agreement shall be in effect upon signature of all representatives remain in effect until amended, enhanced, or cancelled.

J. Hill

Hon. Layatalati Hill
Judiciary Chief Trial Court Judge

12-14-22

Date

Patricia Hoeft

Hon. Patricia Hoeft
Judiciary Trial Court Judge/Healing to Wellness Court Judge

12-13-2022

Date

Simone Ninham

Simone Ninham
Judiciary Healing to Wellness Court Coordinator

12.13.2022

Date

Tsyosha?aht C. Delgado
Bear Clan Manager, Oneida Cultural Heritage

Date

Tina Jorgensen
Governmental Services Division Director

Date

Mark W. Powless
General Manager

Date





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

UNBUDGETED POSITION REQUEST

Proposed Position Title: Traditional Healer Apprentice

Department: Cultural Heritage

Division: Governmental Services

Name of Supervisor Completing Form: Tsyosha?ah C. Delgado

Title of Supervisor Completing Form: Bear Clan Manager

Date: 07/17/2023

General Ledger (GL) #: 4225001

How is the position being funded?:

- Tribal Contribution
- Grand Funded
- Indirect Income
- Other

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

JUSTIFICATION:

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

See Attachment Memo Traditional Healer Apprentice Justification

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

No

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

Not at this time as the position is needed to train new staff on Medicine ceremonies, annual Longhouse Ceremonies and assist with the newly created Healing to Wellness Court which is to begin in August 2023.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed

Duties to be Realigned

**Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

MEMORANDUM OF UNDERSTANDING

FOR THE ONEIDA HEALING TO WELLNESS COURT SPECIALTY COURT PROGRAM

BETWEEN ONEIDA JUDICIARY
BROWN COUNTY
STATE PUBLIC DEFENDER'S OFFICE
BROWN COUNTY DISTRICT ATTORNEY'S OFFICE
AND
THE WISCONSIN DEPARTMENT OF CORRECTIONS

CONTRACT #

SECTION I – PARTIES TO THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made by and between the State of Wisconsin Department of Corrections (the "DOC") whose principal business address is 3099 East Washington Ave., P.O. Box 7925, Madison, WI 53707-7925; Oneida Judiciary (the "Judiciary"), 2630 W Mason St., Green Bay, WI 54303, P.O. Box 19, Oneida, WI 54155; Brown County, 100 South Jefferson St., P.O. Box 23600, Green Bay, WI 54305-3600; State of Wisconsin Public Defender's Office – Green Bay Office, 139 South Washington St., Green Bay, WI 54301; and Brown County District Attorney's Office (the "DA"), 300 East Walnut St., Green Bay, WI 54301.

The DOC employee responsible for administration of this MOU will be Chelsea Place as the "Contract Administrator" whose principal business address is 2000 American Blvd. De Pere, WI 54115. In the event that Chelsea Place is unable to administer this MOU, DOC will designate a new Contract Administrator.

The Oneida Judiciary employee responsible for administration of this MOU will be Chief Judge Layatalati Hill as the "Contract Administrator" whose principal business address is 2630 W Mason St., Green Bay, WI 54303. In the event that Chief Judge Hill is unable to administer this MOU, the Oneida Judiciary will designate a new Contract Administrator.

SECTION II - PURPOSE OF MOU AND THE MISSION STATEMENT OF THE PROGRAM

The parties support that the following is the mission of the Oneida Healing to Wellness Court (OHWC): "The mission of the Oneida Nation's Healing to Wellness Court is to combine judicial oversight and community resources to provide intensive court supervised substance abuse support and encourage healing in a way that reconnects participants with family, community, culture, and Tsi' Niyukwalihó•ta (Our Ways)."

The parties to this MOU support and endorse the goals and mission of the Oneida Healing to Wellness Specialty Court in order for defendants to eliminate future criminal behavior, improve the quality of their lives, and enhance the wellbeing of the community.

For this program to be successful, cooperation must occur within a network of systems in order to facilitate and achieve the mission of the Oneida Healing to Wellness Specialty Court.

SECTION III - PRINCIPAL AGENCY ROLES AND RESPONSIBILITIES/STAFF COMMITMENTS

Now, therefore, it is agreed:

Brown County Circuit Court agrees to provide a judge who will preside over the criminal case of the Oneida Healing to Wellness Court participants and monitor appropriate compliance of Oneida Healing to Wellness Court programming. The Brown County Circuit Court judge will attend the Healing to Wellness Court proceedings when deemed necessary and will authorize bench warrants, conditional jail time, and sanctions as recommended by the Oneida Healing to Wellness Court Judge.

District Attorney's Office will review all potential participants for legal eligibility after Wellness Court Coordinator confirms Oneida Nation tribal enrollment status of applicant, actively participate in the staffing of cases, and interact in a non-adversarial manner to address the need for incentives and sanctions as they apply to the participant. The District Attorney's Office team member attends scheduled staffings and non-adversarial court proceedings.

Oneida Judiciary agrees to provide:

- a. A judge who will preside over the Oneida Healing to Wellness Court Program. The Healing to Wellness Court Judge attends scheduled staffings, presides over the court proceedings, and monitors appropriate application of incentives and sanctions while maintaining the integrity of the court.
- b. A Healing to Wellness Court Coordinator/Case Manager who receives all program applications, disseminates participant applications through the intake process, completes clinical screening and assessment, and provides comprehensive summaries to the team for program acceptance determination. The Healing to Wellness Court Coordinator/Case Manager also develops the Healing to Wellness Court case plan with the participant, actively monitors OHWC participants outside the Healing to Wellness Court setting including home and job visits, drug screening, maintains participant data, prepares participant progress and termination reports, coordinates services from each discipline and the local community, and attends staffings and non-adversarial court proceedings.
- c. Oneida Behavioral Health, the Healing to Wellness Court's primary treatment provider, provides rehabilitative therapy sessions, case planning, case management and continued monitoring for Healing to Wellness Court participants. Additionally, within the bounds of ethics and legalities, the treatment provider representative shares information regarding the progress of a participant in appropriate settings to the Healing to Wellness Court Team while attending staffings and non-adversarial court proceedings.
- d. Oneida Cultural Heritage Department agrees to assign a designated staff member to the Healing to Wellness Court team who will attend scheduled staffings and non-adversarial court proceedings, maintain participant progress notes, confirm participants' attendance at assigned cultural activities, and support participants through cultural education based on their individualized needs as assessed by the Healing to Wellness Court Coordinator/Case Manager during intake.
- e. Oneida Police Department (OPD) agrees to provide a representative from their department to attend scheduled staffings and non-adversarial court proceedings, monitor and report on participant interaction with OPD, and actively participate in the staffing of cases.

State Public Defender's Office (SPD) will explain the Oneida Healing to Wellness Specialty Court program to potential participants represented by the State Public Defender's Office. SPD will advise private attorneys about the program and its logistics. An SPD staff member will attend and participate in meetings, court and advisory committee meetings. The SPD team member does not represent participants and cannot give legal advice to any participant.

Wisconsin Department of Corrections The mission is to enhance public safety through management and reduction of offender risk by providing supervision of offenders and collaboration with community partners to assist offenders to change their behavior and repair the harm they have done.

The Wisconsin Department of Corrections, Division of Community Corrections will act as a member of the Specialty Court team by providing at a minimum of one probation and parole agent per court. When individuals are in the Specialty Court and on supervision with the Department of Corrections, the Department of Corrections will:

1. Provide community supervision of participants on active community supervision with the Department of Corrections and maintain a supervision file for each Specialty Court participant, in compliance with the requirements of the Department of Corrections' policies and procedures and Wisconsin State Law, including following confidentiality regulations.
2. Be guided by Evidence Based Practices when making decisions pertaining to the supervision and treatment of DCC offenders participating in the Specialty Court. (Wisconsin Treatment Court Standards, 1)¹
3. Prohibit agents from engaging in the role of Court Coordinator for the Specialty Court. The Court Coordinator maintains the overall management of the Specialty Court Program. This includes administrative assistance to the Specialty Court Judge, coordinating the selection and admission of the Specialty Court participants, coordinating Specialty Court team agendas and staffing program participant compliance. The Coordinator maintains documentation on paper and electronic files regarding the collection of random urinalysis tests, treatment compliance and coordinates collaboration between all of the participating agencies involved in the Specialty Court.
4. Refer participants to community resources if available and, when appropriate and in consultation with the Specialty Court team, maintain collateral contacts to follow participant progress.
5. Provide drug/alcohol testing as part of normal standards of supervision. Extensive and random alcohol and other drug abuse (AODA) testing specific to the Specialty Court will be the responsibility of that court. Agents can assist with this task on occasion; however, will not exceed one AODA test per week on any given participant. (Wisconsin Treatment Court Standards, 13)
6. Provide input for decisions regarding incentives and sanctions and impose incentives and sanctions where appropriate and in accordance with Department of Corrections' policies and procedures, Wisconsin State Law and Evidence Based Practices. (Wisconsin Treatment Court Standards, 14)
7. Attend treatment team meetings and Specialty Court at a maximum of one team staffing/Specialty Court session per week and one special team or advisory board meeting per month. As the participant progresses forward in the Specialty Court phases, it is expected the agent's responsibilities for that participant will be reduced along with the classification and contact standards for the individual participant. This may be subject to change based on staffing and availability.
8. Provide updates on participants' adjustment to supervision with the Department of Corrections.
9. Identify potential candidates for alternatives to revocation.
10. Coordinate with law enforcement and other agencies as needed.

Participating agencies of the Specialty Court agree to the following:

1. DOC resources and supervision tools will only be available to Specialty Court participants who are on active supervision with the Department of Corrections.

¹ The Wisconsin Treatment Court Standards, <https://www.watcp.org/wp-content/uploads/2018/12/FINAL-WI-Treatment-Court-Standards-2018.pdf>, (Revised 2018).

2. The Specialty Court shall not employ a person who is on active probation, parole, extended supervision, lifetime supervision or an inmate who is supervised by Intensive Sanctions for any position where the primary duties and responsibilities involve contact or work with offenders/inmates OR involves access to offenders/inmates' records or funds.
3. This MOU implies no fiscal responsibility for DOC. Other than in-kind services of DOC's representatives, no DOC funds may be expended, pledged, contracted for, or spent without the approval of DOC Administration. DOC will have the right to annually review its participation and any financial commitments made.

SECTION IV - GENERAL PROVISIONS

In addition, all Agencies and staff agree to follow the attached Policies and Procedures of the Oneida Healing to Wellness Court and to abide by the following:

A. SPECIALIZED COURT ADVISORY BOARD

All parties agree to continue to be represented in the Specialized Court Advisory Board. The Specialized Court Advisory Board will be responsible for modifying and amending this MOU. They will address problems and issues as identified and develop policy and program modifications. The Specialized Court Advisory Board will clearly identify the range of sanctions and incentives available to the group and the process for applying them.

The parties to this MOU agree that coordinated strategy governs Specialty Court responses to participants' compliance ensuring compliance with state statute and Department of Corrections Administrative Code. The parties agree that each member of the Specialized Court Advisory Board and the Specialty Court Team shall adhere to applicable statutes, administrative code provisions, and other laws.

B. CONFIDENTIALITY

All parties agree assigned individuals from their respective agencies shall attend all scheduled Specialty Court staffings and Court Advisory Board meetings. To the extent permitted by the law, the parties shall maintain the confidentiality of the details and content of the Specialty Court team and Court Advisory Board discussions. In all settings, including Court Advisory Board meetings and in Specialty Court, the parties shall comply with state and federal confidentiality laws and shall not disclose confidential information regarding participants without the consent of such participant or other exception requiring or permitting disclosure under the law.

C. MODIFICATION

Any party wishing to amend/modify the policies and procedures of the Specialty Court or this MOU will notify the Court Advisory Board of the issue(s). The Court Advisory Board will address the issue(s) for purposes of modifying/amending the issue(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

D. HOLD HARMLESS

All parties will indemnify and save harmless the DOC and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the respective agency, or of any of its employees, agents, licensees, or officers, in prosecuting work under this MOU.

E. NONDISCRIMINATION /AFFIRMATIVE ACTION

In connection with the performance of work under this MOU, the individual agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined ins. 51 .01(5), Wis. Stats., sexual orientation as defined in s. 111.

32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the individual agency further agrees to take affirmative action to ensure equal employment opportunities.

F. CANCELLATION

DOC reserves the right to cancel any MOU in whole or in part without penalty due to non-appropriation of funds or for failure of the individual agency to comply with terms, conditions, and specifications of this MOU.

G. TERMINATION

Any party contemplating termination of their participation in this MOU shall first notify the Court Advisory Board of their concern. The advisory board will attempt to resolve the problem to ensure continuation of the specialized court. If unable to resolve the problem, any party can exercise its right to terminate this MOU by notifying all other parties in writing a minimum of 90 days prior to such termination.

H. EFFECTIVE DATE

This MOU is effective on <INSERT DATE> through <INSERT DATE>. The parties shall review and update the agreement to ensure it remains reflective of current needs and agency practices every two years. In the absence of the execution of a new or modified Agreement, the terms of the current Agreement shall be automatically renewed for the next consecutive two-year period.

I. RENEWAL

This MOU will be automatically renewed for subsequent years unless terminated by an individual agency as indicated in Section III, G. Termination.

J. MISCELLANEOUS


This MOU shall be construed and governed by the laws of the State of Wisconsin. In the event of any dispute arising from this MOU, the parties agree to submit to the exclusive jurisdiction of the Circuit Court for Dane County, Wisconsin, or the federal court sitting in Madison, Wisconsin.

In Witness Whereof, the parties have, through dually authorized representatives entered into this MOU. The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

WISCONSIN DEPARTMENT OF CORRECTIONS

By: _____ Date: _____
 Kevin A. Carr, Secretary
 Wisconsin Department of Corrections

ONEIDA JUDICIARY

By: 
Hon. Layatalati Hill, Chief Trial Court Judge
Oneida Judiciary

Date: 4-6-23

BROWN COUNTY CIRCUIT COURT JUDGE

By: _____
Hon. Thomas J. Walsh, Judge
Brown County Circuit Court, Branch 2

Date: _____

BROWN COUNTY DISTRICT ATTORNEY'S OFFICE

By: _____
David Lasee, District Attorney
Brown County District Attorney's Office

Date: _____

STATE PUBLIC DEFENDER'S OFFICE

By: _____
Jeffrey Cano, Attorney Manager
State Public Defender's Office

Date: _____

ONEIDA BEHAVIORAL HEALTH

By: _____
Mari Kriescher, Behavioral Health Director
Oneida Behavioral Health

Date: _____

ONEIDA CULTURAL HERITAGE

By: 
Tina Jorgensen, Division Director
Oneida Nation Governmental Services Division

Date: 4/6/2023

ONEIDA POLICE DEPARTMENT

By: _____
Eric Boulanger, Chief of Police
Oneida Police Department

Date: _____

Public Packet
**APPLY IN PERSON
OR MAIL**

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



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

AT:
TO: 52 of 525
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

OPEN TO ALL APPLICANTS

POSITION TITLE: Traditional Healer Apprentice
POSITION NUMBER: 03248
DEPARTMENT: Cultural Heritage
LOCATION: 2555 Packerland Dr Green Bay, WI
DIVISION: Governmental Services
RESPONSIBLE TO: Traditional Healer
SALARY: Grade 10 \$20.12/Hr./Annually (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 30, 2022
CLOSING DATE: July 14, 2022
Transfer Deadline: July 7, 2022
Proposed Start Date: -As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Apprentice with the Cultural Advisor and Traditional Healer to learn to learn to provide culturally appropriate traditional health services and wellness strategies to the Oneida Nation community, employees and their families. By providing traditional healing, guidance, counseling, and ceremonies, the Apprentice will assist individuals to find and maintain balance in a holistic way. The Apprentice will learn to work collaboratively with the Oneida Comprehensive Health Division to ensure program delivery is consistent with the philosophy, approach, goals and learning environment established by the Oneida Cultural Heritage Strategic Plan. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Traditional Healing Apprentice Services.

1. Learn and assist in providing traditional knowledge, cultural teachings, ceremonies, Oneida language interpretation for community, employees, and families so they can learn and practice traditional healing strategies in their daily lives.
2. Learn and assist in providing culturally appropriate services, treatment and support to individuals seeking balance within all aspects of self; Emotional, Spiritual, Physical and Mental health.
3. Learn and assist in providing healing ceremonies and cultural support in a safe and appropriate manner.
4. Learn and assist in providing appropriate assessment and treatment plans with clients.
5. Learn and assist in maintaining an up-to-date knowledge based of traditional health and holistic practices.
6. Learn and assist in ensuring protocols of ceremonies, celebrations and feasts are followed.
7. Learn how to work in consultation and make referrals to health care providers as needed.
8. Learn and assist in ensuring client information is charted and securely stored.

Education and Promotion

9. Learn and assist in providing cultural training, education and guidance to Cultural Heritage employees, to ensure the employees are providing services to families and communities in a culturally appropriate manner.
10. Learn and assist in providing cultural training, education and guidance to families and communities to ensure the families and communities can access traditional healing services with an understanding of appropriate protocols.
11. Learn and assist in providing mentorship and learning opportunities to Cultural Heritage employees, families and community members.
12. Learn and assist in providing consultation to staff on protocols, ceremonies and practices of the Haudenosaunee people.
13. Learn and assist in preparing all reports as required/requested.
14. Develop partnerships and work cooperatively with other departments to improve holistic and nutritional health throughout the Oneida community.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION**Traditional Healer Apprentice****Page 2****DUTIES AND RESPONSIBILITIES: (cont.)**

17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, use hands and arms.
2. Occasionally stand, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, lift and carry up to ten (10) pounds.
3. Work is generally performed in an office setting with a moderate noise level. Employee will also be exposed to the outdoors, which will require use of protective clothing and/or equipment.
4. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Ability to learn Indigenous healing methods, food systems, Native American culture, values, and background.
2. Ability to learn the knowledge and experience in community-based programs for partnership and referral process.
3. Ability to learn to conduct traditional ceremonies for staff, families, and communities.
4. Ability to learn to speak the Oneida language.
5. Ability to learn the use of traditional medicines and harvesting protocols.
6. Leads a healthy lifestyle and is a positive role model in the community.
7. Time management and organizational skills, including the ability to plan and prioritize workload, ensure timelines are met and response to demands of a dynamic environment.
8. Strong communication skills.
9. Keyboarding and computer skills including proficiency in Microsoft Office programs.
10. Ability to maintain strong sense of professional judgement, tact, ethics, sensitivity, integrity and confidentiality.
11. Ability to work cooperatively and productively with others to achieve common goals, demonstrate respect, cooperation and collaboration.
12. Strong commitment to client cultural safety and ability to use authority in a respectful manner.
13. Ability to work collaboratively within Oneida organization and external services and organizations.
14. [Complete](#) Oneida Certification on reporting Child Abuse and Neglect [training](#) is required within ninety (90) days of employment.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
18. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position.
19. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
- 1-2. [Background information disclosure \(BID\) form.](#)



MEMORANDUM

To: Oneida Business Committee
Tina Jorgensen

From: Keith Doxtator

Date: July 20, 2023

Subject: Fiscal Impact for: 6.5 New positions requested in GSD

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Government Services Division	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$39,664	\$5,435,448

II. Background:

The Government Services Division (GSD) is requesting 6.5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include:

- Library Service Associate – Library
- Traditional Healer Apprentice – Cultural Admin
- Sports Manager – Recreation
- Home Chore Worker (1.5 FTE) – Elder Services
- Elder Benefit Specialist – Elder Services
- Office Manager – Food Pantry

III. Methodology and Assumptions:

Assumptions

In discussion with GSD Division Director, Tina Jorgensen, I understand all positions are ready to post and fill immediate needs. Assuming BC approval, I will assume these 6.5

FTE will begin effective for the first full week of September, beginning 9/3, and will work for the last four weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here’s the grades and midpoints:

- Library Service Associate – Grade 5, \$20.26/hr
- Traditional Healer Apprentice – Grade 10, \$24.65/hr
- Sports Manager – Grade 10, \$24.65/hr
- Home Chore Worker – Grade 1, \$18.00/hr
- Elder Benefit Specialist – Grade 10, \$24.65/hr
- Office Manager – Grade 13, \$27.74/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Library Service Associate				
FY	Salary	Fringe	Indirect	Total
2023	\$ 42,141	\$ 19,385	\$ 8,614	\$ 5,395
2024	\$ 43,405	\$ 19,966	\$ 8,872	\$ 72,243
2025	\$ 44,707	\$ 20,565	\$ 9,138	\$ 74,411
2026	\$ 46,048	\$ 21,182	\$ 9,412	\$ 76,643
2027	\$ 47,430	\$ 21,818	\$ 9,695	\$ 78,942
2028	\$ 48,853	\$ 22,472	\$ 9,985	\$ 81,310
2029	\$ 50,318	\$ 23,146	\$ 10,285	\$ 83,750
2030	\$ 51,828	\$ 23,841	\$ 10,594	\$ 86,262
2031	\$ 53,383	\$ 24,556	\$ 10,911	\$ 88,850
2032	\$ 54,984	\$ 25,293	\$ 11,239	\$ 91,516
TOTAL				\$ 739,323

(Only 4 weeks)

Traditional Healer Apprentice				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Sports Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Home Chore Worker - 1 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 37,440	\$ 17,222	\$ 7,653	\$ 4,793
2024	\$ 38,563	\$ 17,739	\$ 7,882	\$ 64,185
2025	\$ 39,720	\$ 18,271	\$ 8,119	\$ 66,110
2026	\$ 40,912	\$ 18,819	\$ 8,362	\$ 68,093
2027	\$ 42,139	\$ 19,384	\$ 8,613	\$ 70,136
2028	\$ 43,403	\$ 19,965	\$ 8,872	\$ 72,240
2029	\$ 44,705	\$ 20,564	\$ 9,138	\$ 74,408
2030	\$ 46,046	\$ 21,181	\$ 9,412	\$ 76,640
2031	\$ 47,428	\$ 21,817	\$ 9,694	\$ 78,939
2032	\$ 48,851	\$ 22,471	\$ 9,985	\$ 81,307
TOTAL				\$ 656,852

(Only 4 weeks)

Home Chore Worker - 0.5 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 18,720	\$ 8,611	\$ 3,826	\$ 2,397
2024	\$ 19,282	\$ 8,870	\$ 3,941	\$ 32,092
2025	\$ 19,860	\$ 9,136	\$ 4,059	\$ 33,055
2026	\$ 20,456	\$ 9,410	\$ 4,181	\$ 34,047
2027	\$ 21,070	\$ 9,692	\$ 4,307	\$ 35,068
2028	\$ 21,702	\$ 9,983	\$ 4,436	\$ 36,120
2029	\$ 22,353	\$ 10,282	\$ 4,569	\$ 37,204
2030	\$ 23,023	\$ 10,591	\$ 4,706	\$ 38,320
2031	\$ 23,714	\$ 10,908	\$ 4,847	\$ 39,469
2032	\$ 24,425	\$ 11,236	\$ 4,993	\$ 40,654
TOTAL				\$ 328,426

(Only 4 weeks)

Elder Benefit Specialist				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Office Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 57,699	\$ 26,542	\$ 11,794	\$ 7,387
2024	\$ 59,430	\$ 27,338	\$ 12,148	\$ 98,916
2025	\$ 61,213	\$ 28,158	\$ 12,512	\$ 101,883
2026	\$ 63,049	\$ 29,003	\$ 12,887	\$ 104,940
2027	\$ 64,941	\$ 29,873	\$ 13,274	\$ 108,088
2028	\$ 66,889	\$ 30,769	\$ 13,672	\$ 111,330
2029	\$ 68,896	\$ 31,692	\$ 14,082	\$ 114,670
2030	\$ 70,963	\$ 32,643	\$ 14,505	\$ 118,110
2031	\$ 73,092	\$ 33,622	\$ 14,940	\$ 121,654
2032	\$ 75,284	\$ 34,631	\$ 15,388	\$ 125,303
TOTAL				\$ 1,012,281

(Only 4 weeks)

Finally, in FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 6.5 position would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

Finance Administration Office

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 422503

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Approve the requests by adoption of resolution

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.25 15:57:24 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director



Memo

To: Oneida Business Committee

From: Eliza S. Skenandore, Library Manager

Date: July 11, 2023

Subj: Justification for Hiring an Additional Library Services Associate for Library

Dear Oneida Business Committee,

I am writing to formally request approval and support for hiring an additional Library Services Associate for the Oneida Community Library and Green Earth Branch Library. As an advocate for the library and its vital role within our community, I believe this position is necessary to better serve the needs and aspirations of our patrons.

Since the pandemic, our library has lost front end staff that have had over a decade of experience and training. The Oneida community have complained about losing some of the previous staff and missing the level of service that they provided. Although our numbers are nowhere near what our numbers were before the pandemic (Figure 1). The current staff, including myself, have been working tirelessly to meet these growing demands. However, we find ourselves struggling to provide the level of service that our patrons deserve. By adding another Library Services Associate to our team, we can ensure that our libraries continue to flourish as a valuable resource center for our community.

Having an additional Library Service Associate we will be bringing in an experienced team member, we can enhance the overall quality of our services, address complex inquiries more efficiently, and provide valuable guidance to library visitors. The presence of an experienced staff member would greatly benefit our patrons, particularly in areas such as research assistance, technology support, and resource management. Their extensive knowledge and experience would contribute to a higher level of customer satisfaction and promote a positive reputation for our library.

Our staff has the responsibility of managing and serving not only the patrons of the Oneida Community Library but also those of the Green Earth Branch Library, catering to the diverse needs of both Outagamie and Brown counties. This dual service obligation places an additional strain on our existing staff, as they strive to meet the demands of a larger and more

varied patron base. By hiring an additional Library Services Associate, we can better allocate resources and ensure that both libraries receive the attention they deserve, allowing for enhanced services and a more personalized experience for all patrons across both counties.

It is important to note that the Green Earth Branch Library is situated in a high-risk area, where residents face numerous socioeconomic challenges and limited access to resources. This presents unique challenges for our staff, as they strive to provide essential library services and support to individuals and families who may be more vulnerable and in need of assistance. By hiring an additional Library Services Associate, we can ensure that the Green Earth Branch Library receives the necessary attention and resources to address the specific needs of the community it serves, fostering a supportive environment for all patrons.

Here are some key points to support the justification for hiring an additional Library Services Associate:

Increased Patron Engagement: Hiring another staff member will enable us to provide better customer service by offering individualized attention and engaging with patrons more effectively. It has become challenging for our current staff to provide personalized assistance. An additional Library Services Associate will allow us to offer prompt and thorough responses to patrons' inquiries, recommend tailored materials, and provide specialized support, ultimately enhancing their overall library experience.

Expanded Program Offerings: Our library has become a hub for various programs and activities catering to all age groups. These programs range from early literacy initiatives to adult educational and cultural workshops. An additional staff member will help us develop and execute more diverse and engaging programs, thus enriching the overall library experience.

By investing in an additional staff member dedicated to youth programming, we are committed to enriching the overall library experience and ensuring that our young patrons have access to an exciting array of opportunities.

We will also be able to expand our offerings of Oneida Language and Culture programming, further enriching the services we provide to our community. The preservation and promotion of our tribal language and culture are of paramount importance. With an increased staff capacity, we can develop and implement a broader range of programs that focus on teaching and celebrating the Oneida language, traditional practices, storytelling, arts, and crafts. This will foster a deeper connection to our heritage, strengthen our cultural identity, and provide valuable educational opportunities for all age groups within our community.

Though surveys, library visitors have requested additional programs including activities like basket weaving, quillwork, Microsoft workshops, raised beadwork, cultural events, storytelling sessions, skirt making classes, regalia workshops, moccasin making, ribbon dress workshops, language lessons, painting workshops, sewing classes, corn husk doll making, corn rug weaving, and tan hide workshops. They also expressed interest in jewelry making, beadwork

tutorials, Lessons on Oneida songs, and woodworking sessions.

Enhanced Reference Services: As the demand for research assistance and reference materials continues to rise, it has become increasingly difficult for our current staff to provide prompt and comprehensive support. By bringing in another Library Services Associate, we can ensure that patrons receive timely and thorough assistance in locating information and utilizing library resources effectively.

We plan to introduce specialized programs that will promote early literacy skills, instilling a love for reading, storytelling, and interactive learning activities in children during their formative years. Through engaging Storytime sessions, interactive workshops, and a curated selection of age-appropriate reading materials, we aim to create a nurturing environment that fosters a lifelong passion for learning among our youngest community members.

Improved Collection Management: The responsibility of maintaining an up-to-date collection of materials has become challenging for our current staff. The addition of another Library Services Associate will alleviate this burden and allow for more efficient collection management, including cataloging, shelving, and weeding, resulting in an organized and relevant collection for our patrons.

Support for Outreach and Community Engagement: Our library strives to actively engage with the Oneida Nation community through outreach programs, workshops, and collaborative partnerships. Hiring an additional staff member will enable us to expand our outreach efforts, establish stronger connections with community organizations, and develop innovative initiatives that promote literacy and lifelong learning.

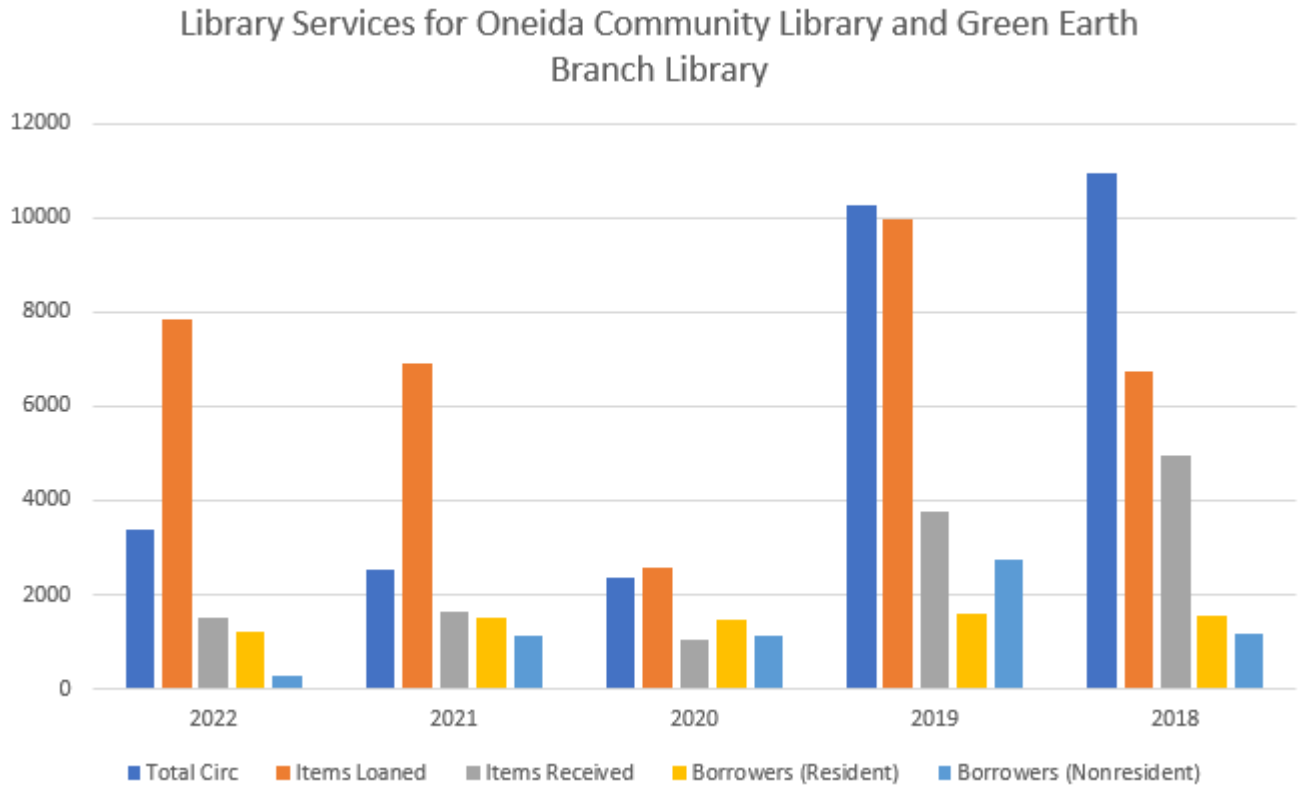
Considering these reasons, I firmly believe that the addition of an extra Library Services Associate is crucial to ensure the continued growth and success of our library. I am confident that the cost of hiring an additional staff member will be outweighed by the positive impact it will have on our library's services and our community's overall well-being. Thank you for considering this request.

Yours sincerely,

A handwritten signature in black ink that reads "Eliza Skenandore". The signature is written in a cursive, flowing style.

Eliza Skenandore

Fig. 1



Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
Amendment to Labor Allocations Levels – 1 Position from Business Unit 4225033**

- 1
- 2
- 3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 4 recognized by the laws of the United States of America; and
- 5
- 6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 7
- 8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 10
- 11 **WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and
- 12 implementation of the fiscal year budget; and
- 13
- 14 **WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution
- 15 # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- 16
- 17 **WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor*
- 18 *Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D,
- 19 directs that labor as set forth in the budget and the employment cap may be adjusted only
- 20 by a resolution of the Oneida Business Committee in consideration of the financial
- 21 capabilities identified by the Chief Financial Officer; and
- 22
- 23 **WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities
- 24 which require the transfer, re-assignment and development of new positions, which should
- 25 be addressed within the current financial boundaries in the adopted budget; and
- 26
- 27 **WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the
- 28 requirement that these be approved by resolution as a tracking mechanism to allow the
- 29 Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the
- 30 labor costs which make up most of the expenses within the budget; and
- 31
- 32 **WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget
- 33 and/or labor allocations;
- 34

35 **NOW THEREFORE BE IT RESOLVED,** the Oneida Business Committee approves the following labor
 36 allocations and/or budget amendment:
 37

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4225033	03252		Grade 5/\$20.26	\$5,337	Tribal Contribution



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

UNBUDGETED POSITION REQUEST

Proposed Position Title:

Department: Division:

Name of Supervisor Completing Form:

Title of Supervisor Completing Form: Date:

General Ledger (GL) #:

How is the position being funded?:

Tribal Contribution Grand Funded Indirect Income Other

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

JUSTIFICATION:

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

We have the responsibility of managing & serving not only the patrons of the Oneida Community Library but also the Green Earth Branch Library, catering to the diverse needs of both Outagamie and Brown counties. Staff strive to meet the demands of a larger & more varied patron base. Hiring this position we can better allocate resources and ensure that both libraries receive the attention they deserve. (Please see attached memo)
- Is this a revenue generating position? If so, please provide specific details.

No
- Can the duties of this position be realigned to such an extent that the request can be postponed until the next budget review?

No, due to the end of the IMLS Enhancement Grant we lose two employees, one in July 2023 and one in Aug. 2023.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed

Duties to be Realigned

**Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Library Service Associate
POSITION NUMBER: 03252
DEPARTMENT: Library
LOCATION: 201 Elm Street Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Library Manager
SALARY: Grade 5 \$16.88 (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 6, 2023
CLOSING DATE: June 13, 2023
Transfer Deadline: June 13, 2023
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Under direct supervision of the Library Manager, is responsible for implementing children programs for the Summer Reading Program, After School Program and tutoring program. Work flexible hours to include evening and weekends as requested. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Plan, develop, create and implement programs and materials, to include, but not limited to the Summer Reading Programs, after school Programs, literacy improvement projects, recreational reading and learning programs for various age groups.
2. Provide community outreach programs for children and young adults in the library and in schools designed to educate and promote library usage.
3. Maintain library collections of books, serial publication, document and all other materials, which include, but not limited to processing of materials, organization of shelves, return materials to their proper location and repair library materials.
4. Assist librarian clientele with reference needs using electronic databases and other information sources.
5. Locate and obtain materials in house, online, catalogs or through interlibrary loan.
6. Use software and library equipment such as the internet and computers.
7. Operate and maintain excellent public relations via circulation desk and initial contact with library clientele, to include, but not limited to copying, monitoring telephone, questions and receiving monies for fines and charges.
8. Maintain a professional library environment i.e. to book displays, bulletin boards, decorations and light housekeeping.
9. Perform basic clerical duties including typing and filing.
10. Record and maintain statistical data of library materials and clientele.
11. Circulate information to OWLNET Consortium.
12. Perform basic equipment troubleshooting and maintenance, contacts internal (MIS) and external service personnel (OWLSNETS system) for services required to maintain system. Coordinates information and Maintain website.
13. Train and coordinate basic library duties to staff, interns, job trainees and volunteers.
14. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
15. Adhere to all Personnel Policies and Procedures and Department Standard Operating Procedures.
16. Contribute to a team effort and accomplish related results as required.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION-Library Service Associate-Page 2**DUTIES AND RESPONSIBILITIES:(Cont.)**

18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. Provide oversight of the Library facilities.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk; use hands and arms; and talk and hear; bend/stoop, squat, crawl, reach above shoulder level, crouch, kneel and push/pull and lift and carry up to twenty-four (24) pounds. Occasionally balance, lift and carry up to thirty (30) pounds.
2. Work is generally performed in a library setting with a moderate noise level.
3. Ability and willingness to work evenings and weekends as needed/requested.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
2. Ability to work successfully with children.
3. Ability to obtain Library Assistant Certification within two (2) years of employment.
4. Ability and willingness to continue training from the Outagamie/Waupaca Library Automated System and the Nicolet Federated Library System.
5. Ability to plan and organize various children education programs.
6. Ability to operate standard office equipment such as, typewriter, calculator, personal computer, copy and fax machines.
7. Ability and willingness to complete training in library sciences which include, but not limited to, Reference, Information Services, Bibliographic Control of Materials and Basic Cataloging.
8. Ability to maintain a safe and nurturing environment for the Library clientele.
9. Ability to develop and maintain effective, working relationships with a variety of age groups and personalities in a complex, multi-cultural environment is required.
10. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
11. Complete Oneida Certification on Reporting Child Abuse and Neglect training within ninety (90) days of employment.
12. Must adhere to strict confidentiality in all matters.
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

- 1.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; one (1) year of experience working in a library, classroom setting or public program planning.
2. One (1) year customer service and computer experience with knowledge of databases and the internet; a combination of education and experience may be considered.
3. Knowledge of smartphones laptops and tablets.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Background information disclosure (BID) form.**



MEMORANDUM

To: Oneida Business Committee
Tina Jorgensen

From: Keith Doxtator

Date: July 20, 2023

Subject: Fiscal Impact for: 6.5 New positions requested in GSD

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Government Services Division	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$39,664	\$5,435,448

II. Background:

The Government Services Division (GSD) is requesting 6.5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include:

- Library Service Associate – Library
- Traditional Healer Apprentice – Cultural Admin
- Sports Manager – Recreation
- Home Chore Worker (1.5 FTE) – Elder Services
- Elder Benefit Specialist – Elder Services
- Office Manager – Food Pantry

III. Methodology and Assumptions:

Assumptions

In discussion with GSD Division Director, Tina Jorgensen, I understand all positions are ready to post and fill immediate needs. Assuming BC approval, I will assume these 6.5

FTE will begin effective for the first full week of September, beginning 9/3, and will work for the last four weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here’s the grades and midpoints:

- Library Service Associate – Grade 5, \$20.26/hr
- Traditional Healer Apprentice – Grade 10, \$24.65/hr
- Sports Manager – Grade 10, \$24.65/hr
- Home Chore Worker – Grade 1, \$18.00/hr
- Elder Benefit Specialist – Grade 10, \$24.65/hr
- Office Manager – Grade 13, \$27.74/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Library Service Associate				
FY	Salary	Fringe	Indirect	Total
2023	\$ 42,141	\$ 19,385	\$ 8,614	\$ 5,395
2024	\$ 43,405	\$ 19,966	\$ 8,872	\$ 72,243
2025	\$ 44,707	\$ 20,565	\$ 9,138	\$ 74,411
2026	\$ 46,048	\$ 21,182	\$ 9,412	\$ 76,643
2027	\$ 47,430	\$ 21,818	\$ 9,695	\$ 78,942
2028	\$ 48,853	\$ 22,472	\$ 9,985	\$ 81,310
2029	\$ 50,318	\$ 23,146	\$ 10,285	\$ 83,750
2030	\$ 51,828	\$ 23,841	\$ 10,594	\$ 86,262
2031	\$ 53,383	\$ 24,556	\$ 10,911	\$ 88,850
2032	\$ 54,984	\$ 25,293	\$ 11,239	\$ 91,516
TOTAL				\$ 739,323

(Only 4 weeks)

Traditional Healer Apprentice				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Sports Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Home Chore Worker - 1 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 37,440	\$ 17,222	\$ 7,653	\$ 4,793
2024	\$ 38,563	\$ 17,739	\$ 7,882	\$ 64,185
2025	\$ 39,720	\$ 18,271	\$ 8,119	\$ 66,110
2026	\$ 40,912	\$ 18,819	\$ 8,362	\$ 68,093
2027	\$ 42,139	\$ 19,384	\$ 8,613	\$ 70,136
2028	\$ 43,403	\$ 19,965	\$ 8,872	\$ 72,240
2029	\$ 44,705	\$ 20,564	\$ 9,138	\$ 74,408
2030	\$ 46,046	\$ 21,181	\$ 9,412	\$ 76,640
2031	\$ 47,428	\$ 21,817	\$ 9,694	\$ 78,939
2032	\$ 48,851	\$ 22,471	\$ 9,985	\$ 81,307
TOTAL				\$ 656,852

(Only 4 weeks)

Home Chore Worker - 0.5 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 18,720	\$ 8,611	\$ 3,826	\$ 2,397
2024	\$ 19,282	\$ 8,870	\$ 3,941	\$ 32,092
2025	\$ 19,860	\$ 9,136	\$ 4,059	\$ 33,055
2026	\$ 20,456	\$ 9,410	\$ 4,181	\$ 34,047
2027	\$ 21,070	\$ 9,692	\$ 4,307	\$ 35,068
2028	\$ 21,702	\$ 9,983	\$ 4,436	\$ 36,120
2029	\$ 22,353	\$ 10,282	\$ 4,569	\$ 37,204
2030	\$ 23,023	\$ 10,591	\$ 4,706	\$ 38,320
2031	\$ 23,714	\$ 10,908	\$ 4,847	\$ 39,469
2032	\$ 24,425	\$ 11,236	\$ 4,993	\$ 40,654
TOTAL				\$ 328,426

(Only 4 weeks)

Elder Benefit Specialist				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Office Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 57,699	\$ 26,542	\$ 11,794	\$ 7,387
2024	\$ 59,430	\$ 27,338	\$ 12,148	\$ 98,916
2025	\$ 61,213	\$ 28,158	\$ 12,512	\$ 101,883
2026	\$ 63,049	\$ 29,003	\$ 12,887	\$ 104,940
2027	\$ 64,941	\$ 29,873	\$ 13,274	\$ 108,088
2028	\$ 66,889	\$ 30,769	\$ 13,672	\$ 111,330
2029	\$ 68,896	\$ 31,692	\$ 14,082	\$ 114,670
2030	\$ 70,963	\$ 32,643	\$ 14,505	\$ 118,110
2031	\$ 73,092	\$ 33,622	\$ 14,940	\$ 121,654
2032	\$ 75,284	\$ 34,631	\$ 15,388	\$ 125,303
TOTAL				\$ 1,012,281

(Only 4 weeks)

Finally, in FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 6.5 position would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

Finance Administration Office

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Amendment to Labor Allocations Levels – 2.5 Positions from Business Unit...

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Approve the requests by adoption of resolution

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.25 15:57:24 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director

Memo

To: Tina Jorgensen, Governmental Services Divisional Director
From: Elijah G. Metoxen, Aging & Disability Manager
Date: July 12, 2023
Re: Workforce Level Increase Request

Requesting support and approval for additional positions here in Aging & Disability Services department. Altogether, I'm requesting 3 positions to be added to our workforce level. The 1st position is the Elder Benefits Specialist which is a requirement through one of our funding agencies GWAAR. Throughout Covid we were able to navigate without it, but now we would be requesting it back for grant regulatory purposes & to assist our elders.

The other 2 positions are 1 FT Home Chore Worker & 1 PT Home Chore Worker. These positions are critical in our programming so that we can provide more service requests to our elders. Pre-Covid we had 8 FT Chore Workers and our monthly reports showed we could assist between 130-150 elders. But we have been reduced to 2.5 and we serve right under 100 currently. We would be able to add to our lists immediately and then re-assess the workload to possibly add more elders.

The kind of services elders receive through our Home Chore program are lawn care, snow removal, minor home repairs, furniture moving/removal, cleaning gutters & most any service requests that come in. Our Chore Workers will do their best to accommodate the elders any way they can.

Since the downsize of this area we have received complaints regarding workmanship for our elders. This is mainly due to the size of our elder lists that we carry and not being able to provide the best service they deserve. For instance, when our Chore Workers cut grass or plow snow, they never have the time to trim or shovel for the elder. This is where our complaints begin to come in.

I'm hopeful you will consider this request because we must consider the Baby Boomer population that is now of eligible service age & the size of that generation.

If there are any questions, please feel free to contact me. Thank you for your continued support of our program.

Elijah G. Metoxen, Manager Date: July 13, 2023

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
Amendment to Labor Allocations Levels – 2.5 Positions from Business Unit 4240001**

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

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

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4240001	1410		G10 / \$24.65	\$6564	Tribal Contribution
4240001	00261		G1 / \$18	\$4793	Tribal Contribution
4240001	00261		G1 / \$18	\$2397	Tribal Contribution

38



UNBUDGETED POSITION REQUEST

Proposed Position Title:

Department: Division:

Name of Supervisor Completing Form:

Title of Supervisor Completing Form: Date:

General Ledger (GL) #:

How is the position being funded?:

- Tribal Contribution
- Grand Funded
- Indirect Income
- Other

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

JUSTIFICATION:

1. Provide specific details for this request and basis for the need for the unbudgeted request.
2. Is this a revenue generating position? If so, please provide specific details.
3. Can the duties of this position be realigned to such an extent that the request can be postponed until the next budget review?

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed Duties to be Realigned **Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:



UNBUDGETED POSITION REQUEST

Proposed Position Title: Home Chore Worker

Department: Aging & Disability Services

Division: Governmental Services

Name of Supervisor Completing Form: Elijah Metoxen

Title of Supervisor Completing Form: ADS Program Manager

Date: 07/20/2023

General Ledger (GL) #: 4240001

How is the position being funded?:

- Tribal Contribution
 Grand Funded
 Indirect Income
 Other

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

JUSTIFICATION:

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

See attached memo

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

No

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

No, these services are currently being provided with restrictions. There are far too many complaints, a hotline complaint and ONCOA making requests to improve the service.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed Duties to be Realigned **Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:



UNBUDGETED POSITION REQUEST

Proposed Position Title: Home Chore Worker

Department: Aging & Disability Services

Division: Governmental Services

Name of Supervisor Completing Form: Elijah Metoxen

Title of Supervisor Completing Form: ADS Program Manager

Date: 07/20/2023

General Ledger (GL) #: 4240001

How is the position being funded?:

- Tribal Contribution
 Grand Funded
 Indirect Income
 Other

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

JUSTIFICATION:

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

See attached memo

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

No

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

No, these services are currently being provided with restrictions. There are far too many complaints, a hotline complaint and ONCOA making requests to improve the service.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed

Duties to be Realigned

****Position to be submitted to OBC Agenda**

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:

Public Packet
APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
www.oneida-nsn.gov

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

JOB DESCRIPTION

POSITION TITLE: Benefit Specialist
POSITION NUMBER: 01410
DEPARTMENT: Elder Services
LOCATION: 2907 Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Elder Services Manager
SALARY: NE6 \$15.41/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 22, 2019
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Provide leadership and advocacy on behalf of elder clients by assisting in the obtaining of and utilization of benefit programs and alternative resources for the Elders. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Determine client eligibility for various senior services and programs.
2. Identify clients who have or are potentially eligible for alternate resources.
3. Assure maximum identification by implementing effective screenings and interviewing methods.
4. Work closely and cooperatively with Administrative and care staff in identifying and utilizing all alternate resources available to elder clients.
5. Conduct personal in-depth client interviews to determine eligibility for alternate resources.
6. Enter client demographics, health insurance and employer information data into the client registration system.
7. Follow up with clients regarding Medicare, Medicaid, and private insurance changes, terminations, and eligibility.
8. Verify alternate resource eligibility for direct care and health services.
9. Stay knowledgeable of alternate resource eligibility requirements and their processing application.
10. Answer telephone and personal inquiries regarding client registration, client benefits coordination and compliance issues.
11. Schedule appointments as needed.
12. Contribute to a team effort and accomplishes related results as required.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
15. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand; and stoop, kneel, crouch, or crawl; lift and/or move up to ten (10) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION

Benefits Specialist
Page 2

STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
3. Knowledge of records management and basic accounting procedures.
4. Knowledge of Medicare, Medicaid, Social Security, and Federal Health Care programs.
5. Skill in operating business computers and office machines.
6. Ability to communicate effectively in the English language both verbally and in writing.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to represent the organization in a professional manner, building respect and confidence.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to carry out instructions furnished in verbal or written format.
11. Ability to work independently with minimal supervision.
12. Ability and willingness to obtain certification in First Aid and CPR within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Nation Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Knowledge of medical/dental terminology.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. A Bachelor of Arts or Science degree, preferably in a human services related field, or a license to practice as a registered nurse in Wisconsin pursuant to s. 441.06 Stats.
3. One (1) year of experience in a health or human services field, working with one or more of the client populations served by the Aging and Disability Resource Center (elderly or adults with physical or developmental/intellectual disabilities).

ITEMS TO BE SUBMITTED:

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

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

OPEN TO ALL APPLICANTS

POSITION TITLE: Home Chore Worker (Full-Time)
POSITION NUMBER: 00261
DEPARTMENT: Aging & Disability Services
LOCATION: 2907 S Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Home Repair Supervisor
SALARY: Grade 1 \$15.00/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 12, 2022
CLOSING DATE: August 26, 2022
Transfer Deadline: August 19, 2022
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Accomplish the Aging & Disability Services Department objectives by performing custodial and basic preventive maintenance and repair duties for the elderly. Ensure that services are provided effectively and efficiently to the seniors of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform minor home repair, light landscaping, and grounds maintenance, utilizing hand tools, a chain saw, riding lawn mower, and other appropriate equipment.
2. Haul firewood using a four-wheel-drive truck.
3. Plow snow.
4. Perform routine maintenance of equipment and machinery.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand; climb or balance; walk; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl; talk and hear; lift and/or move up to one hundred (100) pounds with assistance.
3. Work is performed indoors and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is common when using four-wheel drive and snowplow. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may arise. The employee is regularly exposed to fumes or airborne particles and is occasionally exposed to outside weather conditions.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

JOB DESCRIPTION
Home Chore Worker
Page 2

STANDARD QUALIFICATIONS:

1. Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable Tribal, state, county, or federal laws and regulations regarding workplace safety.
2. Knowledge of basic home repair and maintenance.
3. Skill in small engine repair.
4. Skill in operating and maintaining power hand tools, shovels, rakes, snow blowers, four-wheel drive truck, snowplow, riding lawn mower, and other landscaping and maintenance equipment.
5. Ability to work independently.
6. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
7. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Complete Oneida Certification on Reporting Child Abuse and Neglect training within ninety (90) days of employment.
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
13. A valid driver's license or occupational driver's license is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment; applicant's age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Background information disclosure (BID) form.**

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

OPEN TO ALL APPLICANTS

POSITION TITLE: Home Chore Worker (Part-Time)
POSITION NUMBER: 00261
DEPARTMENT: Aging & Disability Services
LOCATION: 2907 S Overland Rd Oneida WI
DIVISION: Governmental Services
RESPONSIBLE TO: Home Repair Supervisor
SALARY: Grade 1 \$15.00/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 12, 2022
CLOSING DATE: August 26, 2022
Transfer Deadline: August 19, 2022
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Accomplish the Aging & Disability Services Department objectives by performing custodial and basic preventive maintenance and repair duties for the elderly. Ensure that services are provided effectively and efficiently to the seniors of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Perform minor home repair, light landscaping, and grounds maintenance, utilizing hand tools, a chain saw, riding lawn mower, and other appropriate equipment.
2. Haul firewood using a four-wheel-drive truck.
3. Plow snow.
4. Perform routine maintenance of equipment and machinery.
5. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand; climb or balance; walk; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl; talk and hear; lift and/or move up to one hundred (100) pounds with assistance.
3. Work is performed indoors and outdoors. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Prolonged sitting is common when using four-wheel drive and snowplow. Standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may arise. The employee is regularly exposed to fumes or airborne particles and is occasionally exposed to outside weather conditions.
4. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

JOB DESCRIPTION
Home Chore Worker
Page 2

STANDARD QUALIFICATIONS:

1. Knowledge of occupational hazards, safe working practices and safety precautions in accordance with applicable Tribal, state, county, or federal laws and regulations regarding workplace safety.
2. Knowledge of basic home repair and maintenance.
3. Skill in small engine repair.
4. Skill in operating and maintaining power hand tools, shovels, rakes, snow blowers, four-wheel drive truck, snowplow, riding lawn mower, and other landscaping and maintenance equipment.
5. Ability to work independently.
6. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
7. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Complete Oneida Certification on Reporting Child Abuse and Neglect training within ninety (90) days of employment.
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
13. A valid driver's license or occupational driver's license is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

MINIMUM QUALIFICATIONS:

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

1. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment; applicant's age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Background information disclosure (BID) form.**



MEMORANDUM

To: Oneida Business Committee
Tina Jorgensen

From: Keith Doxtator

Date: July 20, 2023

Subject: Fiscal Impact for: 6.5 New positions requested in GSD

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Government Services Division	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$39,664	\$5,435,448

II. Background:

The Government Services Division (GSD) is requesting 6.5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include:

- Library Service Associate – Library
- Traditional Healer Apprentice – Cultural Admin
- Sports Manager – Recreation
- Home Chore Worker (1.5 FTE) – Elder Services
- Elder Benefit Specialist – Elder Services
- Office Manager – Food Pantry

III. Methodology and Assumptions:

Assumptions

In discussion with GSD Division Director, Tina Jorgensen, I understand all positions are ready to post and fill immediate needs. Assuming BC approval, I will assume these 6.5

FTE will begin effective for the first full week of September, beginning 9/3, and will work for the last four weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here’s the grades and midpoints:

- Library Service Associate – Grade 5, \$20.26/hr
- Traditional Healer Apprentice – Grade 10, \$24.65/hr
- Sports Manager – Grade 10, \$24.65/hr
- Home Chore Worker – Grade 1, \$18.00/hr
- Elder Benefit Specialist – Grade 10, \$24.65/hr
- Office Manager – Grade 13, \$27.74/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Library Service Associate				
FY	Salary	Fringe	Indirect	Total
2023	\$ 42,141	\$ 19,385	\$ 8,614	\$ 5,395
2024	\$ 43,405	\$ 19,966	\$ 8,872	\$ 72,243
2025	\$ 44,707	\$ 20,565	\$ 9,138	\$ 74,411
2026	\$ 46,048	\$ 21,182	\$ 9,412	\$ 76,643
2027	\$ 47,430	\$ 21,818	\$ 9,695	\$ 78,942
2028	\$ 48,853	\$ 22,472	\$ 9,985	\$ 81,310
2029	\$ 50,318	\$ 23,146	\$ 10,285	\$ 83,750
2030	\$ 51,828	\$ 23,841	\$ 10,594	\$ 86,262
2031	\$ 53,383	\$ 24,556	\$ 10,911	\$ 88,850
2032	\$ 54,984	\$ 25,293	\$ 11,239	\$ 91,516
TOTAL				\$ 739,323

(Only 4 weeks)

Traditional Healer Apprentice				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Sports Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Home Chore Worker - 1 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 37,440	\$ 17,222	\$ 7,653	\$ 4,793
2024	\$ 38,563	\$ 17,739	\$ 7,882	\$ 64,185
2025	\$ 39,720	\$ 18,271	\$ 8,119	\$ 66,110
2026	\$ 40,912	\$ 18,819	\$ 8,362	\$ 68,093
2027	\$ 42,139	\$ 19,384	\$ 8,613	\$ 70,136
2028	\$ 43,403	\$ 19,965	\$ 8,872	\$ 72,240
2029	\$ 44,705	\$ 20,564	\$ 9,138	\$ 74,408
2030	\$ 46,046	\$ 21,181	\$ 9,412	\$ 76,640
2031	\$ 47,428	\$ 21,817	\$ 9,694	\$ 78,939
2032	\$ 48,851	\$ 22,471	\$ 9,985	\$ 81,307
TOTAL				\$ 656,852

(Only 4 weeks)

Home Chore Worker - 0.5 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 18,720	\$ 8,611	\$ 3,826	\$ 2,397
2024	\$ 19,282	\$ 8,870	\$ 3,941	\$ 32,092
2025	\$ 19,860	\$ 9,136	\$ 4,059	\$ 33,055
2026	\$ 20,456	\$ 9,410	\$ 4,181	\$ 34,047
2027	\$ 21,070	\$ 9,692	\$ 4,307	\$ 35,068
2028	\$ 21,702	\$ 9,983	\$ 4,436	\$ 36,120
2029	\$ 22,353	\$ 10,282	\$ 4,569	\$ 37,204
2030	\$ 23,023	\$ 10,591	\$ 4,706	\$ 38,320
2031	\$ 23,714	\$ 10,908	\$ 4,847	\$ 39,469
2032	\$ 24,425	\$ 11,236	\$ 4,993	\$ 40,654
TOTAL				\$ 328,426

(Only 4 weeks)

Elder Benefit Specialist				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Office Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 57,699	\$ 26,542	\$ 11,794	\$ 7,387
2024	\$ 59,430	\$ 27,338	\$ 12,148	\$ 98,916
2025	\$ 61,213	\$ 28,158	\$ 12,512	\$ 101,883
2026	\$ 63,049	\$ 29,003	\$ 12,887	\$ 104,940
2027	\$ 64,941	\$ 29,873	\$ 13,274	\$ 108,088
2028	\$ 66,889	\$ 30,769	\$ 13,672	\$ 111,330
2029	\$ 68,896	\$ 31,692	\$ 14,082	\$ 114,670
2030	\$ 70,963	\$ 32,643	\$ 14,505	\$ 118,110
2031	\$ 73,092	\$ 33,622	\$ 14,940	\$ 121,654
2032	\$ 75,284	\$ 34,631	\$ 15,388	\$ 125,303
TOTAL				\$ 1,012,281

(Only 4 weeks)

Finally, in FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 6.5 position would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

Finance Administration Office

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 425100

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Approve the requests by adoption of resolution

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.25 15:57:24 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director

Memo

To: Tina Jorgensen, GSD Director
From: Arlouine Bain, Recreation Director
CC:

Date: July 12, 2023
Re: Request to increase workforce in Recreation

Oneida Recreation is requesting an increase in workforce is to assist with the planning, developing, organizing, coordinating and implementing of various youth sports leagues at recreation facilities. This position will also plan and organize the North American Indigenous Games every 3 years. The ability to provide youth with year- round activities will assist with enhancing a healthy lifestyle and provide positive, drug and alcohol- free activities.

Oneida Recreation serves:

Oneida Enrolled: 343
Other Tribe: 37
Other: 67

In 2019, we had 136 youth participating in baseball programs. The majority of kids were 5 to 12 years old. In 2023, we have 67 with the majority of kids 5 to 9 years old. The opportunities for girl's leagues offers us great potential and lacrosse is also growing in numbers. To have a specific individual to focus on sports leagues offers great opportunities for the recreation department. The sooner we get youth involved in sports the better chance we have to educate them on living a healthy lifestyle and saying "no" to drugs and alcohol.

A Sports Manager position will also allow us to get a head start on the planning and organizing of the North American Indigenous Games. We continue to participate in the Indigenous games but our preparation is usually last minute trying to organize teams, practices, travel, uniforms,

etc. An individual to specifically work to prepare for this event would be very beneficial to all who participate in the games.

Below are the draft duties and responsibilities for this position:

- Participate and assist in the short- and- long term departmental planning to include goals and objectives.
- Develop, organize, promote, implement and evaluate various youth sports leagues such as basketball, volleyball, baseball, softball, lacrosse, etc.
- Provide input into the annual recreation budget.
- Develop, organize, promote, implement and evaluate annual North American Indigenous games.
- Network and coordinate recreational services with other Tribes and non-Tribal programs.
- Maintain and create records, correspondence, narrative, reports and other Tribal documents as needed/required.
- Chaperone and transport youth to events and programs as needed/required.
- Obtain price quotes and order needed supplies.
- Enforce all rules and regulations as established by the Recreation Department pertaining to activities and participants.
- Monitor the inside/outside of the recreation facility for safety of the youth participants.
- Attend staff meetings and North American Indigenous Games meetings.
- Contribute to a team effort and accomplish related results as required.
- Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Area and Program Strategic Plans and Policies.
- Create a positive image of the Recreation program in the community by marketing, publicizing and networking with relevant Tribal and community organizations.
- Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
- Practice excellent customer service skills at all times to include, but not limited to addressing customer needs courteously and promptly.
- Lock up and secure the facility at closing as needed/required.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
Amendment to Labor Allocations Levels – 1 Position from Business Unit 4251001**

- 1
- 2
- 3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 4 recognized by the laws of the United States of America; and
- 5
- 6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 7
- 8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 10
- 11 **WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and
- 12 implementation of the fiscal year budget; and
- 13
- 14 **WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution
- 15 # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- 16
- 17 **WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor*
- 18 *Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D,
- 19 directs that labor as set forth in the budget and the employment cap may be adjusted only
- 20 by a resolution of the Oneida Business Committee in consideration of the financial
- 21 capabilities identified by the Chief Financial Officer; and
- 22
- 23 **WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities
- 24 which require the transfer, re-assignment and development of new positions, which should
- 25 be addressed within the current financial boundaries in the adopted budget; and
- 26
- 27 **WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the
- 28 requirement that these be approved by resolution as a tracking mechanism to allow the
- 29 Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the
- 30 labor costs which make up most of the expenses within the budget; and
- 31
- 32 **WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget
- 33 and/or labor allocations;
- 34

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

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4251001			G10/\$24.65	\$6,564	Tribal Contribution



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

UNBUDGETED POSITION REQUEST

Proposed Position Title:

Department: Division:

Name of Supervisor Completing Form:

Title of Supervisor Completing Form: Date:

General Ledger (GL) #:

How is the position being funded?:

Tribal Contribution Grand Funded Indirect Income Other

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

JUSTIFICATION:

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

This position will assist with the planning, developing, organizing, coordinating and implementing of various youth sports leagues at recreation facilities. This position will also plan and organize the North American Indigenous Games in Calgary, Canada. The ability to provide youth with year -round activities will assist with enhancing a healthy lifestyle and provide positive, drug and alcohol-free activities.
- Is this a revenue generating position? If so, please provide specific details.

No
- Can the duties of this position be realigned to such an extent that the request can be postponed until the next budget review?

No, the sooner we get youth involved in sports the better chance we have to educate them on living a healthy lifestyle and saying "no" to drugs and alcohol.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed

Duties to be Realigned

**Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

OPEN TO ALL APPLICANTS

POSITION TITLE: Sports Manager
POSITION NUMBER: **NEW**
DEPARTMENT: Recreation
LOCATION: County H Building
DIVISION: Governmental Services
RESPONSIBLE TO: Recreation Director
SALARY: **Grade10** \$20.12/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

This position will assist in the planning, developing, organizing, coordinating and implementing various youth sports leagues at recreation facilities. This position also assists with special events and the summer program. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Participate and assist in the short- and long-range departmental planning to include team goals and objectives.
2. Develop, organize, promote, implement and evaluate a varies youth sports leagues such as basketball, volleyball, baseball, softball, lacrosse, etc.
3. Provide input into the annual recreation budget.
4. Develop, organize, promote, implement and evaluate annual North American Indigenous games.
5. Network and coordinate recreational services with other Tribal and non-Tribal programs.
6. Maintain and create records, correspondence, narrative, reports and other Tribal documents as needed/required.
7. Chaperone and transport youth to events and programs as needed.
8. Obtain price quotes and order supplies.
9. Enforce all rules and regulations as established by the Recreation Department pertaining to activities and participants.
10. Monitor the inside/outside of the recreation facility for safety of the youth participants.
11. Attend staff meetings and North American Indigenous Games meetings.
12. Contribute to a team effort and accomplish related results as required.
13. Create a positive image of the Recreation program in the community by marketing, publicizing and networking with relevant Tribal and community organizations.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. Practice excellent customer service skills at all times to include, but not limited to, addressing customer needs courteously and promptly.
17. Lock up and secure the facility at closing as needed/required.
18. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION**Sports Manager****Page 2****PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently stand, walk, bend/stoop, balance and push/pull and carry and lift up to ten (10) pounds.
2. Occasionally sit, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry and lift up to one hundred (100) pounds with assistance.
3. Employee must repetitively use hands and feet.
4. Work is generally performed in an indoor and outdoor setting with a high noise level.
5. Employee may occasionally be exposed to heat, cold and rain and require the use of protective clothing.
6. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of familiarity with the Oneida Nation history and culture and willingness to learn the Oneida Nation history and culture.
2. Knowledge of social recreation programs.
3. Skill in interpersonal relations.
4. Skill in organization.
5. Ability to plan, implement and evaluate activities to ensure success of the program.
6. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions is required.
7. Ability to plan, organize and schedule priorities effectively and efficiently, meet strict deadlines and successfully cope with challenging situations and conditions.
8. Ability to be dependable, mature and possess initiative. Must be able to work with minimal supervision.
9. Ability to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity.
10. Ability to operate standard office equipment such as personal computer, fax and copy machine.
11. Complete Oneida Certification on Reporting Child Abuse and Neglect training within ninety (90) days of employment.
12. Ability to be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must be willing to work some evenings, weekends, extended hours, and irregular shifts.
14. Must adhere to strict confidentiality in all matters.
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
18. A valid driver's license or occupational driver's license is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Associate Degree in Park and Recreation Management or closely related field.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Park and Recreation Management or closely related field.
2. Two (2) years of experience in supervision and management and implementing youth recreational activities.
3. One (1) year of experience in setting short- and long-range goals, developing strategies and schedules for meeting goals and anticipating obstacles and alternative strategies.
4. One (1) year of experience in developing, implementing, monitoring department budgets; and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Background information disclosure (BID) form.**



MEMORANDUM

To: Oneida Business Committee
Tina Jorgensen

From: Keith Doxtator

Date: July 20, 2023

Subject: Fiscal Impact for: 6.5 New positions requested in GSD

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Government Services Division	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$39,664	\$5,435,448

II. Background:

The Government Services Division (GSD) is requesting 6.5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include:

- Library Service Associate – Library
- Traditional Healer Apprentice – Cultural Admin
- Sports Manager – Recreation
- Home Chore Worker (1.5 FTE) – Elder Services
- Elder Benefit Specialist – Elder Services
- Office Manager – Food Pantry

III. Methodology and Assumptions:

Assumptions

In discussion with GSD Division Director, Tina Jorgensen, I understand all positions are ready to post and fill immediate needs. Assuming BC approval, I will assume these 6.5

FTE will begin effective for the first full week of September, beginning 9/3, and will work for the last four weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here’s the grades and midpoints:

- Library Service Associate – Grade 5, \$20.26/hr
- Traditional Healer Apprentice – Grade 10, \$24.65/hr
- Sports Manager – Grade 10, \$24.65/hr
- Home Chore Worker – Grade 1, \$18.00/hr
- Elder Benefit Specialist – Grade 10, \$24.65/hr
- Office Manager – Grade 13, \$27.74/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Library Service Associate				
FY	Salary	Fringe	Indirect	Total
2023	\$ 42,141	\$ 19,385	\$ 8,614	\$ 5,395
2024	\$ 43,405	\$ 19,966	\$ 8,872	\$ 72,243
2025	\$ 44,707	\$ 20,565	\$ 9,138	\$ 74,411
2026	\$ 46,048	\$ 21,182	\$ 9,412	\$ 76,643
2027	\$ 47,430	\$ 21,818	\$ 9,695	\$ 78,942
2028	\$ 48,853	\$ 22,472	\$ 9,985	\$ 81,310
2029	\$ 50,318	\$ 23,146	\$ 10,285	\$ 83,750
2030	\$ 51,828	\$ 23,841	\$ 10,594	\$ 86,262
2031	\$ 53,383	\$ 24,556	\$ 10,911	\$ 88,850
2032	\$ 54,984	\$ 25,293	\$ 11,239	\$ 91,516
TOTAL				\$ 739,323

(Only 4 weeks)

Traditional Healer Apprentice				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Sports Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Home Chore Worker - 1 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 37,440	\$ 17,222	\$ 7,653	\$ 4,793
2024	\$ 38,563	\$ 17,739	\$ 7,882	\$ 64,185
2025	\$ 39,720	\$ 18,271	\$ 8,119	\$ 66,110
2026	\$ 40,912	\$ 18,819	\$ 8,362	\$ 68,093
2027	\$ 42,139	\$ 19,384	\$ 8,613	\$ 70,136
2028	\$ 43,403	\$ 19,965	\$ 8,872	\$ 72,240
2029	\$ 44,705	\$ 20,564	\$ 9,138	\$ 74,408
2030	\$ 46,046	\$ 21,181	\$ 9,412	\$ 76,640
2031	\$ 47,428	\$ 21,817	\$ 9,694	\$ 78,939
2032	\$ 48,851	\$ 22,471	\$ 9,985	\$ 81,307
TOTAL				\$ 656,852

(Only 4 weeks)

Home Chore Worker - 0.5 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 18,720	\$ 8,611	\$ 3,826	\$ 2,397
2024	\$ 19,282	\$ 8,870	\$ 3,941	\$ 32,092
2025	\$ 19,860	\$ 9,136	\$ 4,059	\$ 33,055
2026	\$ 20,456	\$ 9,410	\$ 4,181	\$ 34,047
2027	\$ 21,070	\$ 9,692	\$ 4,307	\$ 35,068
2028	\$ 21,702	\$ 9,983	\$ 4,436	\$ 36,120
2029	\$ 22,353	\$ 10,282	\$ 4,569	\$ 37,204
2030	\$ 23,023	\$ 10,591	\$ 4,706	\$ 38,320
2031	\$ 23,714	\$ 10,908	\$ 4,847	\$ 39,469
2032	\$ 24,425	\$ 11,236	\$ 4,993	\$ 40,654
TOTAL				\$ 328,426

(Only 4 weeks)

Elder Benefit Specialist				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Office Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 57,699	\$ 26,542	\$ 11,794	\$ 7,387
2024	\$ 59,430	\$ 27,338	\$ 12,148	\$ 98,916
2025	\$ 61,213	\$ 28,158	\$ 12,512	\$ 101,883
2026	\$ 63,049	\$ 29,003	\$ 12,887	\$ 104,940
2027	\$ 64,941	\$ 29,873	\$ 13,274	\$ 108,088
2028	\$ 66,889	\$ 30,769	\$ 13,672	\$ 111,330
2029	\$ 68,896	\$ 31,692	\$ 14,082	\$ 114,670
2030	\$ 70,963	\$ 32,643	\$ 14,505	\$ 118,110
2031	\$ 73,092	\$ 33,622	\$ 14,940	\$ 121,654
2032	\$ 75,284	\$ 34,631	\$ 15,388	\$ 125,303
TOTAL				\$ 1,012,281

(Only 4 weeks)

Finally, in FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 6.5 position would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

Finance Administration Office

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Amendment to Labor Allocations Levels – 1 Position from Business Unit 426302

Business Committee Agenda Request

1. Meeting Date Requested: 8/2/23

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.

Approve the requests by adoption of resolution

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Mark W. Powless, General Manager

Tina Jorgensen, GSD Director

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.25 15:57:24 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Tina Jorgensen, GSD Director

Memo

To: Mark Powless, General Manager

From: Marlon Skenandore

CC: Tina Jorgenson, Marilyn King

Date: June 30, 2023

Re: Emergency Food Pantry Request for New Position

Shekoli,

The Oneida Emergency Food Pantry is formerly requesting an addition to our workforce to start October 2023 for FY 24. Evaluating the needs of the Pantry, the addition of an Office Manager would assist with a variety of additional duties and expansion of data collection projects, economic impact reports, capital campaigns, and newsletters to the community just to name a few.

Besides basic Office Manager/administrative duties, the following duties will be needed to maintain operations as clientele grows and expand the outreach and network while alleviating tribal contribution necessary to run pantry operations.

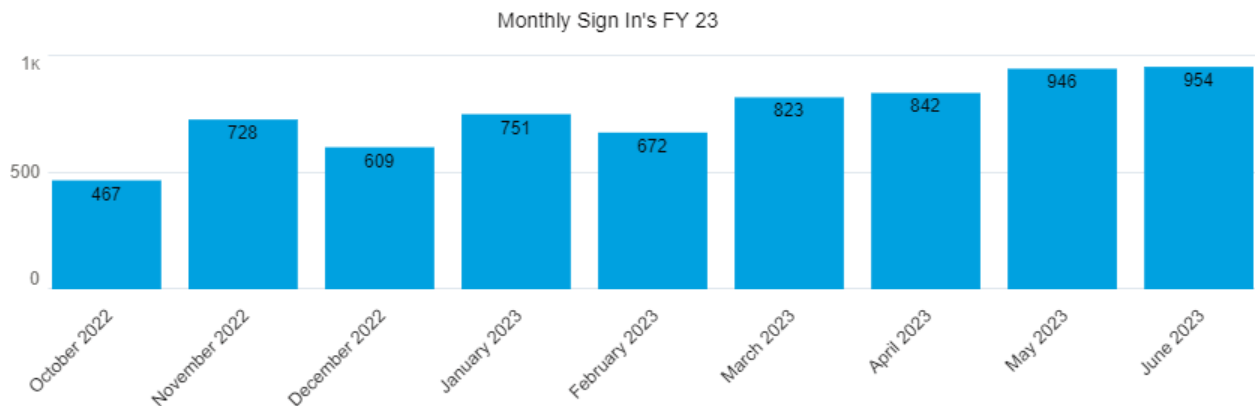
office work, purchasing/accounts payable (pulled from Assistant), budget management, monitoring/reporting; grant management (accounting and records), scheduling/logistics (routes), capital campaigns, Marketing monetary donor management, internal/external relationship management (research, networking, etc); work with internal/external food departments/vendors for food donations to include pickups; Create/market cultural nutrition & wellness to the community to include newsletters, social media, various events; economic impact reports; data management (creating systems, collection, reporting, inputting information,) also use customer relation management

system (K Max currently); Assist with warehouse duties as needed such cleaning, inventory, assisting customers, organizing supplies & pallet racks. Would like to have a cultural background in the Preferred Qualifications.

Highlighting some of the Pantry's data that show the increase in demand for pantry services and the need for an additional worker for reasons listed above, increased clientele, workload increase, volunteer hours being utilized, and missed opportunities not being explored.

Increased Clientele

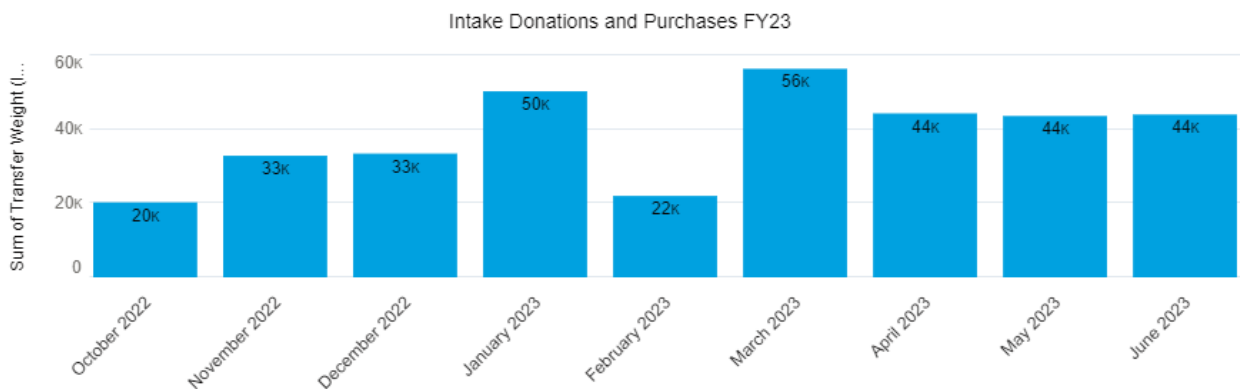
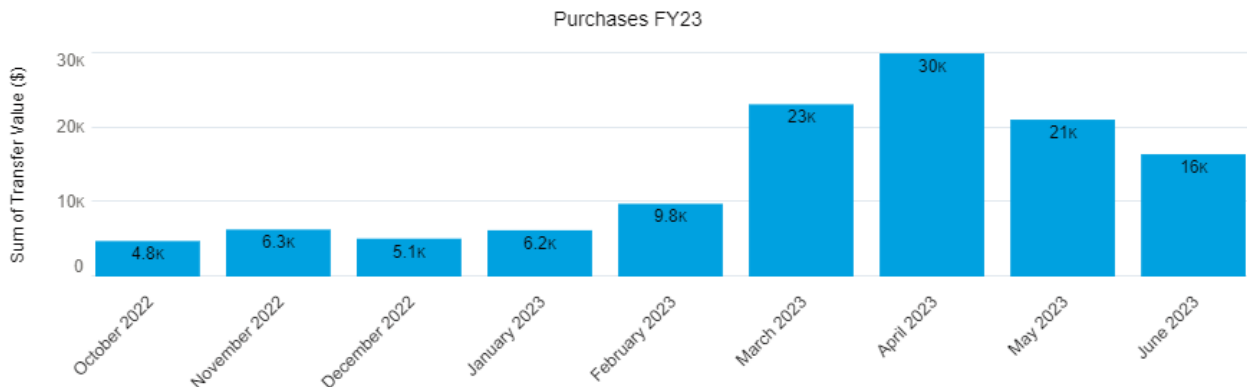
Below are two graphs showing clientele pre-pandemic to post-pandemic showing the large increase post pandemic. Clientele numbers were low during covid due to all the extra benefits available from Foodshare, Pandemic EBT, and covid funding available for families to take care of their immediate needs.

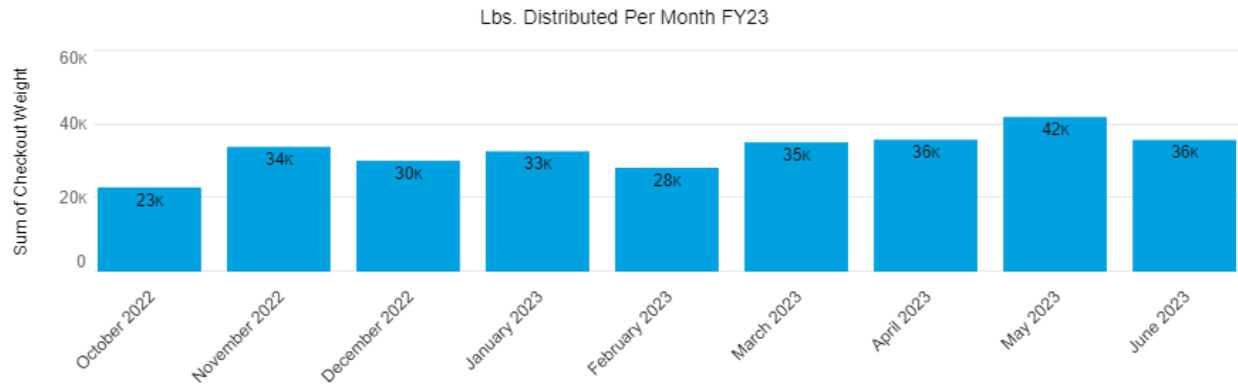


Along with the increase in clientele we receive many more phone calls for information on the services we offer and special distributions such as Elder Food Box and more visitors for our free/bread room. We lack the staff to administratively support these at times with one full time manager and two half time staff. We have received many questions from clients and visitors about answering phones and keeping the front door open, but we don't have the manpower to keep somebody on site all the time. Tuesday and Thursday mornings all three staff go out on donation runs to pick up from various organizations to supply our pantry times from 11AM to 2 PM on those days.

Workload

With the increase in clientele it creates a bigger workload for inventory (purchases and donations), purchasing/accounts payable, donations, records management, logistics, vendors, cleanliness (custodial duties), building maintenance, and office/administrative work to maintain. Graphs below showing some of the output/input in FY23 to date.





Total of 347,220 lbs. of transfers (Donations and Purchases) FY23 and a total of 296,932 lbs. distributed to clients in FY23.

Volunteer Hours

Volunteer data is currently collected on paper sheets that are then compiled every month. It has been a strategic goal of the pantry since the beginning of FY18. There is some inaccuracy in the number of hours as some volunteers forget to sign in and we don't backtrack. These are strictly the hours that the volunteers signed in on the paper sheet. For FY23 through the end of May there has been 1,851.5 total hours for an average of 231.5 hours per month, average of 12 different volunteers per month, and 160 total days that at least one volunteer was present on-site assisting operations. Volunteers are vital to the operations of the Food Pantry. Without them, none of this works and that is a heavy load to take if they decided to not come back. Those average monthly hours are more than a full-time employee putting in 160 hours a week. Creating an open, inviting, friendly culture is vital for the volunteer management, for this to continue to be a successful goal being accomplished.

Budget Monies: FY24 for the Office Manager at \$22/hour; Office Manager position overall is at a wage grade of 13 (Min: \$21.76; Mid: \$27.74; Max:\$33.73); decision is for lower tier wage grade at \$22.00/hour = \$45,760/year; Fringe: 46.5%; Indirect: 19.03%; Total: \$75,747

Conclusion

In conclusion, I want to highlight the opportunities that the Emergency Food Pantry is missing because most of the work is responsive and not strategic, we are missing out on the most important factor that can take this Pantry to the next level. That is developing a marketing and capital campaign to garnish funds to lower tribal contribution and larger donations to supply our inventory. The Oneida Emergency Food Pantry is a well-known entity throughout Northeast Wisconsin and the entire state of Wisconsin. We cannot currently capitalize on this opportunity as we take care of the most important factor and that is feeding families that come walking through these doors looking for food assistance giving them the best possible customer service we can offer as a team. Another big missed opportunity is grant management. We currently only manage one grant at a time, so we can comply to these grant standards and execute them to the best of our abilities creating a track record of satisfaction among grantors. Lastly, is implementing new operational efficiencies to make the pantry run smoother and utilizing technology to do so. We have many things on the horizon that we slowly work towards but its at a slower time frame than the team would like. We urge you as a team (staff and volunteers) to please consider this request to post for a new position of an office manager for the Oneida Emergency Food Pantry.

Yaw^ko,

Marlon Skenandore
Manager, Oneida Emergency Food Pantry

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # Leave this line blank
Amendment to Labor Allocations Levels – 1 Position from Business Unit 4263027**

- 1
- 2
- 3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 4 recognized by the laws of the United States of America; and
- 5
- 6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 7
- 8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 10
- 11 **WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and
- 12 implementation of the fiscal year budget; and
- 13
- 14 **WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution
- 15 # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- 16
- 17 **WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor*
- 18 *Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D,
- 19 directs that labor as set forth in the budget and the employment cap may be adjusted only
- 20 by a resolution of the Oneida Business Committee in consideration of the financial
- 21 capabilities identified by the Chief Financial Officer; and
- 22
- 23 **WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities
- 24 which require the transfer, re-assignment and development of new positions, which should
- 25 be addressed within the current financial boundaries in the adopted budget; and
- 26
- 27 **WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the
- 28 requirement that these be approved by resolution as a tracking mechanism to allow the
- 29 Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the
- 30 labor costs which make up most of the expenses within the budget; and
- 31
- 32 **WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget
- 33 and/or labor allocations;
- 34

35 **NOW THEREFORE BE IT RESOLVED,** the Oneida Business Committee approves the following labor
36 allocations and/or budget amendment:
37

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
4263027			G13/\$27.74	\$7,387	TC

38



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

UNBUDGETED POSITION REQUEST

Proposed Position Title:

Department: Division:

Name of Supervisor Completing Form:

Title of Supervisor Completing Form: Date:

General Ledger (GL) #:

How is the position being funded?:

- Tribal Contribution
- Grand Funded
- Indirect Income
- Other

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

JUSTIFICATION:

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

Attached Memo with complete details of request.

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

With the assistance of an Office Manager the Oneida Emergency Food Pantry will be able to employ a capital campaign to garnish donations from donors and corps. Will also give the ability to appropriately handle more grant funding. More information in the memo attached.

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

No we've been trying to get a new position for 1 year and 4 months and . It's vital for the Food Pantry to get this position for it to continue to be successful and meet the demand of growing clientele.

Unbudgeted Position Request Form

Page 2

Analysis Conducted By:

Date:

(Please attach a drafted organizational chart, draft job description, and any other data to demonstrate or support your request.)

DETERMINATION:

Position Not Needed

Duties to be Realigned

**Position to be submitted to OBC Agenda

***If submitting to OBC Agenda, must include drafted resolution, fiscal impact, unbudgeted position request form, and drafted position description.*

Executive HR Director:

Date:

GM/OBC Direct Report Approval:

Date:

Approval requires OBC Resolution: Resolution #:

Approval Date:

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

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

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Office Manager
POSITION NUMBER: ?
DEPARTMENT: Food Pantry
LOCATION: N7372 Water Circle Place Oneida, WI 54155
DIVISION: Governmental Services
RESPONSIBLE TO: Manager of Oneida Emergency Food Pantry
SALARY: Grade 13 \$22.00 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Perform and/or oversee multiple administrative, fiscal, personal support, planning activities, and capital campaigning for the Emergency Food Pantry Department and operations, which require advanced knowledge and skills. Support the Manager, staff, and volunteers in day to day administrative and operational services. Provide outstanding customer service to both internal and external customers. Maintain confidentiality of all privileged information.

DUTIES AND RESPONSIBILITIES:

1. Ensure compliance with regulatory requirements in all areas, at all times. Adhere to audit, legal regulations/laws and practices. Have a complete understanding of all applicable regulations to assist management with compliance and conducting research to resolve operational questions. Make recommendations on enhancing the efficiency of administrative operations.
2. Administrative support which includes, hiring, training, evaluations, discipline, coordination of staff activities, monitoring, and maintaining staff records.
3. Oversight of the inventory/client/volunteer database KMAX system ensuring all records are updated and accurate. Serve as the secondary control administrator of KMAX system and enhance its uses for the food pantry.
4. Always deliver excellent customer service with internal staff, volunteers, and external Food Pantry clients, vendors, and partners at all times and in all activities. Establish and maintain effective working relationships with external procurement vendors, donors, and partners.
5. Create and maintain various paper and electronic filing systems and records, in an accurate, up-to-date order for the Food Pantry department.
6. Operate personal computer, calculator, copy and fax machines and all other office equipment as needed/requested.
7. Maintain Food Pantry financial records: entering and processing accounts payable and accounts receivable. Supply and food ordering as necessary; Process all travel requests.
8. Oversight of community events, garden coordination, food drives, volunteer scheduling and departmental calendar.
9. Perform administrative tasks including accurately preparing and reviewing documents for Food Pantry staff: reports, meeting minutes, memos, and acknowledgement letters to donors.
10. Assist Food Pantry Manager with developing and monitoring budget for department and financial report generations as needed.
11. Assist Food Pantry Manager with volunteer outreach, coordination, and support.
12. Schedule and prepare meeting agendas, attend meetings as necessary, take/transcribe meeting minutes, and distribute as necessary.
13. Maintain inventory of office supplies and order when needed.

14. Conduct area inspections to identify areas of concern.
15. Provide direction to staff and volunteers by providing research and answers, office procedures training, work review, coaching, mentoring, and team effort contribution.
16. Ensure staff adhere to all Tribal Personal Policies and Procedures, Division, and Departmental Standard Operating Procedures.
17. Assist with departmental development, evaluation, and review of Food Pantry processes and Standard Operation Procedures.
18. Maintain professional and technical knowledge by conducting research, reviewing professional publications, and establishing relationships.
19. Planning and executing social media strategies, creating, and publishing content to a variety of platforms, and interacting with their communities and audiences.
20. Coordination of donation/donor pickups to staff and volunteers.
21. Adhere to all food safety and handling regulations.
22. Assist with all Food Pantry operational needs as Food Pantry Manager Deems Necessary.
23. In the absence of Food Pantry Manager handle all day to day operations.
24. Attend training sessions recommended by Food Pantry Manager or the Oneida Nation to update and improve Pantry warehouse procedures; includes Forklift Certification and Oneida Food Handlers certification within first 6 months.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.
27. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand and walk; bend/stoop and carry/lift up to thirty (30) pounds.
2. Occasionally squat, push/pull and carry/lift up to fifty (50) pounds.
3. Frequently walk a full 8 hours shift each day in fast paced environment.
4. Repetitive movement of both hands due to extensive data entry and email communications.
5. Work is in an office and warehouse setting with moderate noise levels. This position may need to be flexible depending on Food Pantry needs.
5. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county, local, and tribal laws, regulations, and requirements.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
3. Knowledge of records management and accounting procedures to include budgeting.
4. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds; coworkers and volunteers.
5. Ability to represent the organization in a professional manner, building respect, and confidence.
6. Ability to inform and communicate effectively verbally and in writing, process information effectively to identify and define problems and make objective decisions.
7. Ability to work independently, handle multitasks, and meet strict timelines.
8. Ability to write clear and concise reports, memoranda, directives, and letters.
9. Ability to set and meet priorities, timelines, and successfully cope with challenging situations/conditions in fast paced environment.
10. Ability and willingness to work a flexible schedule.
11. Ability to understand and follow oral and written instructions.
12. Ability to prepare and maintain work orders.
13. Ability to prioritize and accomplish tasks within strict deadlines.
14. Skill in operating various work-processing, spreadsheets, PowerPoint, and database software programs in a Windows environment.
15. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to employment.)
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
18. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

JOB DESCRIPTION**Post Graduate Trainee – Page 3****STANDARD QUALIFICATIONS (cont):**

19. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Knowledge of proper food handling safety and procedures/Food Safety Code.
2. Previous experience in the Food Industry.

MINIMUM QUALIFICATIONS:

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

1. Must be an enrolled member of the Oneida Nation.
2. Must have a post-secondary Associate's Degree

ITEMS WHICH MUST BE SUBMITTED:

1. A copy of degree, diploma, or certificate.
2. Resume
3. Two (2) letters of recommendation.



MEMORANDUM

To: Oneida Business Committee
Tina Jorgensen

From: Keith Doxtator

Date: July 20, 2023

Subject: Fiscal Impact for: 6.5 New positions requested in GSD

I. Estimated Fiscal Impact Summary:

Request: Approval of an unbudgeted Payment Administrator position		
Implementing Agency	Government Services Division	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$39,664	\$5,435,448

II. Background:

The Government Services Division (GSD) is requesting 6.5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include:

- Library Service Associate – Library
- Traditional Healer Apprentice – Cultural Admin
- Sports Manager – Recreation
- Home Chore Worker (1.5 FTE) – Elder Services
- Elder Benefit Specialist – Elder Services
- Office Manager – Food Pantry

III. Methodology and Assumptions:

Assumptions

In discussion with GSD Division Director, Tina Jorgensen, I understand all positions are ready to post and fill immediate needs. Assuming BC approval, I will assume these 6.5

FTE will begin effective for the first full week of September, beginning 9/3, and will work for the last four weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here’s the grades and midpoints:

- Library Service Associate – Grade 5, \$20.26/hr
- Traditional Healer Apprentice – Grade 10, \$24.65/hr
- Sports Manager – Grade 10, \$24.65/hr
- Home Chore Worker – Grade 1, \$18.00/hr
- Elder Benefit Specialist – Grade 10, \$24.65/hr
- Office Manager – Grade 13, \$27.74/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Library Service Associate				
FY	Salary	Fringe	Indirect	Total
2023	\$ 42,141	\$ 19,385	\$ 8,614	\$ 5,395
2024	\$ 43,405	\$ 19,966	\$ 8,872	\$ 72,243
2025	\$ 44,707	\$ 20,565	\$ 9,138	\$ 74,411
2026	\$ 46,048	\$ 21,182	\$ 9,412	\$ 76,643
2027	\$ 47,430	\$ 21,818	\$ 9,695	\$ 78,942
2028	\$ 48,853	\$ 22,472	\$ 9,985	\$ 81,310
2029	\$ 50,318	\$ 23,146	\$ 10,285	\$ 83,750
2030	\$ 51,828	\$ 23,841	\$ 10,594	\$ 86,262
2031	\$ 53,383	\$ 24,556	\$ 10,911	\$ 88,850
2032	\$ 54,984	\$ 25,293	\$ 11,239	\$ 91,516
TOTAL				\$ 739,323

(Only 4 weeks)

Traditional Healer Apprentice				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Sports Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Home Chore Worker - 1 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 37,440	\$ 17,222	\$ 7,653	\$ 4,793
2024	\$ 38,563	\$ 17,739	\$ 7,882	\$ 64,185
2025	\$ 39,720	\$ 18,271	\$ 8,119	\$ 66,110
2026	\$ 40,912	\$ 18,819	\$ 8,362	\$ 68,093
2027	\$ 42,139	\$ 19,384	\$ 8,613	\$ 70,136
2028	\$ 43,403	\$ 19,965	\$ 8,872	\$ 72,240
2029	\$ 44,705	\$ 20,564	\$ 9,138	\$ 74,408
2030	\$ 46,046	\$ 21,181	\$ 9,412	\$ 76,640
2031	\$ 47,428	\$ 21,817	\$ 9,694	\$ 78,939
2032	\$ 48,851	\$ 22,471	\$ 9,985	\$ 81,307
TOTAL				\$ 656,852

(Only 4 weeks)

Home Chore Worker - 0.5 FTE				
FY	Salary	Fringe	Indirect	Total
2023	\$ 18,720	\$ 8,611	\$ 3,826	\$ 2,397
2024	\$ 19,282	\$ 8,870	\$ 3,941	\$ 32,092
2025	\$ 19,860	\$ 9,136	\$ 4,059	\$ 33,055
2026	\$ 20,456	\$ 9,410	\$ 4,181	\$ 34,047
2027	\$ 21,070	\$ 9,692	\$ 4,307	\$ 35,068
2028	\$ 21,702	\$ 9,983	\$ 4,436	\$ 36,120
2029	\$ 22,353	\$ 10,282	\$ 4,569	\$ 37,204
2030	\$ 23,023	\$ 10,591	\$ 4,706	\$ 38,320
2031	\$ 23,714	\$ 10,908	\$ 4,847	\$ 39,469
2032	\$ 24,425	\$ 11,236	\$ 4,993	\$ 40,654
TOTAL				\$ 328,426

(Only 4 weeks)

Elder Benefit Specialist				
FY	Salary	Fringe	Indirect	Total
2023	\$ 51,272	\$ 23,585	\$ 10,480	\$ 6,564
2024	\$ 52,810	\$ 24,293	\$ 10,794	\$ 87,897
2025	\$ 54,394	\$ 25,021	\$ 11,118	\$ 90,534
2026	\$ 56,026	\$ 25,772	\$ 11,452	\$ 93,250
2027	\$ 57,707	\$ 26,545	\$ 11,795	\$ 96,048
2028	\$ 59,438	\$ 27,342	\$ 12,149	\$ 98,929
2029	\$ 61,221	\$ 28,162	\$ 12,514	\$ 101,897
2030	\$ 63,058	\$ 29,007	\$ 12,889	\$ 104,954
2031	\$ 64,950	\$ 29,877	\$ 13,276	\$ 108,103
2032	\$ 66,898	\$ 30,773	\$ 13,674	\$ 111,346
TOTAL				\$ 899,522

(Only 4 weeks)

Office Manager				
FY	Salary	Fringe	Indirect	Total
2023	\$ 57,699	\$ 26,542	\$ 11,794	\$ 7,387
2024	\$ 59,430	\$ 27,338	\$ 12,148	\$ 98,916
2025	\$ 61,213	\$ 28,158	\$ 12,512	\$ 101,883
2026	\$ 63,049	\$ 29,003	\$ 12,887	\$ 104,940
2027	\$ 64,941	\$ 29,873	\$ 13,274	\$ 108,088
2028	\$ 66,889	\$ 30,769	\$ 13,672	\$ 111,330
2029	\$ 68,896	\$ 31,692	\$ 14,082	\$ 114,670
2030	\$ 70,963	\$ 32,643	\$ 14,505	\$ 118,110
2031	\$ 73,092	\$ 33,622	\$ 14,940	\$ 121,654
2032	\$ 75,284	\$ 34,631	\$ 15,388	\$ 125,303
TOTAL				\$ 1,012,281

(Only 4 weeks)

Finally, in FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 6.5 position would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

Finance Administration Office

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Amendment to Labor Allocations Levels - 5 Political Appointment Positions

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

- Open Executive – must qualify under §107.4-1.
Justification: Other - type reason

3. Requested Motion:

- Accept as information; OR

To approve the unbudgeted position request to add 5 Political Appointments to start 8/21/23

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 checked="" type="checkbox"/> Boards, Committees, or Commissions |
| <input checked="" type="checkbox"/> Other: OBC staffing levels | |

5. Additional attendees needed for this request:

Lisa Summers

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

7. Budget Information:

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

8. Submission:

Authorized Sponsor: Tehassi Hill, Chairman

Primary Requestor: Kristine Hill

Internal Memorandum

To: Oneida Business Committee
From: Kristine Hill, Operations Manager
Date: 7/27/23
Re: Unbudgeted positions request

Summary:

Through formal assessment and a series of retreats the Oneida Business Committee decided to return to one-to-one political appointments beginning with the 2023 term. It is determined that with current restructure and staffing levels 5 additional positions are required in the Political Appointment levels to ensure all Oneida Business Committee members have the ability to appoint an individual to their office.

In returning to one-to-one political appointments the Oneida Business Committee also met on June 6, 2023 to review all possible position description drafts and chose which to create and/or update. They met again on June 23 to review and approve the attached position descriptions. This request includes the final approval of the included position descriptions.

Requested action:

Approve the attached request for 5 Political Appointments to be added to Oneida Business Committee staffing levels, to begin 8/20/23.

Adopt Resolution titled Amendment to Labor Allocation Levels- 5 Political Appointment positions

Approve the 5 job descriptions as listed:

#03341- Government Relations Specialist

#03104-Project Coordinator

#03113-Executive Assistant

#03340-Administrative Assistant

#03342-Legislative Assistant

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Amendment to Labor Allocations Levels – 5 Political Appointment Positions


- 1
- 2 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
- 3 recognized by the laws of the United States of America; and
- 4
- 5 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- 6
- 7 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,
- 8 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- 9
- 10 **WHEREAS,** the Budget and Finances law, 1 O.C. 121, governs the development, adoption and
- 11 implementation of the fiscal year budget; and
- 12
- 13 **WHEREAS,** the Fiscal Year 2023 budget was adopted by the Oneida Business Committee, resolution
- 14 # BC-12-28-22-D, and set the employee cap at 2200 FTEs; and
- 15
- 16 **WHEREAS,** the Budget and Finances law, 1 O.C. 121.9-3, and the *Employment Cap and Labor*
- 17 *Allocations Level Standard Operating Procedure*, adopted by resolution # BC-09-28-22-D,
- 18 directs that labor as set forth in the budget and the employment cap may be adjusted only
- 19 by a resolution of the Oneida Business Committee in consideration of the financial
- 20 capabilities identified by the Chief Financial Officer; and
- 21
- 22 **WHEREAS,** the organization, throughout the fiscal year, changes programming and business activities
- 23 which require the transfer, re-assignment and development of new positions, which should
- 24 be addressed within the current financial boundaries in the adopted budget; and
- 25
- 26 **WHEREAS,** where new positions and additional funding are needed, section 121.9-3 sets forth the
- 27 requirement that these be approved by resolution as a tracking mechanism to allow the
- 28 Treasurer, Chief Financial Officer and Oneida Business Committee to better manage the
- 29 labor costs which make up most of the expenses within the budget; and
- 30
- 31 **WHEREAS,** the Oneida Business Committee has been presented with a request to amend the budget
- 32 and/or labor allocations;
- 33

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

Business Unit #	Job # - New	Job # - Old	Grade/Mid-Point Wage	Budget Amendment	Funding Source
5110X40	Executive Assistant (2)	NA	G16/\$31.50	Two (2) new positions placed in G16/\$31.50 for 30 days, to cover August 21, 2023 –	Tribal Contribution

				September 30, 2023, requires wages in the amount of \$7,560, plus fringe and indirect.	
5110X40	Project Coordinator (1)	NA	G12/\$26.67	One new position(s) placed in G12/\$26.67 for 30 days, to cover August 21, 2023 – September 30, 2023, requires wages in the amount of \$6,401, plus fringe and indirect.	Tribal Contribution
5110X40	Government Relations Specialist (1)	NA	G16/\$31.50	One new position(s) placed in G16/\$31.50 for 30 days, to cover August 21, 2023 – September 30, 2023, requires wages in the amount of \$7,560, plus fringe and indirect.	Tribal Contribution
5110X40	Legislative Assistant (1)	NA	G16/\$31.50	One new position(s) placed in G16/\$31.50 for 30 days, to cover August 21, 2023 – September 30, 2023, requires wages in the amount of \$7,560, plus fringe and indirect.	Tribal Contribution

37
 38 **NOW THEREFORE IT BE FINALLY RESOLVED**, that the total number of added positions is five (5) and
 39 the budget allocation for the five (5) added positions, after negotiation, shall result in a total not to exceed
 40 \$64,000.00.

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Hiring, Negotiating and Termination of Political Appointment Staff</p>	<p>ORIGINATION DATE: <i>July 2006</i> REVISION DATE: November 29, 2021 June 15, 2023 EFFECTIVE DATE: <i>After Last Signature</i></p>
<p>DIVISION: <i>Non-Divisional</i></p>	<p>APPROVED BY: <i>OBC</i></p>	<p>DATE:</p>
<p>DEPARTMENT: <i>Oneida Business Committee</i></p>	<p>COMPLIANCE REVIEW BY: <i>EEO Director</i></p>	<p>DATE:</p>
<p>AUTHOR: <i>Kristine Hill, Operations Manager – Gov't & Lisa Summers, OBC Area Manager</i></p>	<p>APPROVED BY: <i>Executive Human Resources Director</i></p>	<p>DATE:</p>
<p>EEO Reference #: 70</p>	<p>PAGE NO: 1 of 5</p>	

1.0 PURPOSE

- 1.1 To set standards for the hiring, negotiating and termination processes of all Political Appointment Staff to the Oneida Business Committee.

2.0 DEFINITIONS

- 2.1 **HR Representative:** Human Resources employee who conducts the hiring, negotiating and termination processes.
- 2.2 **Job Descriptions:** A document defining duties and responsibilities and standard qualifications for a position.
- 2.3 **Nepotism:** Nepotism includes legally recognized family members that establish the following relationships, including "step" relations - husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, grandparent, grandchild, great-grandparents, great-grandchildren, spouse's great grandparents, spouse's grandparent, spouse's great-grandchildren, son-in-law, daughter-in-law, brother-in-law and sister-in-law.
- 2.4 **OBC Members:** Nine (9) Oneida Business Committee members responsible or designated to directly oversee the work and performance of an employee.
- 2.5 **OBC Officers:** Chairman, Vice Chairman, Treasurer and Secretary of the Committee.
- 2.6 **GOM: Government Operations Manager** is the position that supports the OBC in all personnel matters relating to Direct Reports and Political Appointee Staff, including HR-related functions and processing Direct Report complaints.

- 2.7 **OBC Sub-team:** members assigned to participate in the hiring process.
- 2.8 **Political Appointment:** the process by which a person is appointed or designated for an office or position by an elected official and whose employment is coterminous with the elected official.
- 2.9 **TOE:** Table of Equivalency, which is a tool used to create a larger pool of applicants by allowing hiring supervisors to utilize more experience and/or education in the Screening process.
- 2.10 **BC Area Manager:** Manages the Government Administrative Office and areas that support government functions.

3.0 WORK STANDARDS

- 3.1 All positions must be posted as Oneida only.
- 3.2 An applicant for a vacant Political Appointee Staff position will be disqualified for hire when the applicant creates a nepotistic supervisor circumstance with the elected OBC member.
- 3.3 All newly created or updated job descriptions must be approved by the OBC and documented as approved through OBC minutes, prior to an applicant filling a Political Appointee Staff position.
- 3.4 In the event the GOM is unavailable or has a conflict-of-interest, options to facilitate the processes in this SOP may be considered:
 - 3.4.1 OBC Sub-team
 - 3.4.2 OBC Sub-team + HR Representative
 - 3.4.3 OBC Area Manager + HR Representative
 - 3.4.4 OBC Area Manager + OBC Sub-team
 - 3.4.5 Any combination of the above.
- 3.5 Political Appointments are coterminous with the OBC member position.
- 3.6 Start date for Political Appointment positions may begin no sooner than the first day of scheduled orientation for the OBC Members, and is completed the last day the OBC member is in office, provided that Political Appointment can be relieved of the designated position, with or without cause, at any time during service in the designated position.
- 3.7 Political Appointments are required to complete and pass the Oneida Nation's standard background check and drug test prior to beginning employment.
- 3.8 Individual OBC members are directly responsible to supervise, lead and oversee the work and performance of the Political Appointment designee.
- 3.9 The OBC may hire up to nine (9) Political Appointment Support Staff each term to provide either individual office support, or be assigned to provide team support for essential services in the government, positions available for selection are in accordance with the OBC resolution titled "Setting Supervision and Management of Direct Reports to the Oneida Business Committee," and have the following titles and job codes.

3.8.1	Administrative Assistant	-	03340
3.8.2	Executive Assistant	-	03113
3.8.3	Gov't Relations Specialist	-	03341
3.8.4	Legislative Assistant	-	03342
3.8.5	Project Coordinator	-	03104

4.0 Hiring Procedures

NOTE: These procedures are consistent with the OBC Direct Report Hiring Checklist.

- 4.1 Each OBC member is authorized to designate or appoint one (1) full-time Political Appointment Support Staff position. Position descriptions available are identified in Section 3.8.1 to 3.8.5
- 4.2 All applicants must meet the qualifications and requirements of the respective job description to negotiate wages as identified in 5.0.
 - 4.2.1 The T.O.E. may be used when screening an applicant who has less or more than the minimum required education or experience required in the selected job description.
 - 4.2.1.1. The T.O.E. must be determined prior to the OBC Member beginning the chosen selection process and must be on file with the GOM for proper personnel file auditing purposes, transparency and employee file.
 - 4.2.2. If an applicant does not meet the qualifications and requirements of the job description or the OBC member's identified T.O.E., the applicant cannot be appointed or designated to the selected position.
- 4.3 Each OBC member has four (4) options to hire a political appointee:
 - 4.3.1. No posting - choose a qualified applicant,
 - 4.3.2. Pool - choose a qualified applicant from a pool on file at HRD,
 - 4.3.3 Use the Nation's posting process by contacting the GOM or BC Area Manager to coordinate the process with HRD.
 - 4.3.4. Choose not to hire a Political Appointment
- 4.4 All applicants are required to pass the Nation's standard background check and drug test prior to being installed as a Political Appointment Staff designee.
 - 4.4.1 An applicant's failure to pass the pre-employment drug and alcohol test and/or background check shall be automatically disqualified.
 - 4.4.2 A notification of results for both the background check and drug test shall be submitted to the GOM for verification of hiring and employee file.
- 4.5. Each OBC member has the option to indenture the Political Appointment Staff through an employment contract, including the minimum following requirements:
 - 4.5.1 Employment contracts shall be coterminous with the OBC member.

4.5.2. Employment contracts shall identify negotiated wage and eligibility for wage adjustments or other increases such as COLA, performance-based activities or bonuses.

4.5.2.1 any adjustments associated with Political Appointment Staff wages must also be supported in the respective fiscal year budget from which the adjustment is expended.

4.5.3. Performance expectations between both the Political Appointment designee and the OBC Member.

4.5.4. Notice provisions to end employment relationship prior to the end of the term of office, i.e., condition with or without cause, two (2) week notice or thirty-day notice, by either party, etc.

4.6 Upon selection of a qualified applicant, the OBC member shall submit the selection to the BC Area Manager and the GOM for processing and coordination with HRD.

4.6.1. the OBC Member, and GOM or BC Area Manager shall coordinate to ensure HRD has all needed application or personal information from the applicant, to generate the necessary systems information. Information may include application, conflict of interest disclosure, social media policy acknowledgement, computer resource/use, or other required new hire employment forms.

5.0 Salary and Wages

5.1 The BC Area Manager will provide available wage fund information to the OBC-Elect or Incumbent member prior to the start of each OBC three-year term.

5.1.1 Wage fund information will provided be based on the OBC member selected job description.

5.1.1 the BC Area Manager will budget appropriately for the selected positions each fiscal year; during inaugural years, funds may vary based on selected job descriptions at the start of each term.

5.2 The negotiated salary cannot exceed the determined grade for each approved job description.

5.2.1 the OBC member will be notified of the wage funds available in accordance with the Oneida Nation's approved grade scale.

5.3. Designees who may be reassigned into another Political Appointment Staff job description after beginning the term under a different job code number, are subject to wage renegotiations or hiring procedures in section 4.0 and 5.0.

5.4. Bonuses are permissible by an approved budget and standard operating procedure.

6.0 Transfers and Reassignments

6.1 Employees are eligible for transfers, promotions and job reassignments

after one year of continuous service as a Political Appointment Staff for the OBC.

6.1.1. Transfers and Reassignments will be processed in accordance with the Oneida Nation's approved processes.

7.0 Separating a Political Appointment Staff (Voluntary and Involuntary)

7.1 the OBC Member will provide notice of separation to the GOM and BC Area Manager.

7.2 The GOM or BC Area Manager will process all HRD paperwork ending employment of a Political Appointment Staff.

7.2 the GOM or BC Area Manager will coordinate to provide proper notification to all appropriate areas such as DTS, HRD, Liaison Areas, etc., and complete access notice and equipment collection, in accordance with the most current and approved HRD employee separation checklist.

8.0 FORMS

8.1 Request to Post Form (HRD)

8.2 Table of Equivalencies Form (HRD)

8.3 Employee Separation Form (HRD)

9.0 REFERENCES

9.1 Onboarding Direct Reports SOP (OBC)

9.2 OBC Direct Report Hiring Checklist (OBC)

9.3 OBC Resolution titled Setting Supervision and Management of Direct Reports to the Oneida Business Committee.

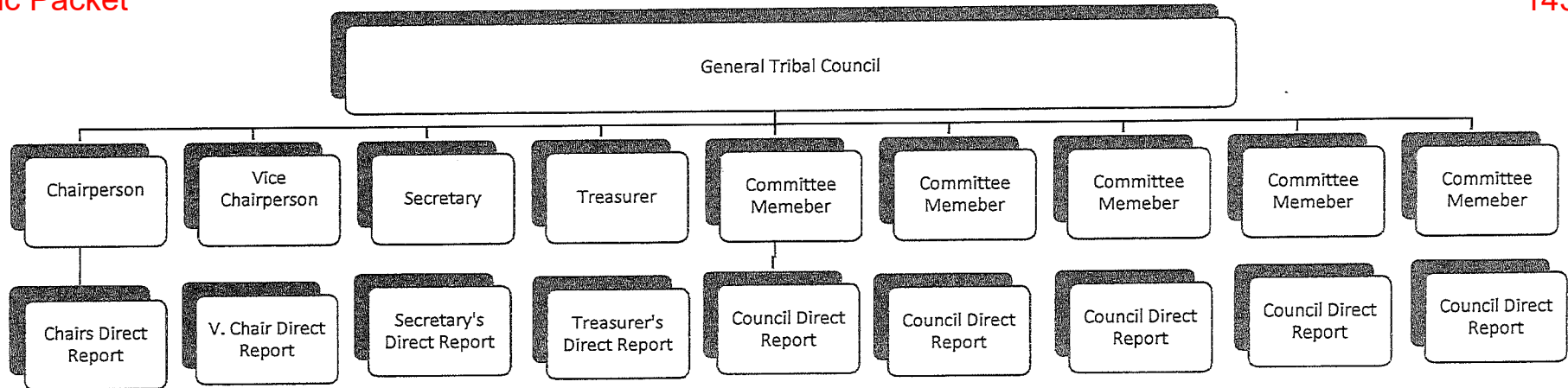
9.4 Restricting Access to Employees on Leave or Separation of Employment SOP (OBC)

9.5. HR Interpretation of Nepotism dated 08-13-2012. <https://oneida-nsn.gov/wp-content/uploads/2018/04/Nepotism-8-13-2012.pdf>

9.6 Oneida Nation Definitions - Political Appointment. https://oneida-nsn.gov/wp-content/uploads/2021/03/Oneida-Tribe-Definitions-3_17_21.pdf

9.7 5 Job Descriptions:

Administrative Assistant	-	03340
Executive Assistant	-	03113
Gov't Relations Specialist	-	03341
Legislative Assistant	-	03342
Project Coordinator	-	03104



Ala Cart Menu

Project Coordinator- Responsible for project tracking, coordination, reporting, communication and managing/ensuring resources are directed as stated in project plan. Assist with creation/facilitation and implementation of project charters.

Government Relations Specialist- Responsible for developing and implementing strategies to advocate for the organization's interests and build positive relationships with government entities. Monitor legislative and regulatory developments, engage with policymakers, and influence public policy decisions.

Government Executive Assistant- Responsible to provide administrative support for legislation, regulation, speeches, testimonies, or other reports. Develop office strategies, goals and objectives, provide timely monitoring and tracking of office activity including schedules, events, budget, travel and meeting attendance.

Legislative Assistant- Responsible for conducting research on legislative issues, drafting legislation or policy proposals; organizing and analyzing data, and preparing briefings or reports for legislators. Involved in tracking legislation, managing constituent inquiries, and providing administrative support to legislators as needed.

Administrative Assistant- Responsible to provide overall administrative support, manage events calendar, meeting coordination/facilitation, prepare correspondence, process invoices, complete travel requests and reconciliation.

APPLY IN PERSON AT:
 Human Resources Department
 909 Packerland Drive
 Green Bay, WI 54303



OR MAIL TO:
 Human Resources Department
 P.O. Box 365
 Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
 Fax: (920) 496-7490

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

POSITION TITLE: Government Relations Specialist
POSITION NUMBER: 03341
DEPARTMENT: Business Committee
LOCATION: N7210 Seminary Road, Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee Member
SALARY: Grade 16- \$24.23/Hr. (NEGOTIABLE)
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

This position is coterminous with the elected Business Committee positions. The Government Relations Specialist initiates, prepares, interprets, reviews and monitors legislation and administrative regulations affecting the Oneida Nation. Responsible for developing and implementing strategies to advocate for the organization's interests and build positive relationships with government entities. Monitor legislative and regulatory developments, engage with policymakers, and influence public policy decisions. Incumbent will perform legislative and consultative work for the OBC Member and serve as a liaison between the OBC Member and all Nation stakeholders. Provides professional administrative functions for the OBC member. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Legislative

1. Monitor and analyze legislative and regulatory proposals to assess their potential impact on the organization. Provide recommendations and guidance to internal stakeholders.
2. Engage with legislators, policymakers, and government officials to advocate for the organization's interests. Present the organization's viewpoints, provide information, and influence decision-making processes.
3. Develop and execute strategic plans to influence legislation and regulatory decisions in alignment with the organization's goals. Identify opportunities for engagement, mobilize support, and provide input on proposed bills or regulations.
4. Track legislative activities, committee hearings, and relevant policy developments. Provide regular updates and reports to internal stakeholders on the implications for the organization.
5. Schedule and brief OBC Member for all meetings, appointments, and interviews.
6. Assist in the planning, development, and implementation of policies of the Oneida Nation Government.
7. Support project meetings by developing needed documents, i.e., agenda, action item log, etc. Track and follow up on issues with team members for resolution.

Advocacy

8. Engage with legislators, policymakers, and government officials to advocate for the organization's interests. Present the organization's viewpoints, provide information, and influence decision-making processes.

JOB DESCRIPTION**Government Relations Specialist**

Page 2

DUTIES AND RESPONSIBILITIES: Advocacy- (Cont.)

9. Collaborate with communications and public affairs teams to effectively communicate the organization's positions, policy priorities, and accomplishments to external audiences.
10. Cultivate and maintain relationships with key government officials, agencies, and stakeholders. Attend meetings, events, and conferences to establish rapport and foster collaboration.
11. May act as point of contact on behalf of the OBC Member to work with various internal organizational units and external agencies/customers to accomplish goals.
12. Facilitate communications among internal team members, which can include updating teams groups, SharePoint, or other project resources/tools.
13. Support senior management and executive decision-making processes by providing well-prepared and comprehensive materials that reflect the organization's desired results.
14. Support in the development of deliverables for senior management/executive-level review to include:
 - a. Assist in the preparation of reports, presentations, and other deliverables for senior management or executive-level review.
 - b. Collaborate with internal teams and external collaborators to gather input and incorporate their perspectives into the final deliverables.
 - c. Work closely with colleagues and stakeholders to ensure that deliverables accurately represent the organization's objectives and effectively convey key messages to senior management or executives.
 - d. Synthesize information and coordinate input from various sources to ensure quality of the deliverables.

Office and Administrative

15. Develop Office Strategic Plan, strategies, goals, objectives, and budgets in accordance with applicable laws, rules and regulations and the needs of the elected office.
16. Provide professional executive or administrative functions and support such as calendar updates, scheduling meetings, coordinating/reconciling travel and writing reports.
17. Handle and/or support ad-hoc assignments.
18. Review and analyze files, documents, and other printed material to ensure the completeness and accuracy of documents.
19. Facilitate and/or direct Oneida customer requests to appropriate tribal department within the organizational structure.
20. Maintain active communications with all tribal entities as directed.
21. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; review professional publications; establish networks; participate in professional societies; confer with representatives of contracting agencies and related organizations, based upon available funding
22. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. Occasionally is required to stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Incumbent is required to work nights and weekends and may require to be on call seven days a week. Travel may be required, meetings, conferences presentations and other events.
5. A 2 step Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the functions and structure of the Oneida Nation.
2. Knowledge of tribal governance, sovereignty, and federal Indian policy.
3. Understanding of political dynamics, government relations strategies, and the ability to navigate political environments.
4. Thorough understanding of government structures, legislative processes, and policy development.
5. Familiarity with relevant laws, regulations, and industry-specific issues.
6. Critical thinking skills to analyze policy proposals, assess their impact, and provide recommendations.
7. Ability to understand and interpret complex legislation and regulations.
8. Ability to thrive in a fast-paced, collaborative environment.

JOB DESCRIPTION**Government Relations Specialist**

Page 3

STANDARD QUALIFICATIONS: (Cont.)

9. Experience with a public affairs team or elected office.
10. Proficient in administrative tasks, software, and processes.
11. Proficient communication and interpersonal skills to interact with legislators, staff, and stakeholders.
12. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
13. Skill in preparing, reviewing, and analyzing operational reports.
14. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
15. Ability to exercise independent judgment and enact decision making skills.
16. Ability to interact and maintain good working relationships with co-workers and individuals of varying social and cultural backgrounds.
17. Ability to represent the executive and Oneida Nation Government in a professional manner, building respect and confidence.
18. Ability to listen to the concerns of employees and the public and provide feedback on sensitive, confidential issues.
19. Ability to work efficiently under stressful conditions.
20. Strong organizational and time management abilities to handle multiple tasks and meet deadlines.
21. Ability to create and present effective speeches and presentations.
22. Ability to analyze situations and adopt appropriate courses of action.
23. Ability to follow oral and written instruction.
24. Ability to work independently and collaboratively as part of a legislative team.
25. Ability to define problems, collect data, establish facts, and draw valid conclusions.
26. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
27. Must be willing and able to obtain additional education and training.
28. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
29. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
30. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Master's degree. Preferred fields- political science, public administration/policy, law, business administration, communication, project management or related field.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree. Preferred fields in political science, public administration/policy, law or related.
2. Two (2) years experience working with government entities with a strong understanding of the legislative process.
3. Two (2) years experience supporting executive level leaders to include executive level project management.

ITEMS TO BE SUBMITTED:

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

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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OR MAIL TO:

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

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Project Coordinator
POSITION NUMBER: 03104
DEPARTMENT: Oneida Business Committee (OBC)
LOCATION: Norbert Hill Center
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee Member
SALARY: Grade 12- \$43,514/Annually (NEGOTIABLE)
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: To be Determined

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

The Project Coordinator assists the elected official in coordinating and facilitating project activities. Supports the development of project plans, tracks project milestones, and maintains project documentation. Provides administrative functions to the OBC member. This position is coterminous with the elected Business Committee positions. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Project Coordination

1. Assist in developing project plans, including defining project goals, objectives, deliverables, and timelines.
2. Coordinate project activities and tasks, ensuring that they are executed according to the project plan and within established deadlines.
3. Assist in the facilitation and/or creation of charters and plans with identified planning/project team members
4. Assists with tasks pertaining to successful project implementation, execution, completion, and closure.
5. Coordinate several aspects of multiple projects in a fast-paced environment.
6. Maintain project documentation and ensure that project files are organized and up to date.
7. Meetings and documentation: Schedule and organize project meetings, prepare meeting agendas, take meeting minutes, and distribute them to stakeholders.
8. Reporting: Prepare project status reports, progress summaries, and other project-related documentation as required by the project manager or stakeholders.
9. Summarize project accomplishments, challenges, and next steps.
10. Utilize spreadsheets and Gantt charts to track projects, dates, and other pertinent information.
11. Assist in identifying and allocating project resources, including personnel, equipment, and budget. Monitor resource utilization and ensure that resources are effectively utilized to achieve project goals.
12. Participate in project reviews and closure. Document and share best practices, lessons learned, and recommendations for future projects.
13. Manage changes to project scope, schedule, and requirements. Assist in assessing the impact of changes and facilitate change processes.

Collaboration and Teamwork

14. Collaborate with project team members, stakeholders, and external partners to foster effective teamwork and coordination. Support a positive and productive project work environment.

JOB DESCRIPTION
Project Coordinator
Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

15. Identifies areas or individuals to participate on project teams.
16. Meetings and documentation: Schedule and organize project meetings, prepare meeting agendas, take meeting minutes, and distribute them to stakeholders. Maintain project documentation and ensure that project files are organized and up to date.
17. Serve as a primary point of contact for project-related inquiries from stakeholders. Communicate goals, objectives, policies, and procedures in accordance with charters, plans and needs of the OBC.
18. Facilitate effective communication and information sharing among project stakeholders.

Administrative Functions

19. Provide professional executive or administrative functions and support such as calendar updates, scheduling meetings, coordinating/reconciling travel and writing reports.
20. Review and analyze files, documents, and other printed material to ensure the completeness and accuracy of documents.
21. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; establishing networks; confer with representatives of contracted agencies and related organizations.
22. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms. Occasionally stand; climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds with assistance.
2. Generally, work performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county, Tribal and local laws.
2. Knowledge of Oneida Nation organization, functions, objectives, policies, and procedures.
3. Skill in operating various work processing, spreadsheets, project management and database software programs in a Windows environment.
4. Ability to exercise independent judgment and enact decision making skills.
5. Ability to work both independently and collaboratively as part of a legislative team.
6. Ability to analyze situations and adopt appropriate courses of action.
7. Ability to handle sensitive information with tact and discretion.
8. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
9. Strong organizational and time management abilities to handle multiple tasks and meet deadlines.
10. Must possess effective communication and interpersonal skills to interact with legislators, staff, and stakeholders.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
15. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

JOB DESCRIPTION

Project Coordinator

Page 3

PREFERRED QUALIFICATIONS:

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

1. Project Management Certification.
2. Experience working in Tribal Government.
3. Knowledge of tribal governance, sovereignty, and federal Indian policy is preferred.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Associate degree in relevant or related field.
3. Two (2) years of documented successful experience in leading, developing, managing, and participating on projects using principles of project management.
4. Experience with administrative tasks and software tools and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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

Draft

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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OR MAIL TO:

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>

Phone: (920) 496-7900

Fax: (920) 496-7490

POSITION TITLE: Executive Assistant
POSITION NUMBER: 03113
DEPARTMENT: Business Committee
LOCATION: N7210 Seminary Rd, Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee Member
SALARY: Grade 16 \$50,398 (NEGOTIABLE)
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

This position is coterminous with the elected Business Committee positions. Provide professional high-level administrative support to Oneida Business Committee (OBC) member, coordinate, and prepare for meetings, manage executive's schedule, prepare reports, liaise with stakeholders. Work with all levels of the Nation's organization to respond to inquiries and communications on behalf of the OBC member and provide direction to internal and external customers on a daily basis. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain Business Committee's calendar in coordination with Business Committee master calendar.
2. Schedule and brief Business Committee for all meetings, appointments, and interviews.
3. Develop Office Strategic Plan, strategies, goals, objectives, and budgets in accordance with applicable laws, rules and regulations and the needs of the elected office.
4. Assist in the planning, development, and implementation of policies of the Oneida Nation Government.
5. Develop, implement, and monitor the OBC's Standard Operating Procedures to ensure relevance and compliance.
6. Establish timely monitoring and tracking systems of directives/notifications assignments, and inform proper tribal entities of directives, as assigned.
7. Review reports, surveys, studies, and miscellaneous information to keep the OBC Member informed of significant findings and actions required.
8. Conserve OBC Member's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
9. Review, and develop drafts of correspondence, news articles, policy statements, position papers, and other official documents for decisions and further action by the OBC Member.
10. Coordinate and manage special projects or task forces according to stated goals, objectives, and timelines to bring resolutions and solutions to assigned projects, as assigned.

Administrative Functions

11. Develop, implement, and manage general administrative office support systems.
12. Provide professional executive or administrative functions and support such as calendar updates, scheduling meetings, coordinating/reconciling travel and writing reports.

JOB DESCRIPTION
Executive Assistant
Page 2

Administrative Functions- Cont.

13. Establishes and maintains an effective filing and retrieval system of OBC Member's policies, documentation, and decisions
14. Review and analyze files, documents, and other printed material to ensure the completeness and accuracy of documents.
15. Facilitate and/or direct Oneida customer requests to appropriate tribal department within the organizational structure
16. Maintain active communications with all tribal entities as directed.
17. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, and other documents and communication from drafts, recordings, or verbal instruction.
18. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; review professional publications; establish networks; participate in professional societies; confer with representatives of contracting agencies and related organizations, based upon available funding.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. Occasionally is required to stand; and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Incumbent is required to work nights and weekends and may require to be on call seven days a week. Travel may be required, meetings, conferences presentations and other events.
5. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the functions and structure of the Oneida Nation.
2. Knowledge of tribal governance, sovereignty, and federal Indian policy is highly desirable.
3. Knowledge of records management and basic accounting procedures.
4. Proficient in administrative tasks, software, and processes.
5. Proficient communication and interpersonal skills to interact with legislators, staff, and stakeholders.
6. Skill in preparing, reviewing, and analyzing operational and financial reports.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
9. Skill in budget preparation and administration.
10. Skill in preparing, reviewing, and analyzing operational and financial reports.
11. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
12. Ability to exercise independent judgment and enact decision making skills.
13. Ability to interact and maintain good working relationships with co-workers and individuals of varying social and cultural backgrounds.
14. Ability to represent the executive and department in a professional manner, building respect and confidence.
15. Ability to listen to the concerns of employees and the public and provide feedback on sensitive, confidential issues.
16. Ability to work efficiently under stressful conditions. Strong organizational and time management abilities to handle multiple tasks and meet deadlines.
17. Ability to create and present effective speeches and presentations.
18. Ability to analyze situations and adopt appropriate courses of action.
19. Ability to follow oral and written instruction.
20. Ability to work independently and collaboratively as part of a legislative team.
21. Ability to define problems, collect data, establish facts, and draw valid conclusions.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must be willing and able to obtain additional education and training.
24. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
25. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

JOB DESCRIPTION
Executive Assistant
Page 3

STANDARD QUALIFICATIONS: (Cont.)

26. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Experience working in a tribal government or with indigenous communities.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree
2. Five (5) years of executive level support experience.

ITEMS TO BE SUBMITTED:

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

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

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

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Administrative Assistant
POSITION NUMBER: 03340
DEPARTMENT: Oneida Business Committee (OBC)
LOCATION: N7210 Seminary Road, Oneida 54155
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee Member
SALARY: Grade 5 \$16.88/Hr. (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

This position will perform a variety of administrative and staff support duties which requires exceptional customer service and a range of skills and knowledge of organizational policies and procedures. Assist and direct visitors; resolve administrative problems and inquiries; research operational issues, perform data entry, compose, edit, and proofread correspondence, presentations and reports; maintain department or staff calendars, track OBC members budget, take meeting minutes and prepare a range of administrative documents. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Answer incoming telephone calls; determine purpose of calls, and forward calls to appropriate personnel or department, ensuring professional telephone etiquette.
2. Screen incoming calls and correspondence; exercise judgment and respond accordingly; receive, sort, log, and route mail, e-mail and in person communication.
3. Welcome visitors, determine nature of business, and announce visitors to appropriate personnel, maintaining professional and courteous demeanor.
4. Arrange travel, prepare, and submit travel-related documents, reconciliations, and maintain travel information as necessary.
5. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, email, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
6. Review and edit all correspondence and documents for correct grammar, punctuation, and spelling.
7. Create and develop effective presentations as requested.
8. Research legislative topics and prepare information as requested.
9. Schedule OBC member events and activities; manage departmental calendar.
10. Attend meetings and take minutes as requested.
11. Conduct research to resolve operational questions or issues; make recommendations to enhance the efficiency of administrative operations.
12. Establish and maintain an effective filing and retrieval system.
13. Maintain and operate office machines, equipment, and computers.
14. Photocopy, collate, distribute, and file documents.
15. Contribute to a team effort and accomplish related results as required.
16. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION

Administrative Assistant

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; reach with hands and arms. Occasionally stand, lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

STANDARD QUALIFICATIONS:

1. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
2. Knowledge of records management and basic accounting procedures.
3. Skill in organizing, attention to detail, time management and planning.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Ability to communicate effectively in the English language both verbally and in writing.
6. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
7. Ability to represent the organization in a professional manner, building respect and confidence.
8. Ability to write clear and concise reports, memoranda, directives, and letters.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to work independently with minimal supervision.
11. Ability to continually seek improvement in results.
12. Excellent customer service skills.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

PREFERRED QUALIFICATIONS:

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

1. Associate Degree.
2. Two (2) years of administrative experience.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement.
3. One (1) year administrative experience; and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>

Phone: (920) 496-7900

Fax: (920) 496-7490

POSITION TITLE: Legislative Assistant
POSITION NUMBER: 03342
DEPARTMENT: Oneida Business Committee
LOCATION: N7210 Seminary Road, Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee
SALARY: Grade 16- \$50,398/Annually (NEGOTIABLE)
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

This position is coterminous with the elected Business Committee positions. This position will work closely with Oneida Business Committee member, supporting their legislative and policymaking activities. This position involves conducting research on legislative issues, drafting legislation or policy proposals, organizing, and analyzing data, and preparing briefings or reports for Council member. Assist in scheduling and coordinating committee meetings, community meetings and public hearings. Required to be involved in tracking legislation, managing constituent inquiries, and providing administrative support to legislators as needed. This is a politically appointed position and continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Legislative Support & Research

1. Conducting research on legislative issues, tribal laws, policies, and regulations to provide legislators with relevant information and analysis.
2. Gathering data, reviewing legal documents, and staying updated on legislative developments.
3. Assist in the drafting and preparation of legislation, resolutions, ordinances, and other policy documents.
4. Work closely with elected official and other legislators to translate their ideas and objectives into legal language and format.
5. Analyze legislation to include summarizing the legislative intent, outlining background information, identify major issues to include the pros and cons, and identifying legal issues, impacts and risks.
6. Work with law drafters to advise and recommend modifications to legislative proposals, which includes ensuring documents are in proper form, readable in terms of organization, flow in language use and compliant with Tribal law and practices regarding formatting.
7. Monitoring and tracking the progress of legislation within the tribal legislative body. This includes keeping records of statuses, amendments, and votes, as well as providing updates and summaries to legislators.
8. Conduct and coordinate all preliminary research into a variety of tribal legislation, policies, regulations, resolutions, and other legal documentation as requested.
9. Assist with maintaining and providing reports for the status of proposed legislation that are in various stages of the lawmaking process.

JOB DESCRIPTION

Legislative Assistant

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

10. Attend staff, local, state, and national meetings and/or political conferences with or on behalf of the OBC Member as directed and prepare written reports of activities as needed/requested.
11. Provide executive support to include the drafting and review of tribal policy and procedures, speeches, testimonies or other statements and reports.

Administrative Support

12. Provide professional executive or administrative functions and support to OBC member such as; calendar updates, scheduling meetings, coordinating/reconciling travel and writing reports.
13. Review and analyze files, documents, and other printed material to ensure the completeness and accuracy of documents.

Constituent Relations

14. Managing constituent inquiries, requests, and concerns. This involves responding to constituent inquiries and providing information on legislative matters, policies, and procedures, as directed or needed.
15. Create and maintain a database of constituent contacts and organize constituent outreach events upon direction.
16. Coordinate and conduct special research projects and special reports on topics of legislative interest.

Collaborative Efforts

17. Collaborating with other legislative staff, government agencies, tribal departments, and external partners to facilitate the legislative process, promote teamwork, and achieve legislative goals.
18. Work with Legislative Operating Committee (LOC) members and LRO staff to proofread, draft laws, policies, and correspondence.
19. Analyze and report, explaining the intent of proposed legislation and results of analysis as requested.
20. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
21. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
22. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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

STANDARD QUALIFICATIONS:

1. Knowledge of Legislative Processes. Familiarity with legislative procedures, including the legislative process, committee structures, and the development of laws and policies.
2. Strong research abilities to gather and analyze information on legislative issues, tribal laws, regulations, and relevant policy areas.
3. Excellent written and verbal communication skills to draft legislation, prepare reports, and effectively communicate with legislators, staff, constituents, and stakeholders.
4. Basic knowledge of legal concepts and the ability to interpret and analyze legal documents, statutes, and regulations.
5. Critical thinking skills to assess complex problems, evaluate policy implications, and provide recommendations to legislators.
6. Strong attention to detail to ensure accuracy in drafting legislation, reviewing documents, and maintaining legislative records.
7. Understanding of tribal politics, government structure, and the ability to navigate and work effectively in a political environment.
8. Strong organizational skills to handle multiple tasks, manage priorities, meet deadlines, and coordinate committee meetings and legislative calendars.
9. Ability to work collaboratively with legislators, legislative staff, government agencies, tribal departments, and external partners to achieve legislative goals.

JOB DESCRIPTION

Legislative Assistant

Page 3

STANDARD QUALIFICATIONS: (Cont.)

10. Ability to maintain high ethical standards, confidentiality, and professionalism while working in a legislative setting and handling sensitive information.
11. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
12. Ability to exercise initiative and independent judgment.
13. Ability to demonstrate a high level of sensitivity to community issues and concerns.
14. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
15. Ability to effectively utilize the talents, knowledge and expertise of Tribal staff and other agencies.
16. Must have excellent research and analytical skills. Working knowledge of research methods, lawmaking and rulemaking system
17. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
20. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
21. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. Master's Degree in Political Science or related field.
2. Knowledge of the Oneida Community, its history and culture.
3. Knowledge of tribal governance, sovereignty, and federal Indian policy is highly desirable.
4. Experience working in a tribal government or with Indigenous communities preferred.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree. Preferred fields: Political Science, Business Administration, Public Administration, Legal Studies
2. One (1) year work experience in research to include analysis and development; and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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



MEMORANDUM

To: Oneida Business Committee
Kristine Hill

From: Keith Doxtator *Keith T. Doxtator*
Digitally signed by Keith Doxtator
Date: 2023.07.27 14:10:31 -05'00'

Date: July 27th, 2023

Subject: Fiscal Impact for: 5 New positions requested for BC Support Staff

I. Estimated Fiscal Impact Summary:

Request: Approval of five unbudgeted positions for the BC Support Staff		
Implementing Agency	Business Committee Support Staff	
Estimated Impact	Current Fiscal Year	Ten Year Estimate
Total Estimated Fiscal Impact	\$60,985	\$5,591,522

II. Background:

The Business Committee Support is requesting 5 positions to be added within the current FY 2023 and for each position to remain into the future. These positions include one direct report for each BC member. The five new positions are added to the four current positions. Potential job titles include:

- Project Coordinator
- Government Relations Specialist
- Government Executive Assistant
- Legislative Assistant
- Administrative Assistant.

III. Methodology and Assumptions:

Assumptions

In discussion with BC Manager of Operations - Government, Kristine Hill, I understand all positions are ready to fill immediate neededly and will start 8/21. Assuming BC approval, I

will assume these 5 FTE will begin effective for the week of August 8/21, and will work for the last six weeks of FY2023.

I will assume the following position grades, and that each new employee comes in at the midpoint. Note, that the pay within the grade may fluctuate as much as 16%-18% above or below these assumptions based on where the new employees start within their grade. Here's the grades and midpoints:

- Executive Assistant, Grade 16, \$31.50/hr (two positions)
- Project Coordinator, Grade 12, \$26.67/hr
- Government Relations Specialist, Grade 16, \$31.50/hr
- Legislative Assistant, Grade 16, \$31.50/hr

I will assume a fringe rate of 46%.

I will assume an indirect cost rate of 20.44%.

I will assume Inflation will grow base salary at 3%/yr.

IV. Financial Impact:

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

Executive Assistant (each)				
Year	Salary	Fringe	Indirect	Total
2023	\$ 65,520	\$ 30,139	\$ 13,392	\$ 12,583
2024	\$ 67,486	\$ 31,043	\$ 13,794	\$ 112,323
2025	\$ 69,510	\$ 31,975	\$ 14,208	\$ 115,693
2026	\$ 71,595	\$ 32,934	\$ 14,634	\$ 119,164
2027	\$ 73,743	\$ 33,922	\$ 15,073	\$ 122,738
2028	\$ 75,956	\$ 34,940	\$ 15,525	\$ 126,421
2029	\$ 78,234	\$ 35,988	\$ 15,991	\$ 130,213
2030	\$ 80,581	\$ 37,067	\$ 16,471	\$ 134,120
2031	\$ 82,999	\$ 38,179	\$ 16,965	\$ 138,143
2032	\$ 85,489	\$ 39,325	\$ 17,474	\$ 142,287
TOTAL				\$ 1,153,684

(Only 6 weeks)

Project Coordinator				
Year	Salary	Fringe	Indirect	Total
2023	\$ 55,474	\$ 25,518	\$ 11,339	\$ 10,653
2024	\$ 57,138	\$ 26,283	\$ 11,679	\$ 95,100
2025	\$ 58,852	\$ 27,072	\$ 12,029	\$ 97,953
2026	\$ 60,618	\$ 27,884	\$ 12,390	\$ 100,892
2027	\$ 62,436	\$ 28,721	\$ 12,762	\$ 103,919
2028	\$ 64,309	\$ 29,582	\$ 13,145	\$ 107,036
2029	\$ 66,238	\$ 30,470	\$ 13,539	\$ 110,247
2030	\$ 68,226	\$ 31,384	\$ 13,945	\$ 113,555
2031	\$ 70,272	\$ 32,325	\$ 14,364	\$ 116,961
2032	\$ 72,380	\$ 33,295	\$ 14,795	\$ 120,470
TOTAL				\$ 976,786

(Only 6 weeks)

Government Relations Specialist				
Year	Salary	Fringe	Indirect	Total
2023	\$ 65,520	\$ 30,139	\$ 13,392	\$ 12,583
2024	\$ 67,486	\$ 31,043	\$ 13,794	\$ 112,323
2025	\$ 69,510	\$ 31,975	\$ 14,208	\$ 115,693
2026	\$ 71,595	\$ 32,934	\$ 14,634	\$ 119,164
2027	\$ 73,743	\$ 33,922	\$ 15,073	\$ 122,738
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2031	\$ 82,999	\$ 38,179	\$ 16,965	\$ 138,143
2032	\$ 85,489	\$ 39,325	\$ 17,474	\$ 142,287
TOTAL				\$ 1,153,684

(Only 6 weeks)

Finance Administration Office

Legislative Assistant				
Year	Salary	Fringe	Indirect	Total
2023	\$ 65,520	\$ 30,139	\$ 13,392	\$ 12,583
2024	\$ 67,486	\$ 31,043	\$ 13,794	\$ 112,323
2025	\$ 69,510	\$ 31,975	\$ 14,208	\$ 115,693
2026	\$ 71,595	\$ 32,934	\$ 14,634	\$ 119,164
2027	\$ 73,743	\$ 33,922	\$ 15,073	\$ 122,738
2028	\$ 75,956	\$ 34,940	\$ 15,525	\$ 126,421
2029	\$ 78,234	\$ 35,988	\$ 15,991	\$ 130,213
2030	\$ 80,581	\$ 37,067	\$ 16,471	\$ 134,120
2031	\$ 82,999	\$ 38,179	\$ 16,965	\$ 138,143
2032	\$ 85,489	\$ 39,325	\$ 17,474	\$ 142,287
TOTAL				\$ 1,153,684

(Only 6 weeks)

Finally, Kristine Hill said there's a personnel cost negative variance of nearly \$104k in the current FY2023 that would sufficiently cover this year's expenses. I will still include them in this fiscal impact because it would other be money not spent.

In FY2024, each area was instructed to budget their vacant positions separately. I'd presume the addition of these 5 positions would come out of that pool. This would not result in addition expenses withing the FY24 budget, but it would reduce the available pool before the process or criteria would be established. For the purpose of this impact statement, I will include the FY24 into the 10-year consideration, as no matter which part of the budget it comes from, it will remain an expense for the Nation.

V. Recommendation:

Finance does not provide a recommendation for this request. Rather our aim is to disclose the financial impact and allow the BC to weigh the value to cost among all its priorities.

Please contact Finance with any follow up questions.

Adopt resolution entitled Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172..

Business Committee Agenda Request

1. Meeting Date Requested: 07/26/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

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:

Scott Cottrell – Utilities Department

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: *Describe*

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: 2023.07.13 16:24:56 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Paul J. Witek – Engineering Director/Senior Architect

July 13, 2023

Business Committee Agenda Request - Memo

Project No.: 23-109 **Project Title:** HWY 172 Utility Relocations

Purpose:

The project client, the Utility Department, is requesting to use a portion of Unclaimed Per Capita Infrastructure Funds for this project.

Background:

WisDOT is moving forward with improvements to HWY 172. As part of their scope, they are replacing the existing culvert under the HWY 172 at Bread Creek (just west of the Land Management Building and east of Standing Stone Drive) with a larger and deeper box culvert. The Oneida Utilities Department has 4 separate pipelines that cross the existing HWY 172 culvert; 3 sanitary sewers and a water main. All of these pipelines need to be relocated to accommodate the larger and deeper box culvert.

The standard practice for these types of WisDOT projects requires the owner of the utilities located within the WisDOT road right-of-way to relocate the utilities at the utility owner's expense to accommodate the WisDOT project scope.

The WisDOT project is scheduled to start in June 2024 and WisDOT requires the utility owners to relocate the utilities the construction season prior in order to avoid delays in the WisDOT project. Which means Oneida must relocate their pipelines this construction season (2023).

The relocation of the utilities is an unplanned and unbudgeted project but is required by our agreement with WisDOT to allow our utilities within the WisDOT road right-of-way. In working with the Finance Division to identify a source of funding for this project, it was determined that using a portion of the Unclaimed Per Capita Infrastructure Funds would be appropriate.

During the evaluation of this project, we decided to take advantage of the opportunity to increase the capacity of the water and sewer lines to support current and future development of tribal residential sites on the reservation. Providing this expansion in capacity will save the Nation the cost of redoing this work at a future date.

The project budget estimate is \$770,000 to complete the work.

Attachments:

- Draft Resolution - Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172 Utility Improvement Project.
- Statement of Effect

Action Requested:

1. Approval of the Resolution - Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172 Utility Improvement Project.

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank
Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172 Utility Improvement Project

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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 Oneida Nation has made per capita payments to members in prior years that have been unclaimed; and
- WHEREAS,** the General Tribal Council adopted a motion on April 11, 2016, that unclaimed per capita funds "...be put into a fund to provide more sewer and water home sites for Oneida Tribal members on trust land effective fiscal year 2017...forward"; and
- WHEREAS,** the Oneida Nation has been notified that improvements on State Highway 172 will require the Nation to relocate existing water sewer lines (three sanitary sewers and one water main) that cross the road; and
- WHEREAS,** the Division of Public Works has identified that increasing capacity of the water and sewer lines will support current and future development of tribal residential sites on the Reservation; and
- WHEREAS,** the estimated cost of this project is \$770,000 which is available in the Unclaimed Per Capita Infrastructure Funds; and
- WHEREAS,** these water and sewer lines support trust properties that are or can be used for residential purposes; and
- WHEREAS,** the Oneida Business Committee has reviewed the request and determined this is an appropriate use of the funds;

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee approves use of \$770,000 of Unclaimed Per Capita Infrastructure funds for project #23-109 Hwy 172 Utility Relocations which will replace and improve three sanitary sewer lines and one water main that along State Highway 172 which will improve access to public utilities for development on the Reservation served by these utilities.



Statement of Effect

Approval of Use of Unclaimed Per Capita Infrastructure Funds for Highway 172 Utility Improvement Project

Summary

This resolution approves the use of seven hundred seventy thousand dollars (\$770,000) of Unclaimed Per Capita Infrastructure funds for project #23-109 Hwy 172 Utility Relocations which will replace and improve three (3) sanitary sewer lines and one (1) water main that along State Highway 172 which will improve access to public utilities for development on the Reservation served by these utilities.

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

Date: July 17, 2023

Analysis by the Legislative Reference Office

On April 11, 2016, the General Tribal Council adopted a motion “*that unclaimed per capita funds be put into a fund to provide more sewer and water home sites for Tribal members on trust land effective fiscal year 2017.*”

The Oneida Nation has been notified that improvements on State Highway 172 will require the Nation to relocate existing water sewer lines that cross the road, which includes three (3) sanitary sewers and one (1) water main. The Division of Public Works has identified that increasing capacity of the water and sewer lines will support current and future development of tribal residential sites on the Reservation. These water and sewer lines support trust properties that are or can be used for residential purposes. The estimated cost of this project is seven hundred seventy thousand dollars (\$770,000) which is available in the Unclaimed Per Capita Infrastructure Funds.

The Budget and Finances law sets forth the requirements to be followed by the Oneida Business Committee and the Oneida fund units when preparing the budget to be presented to the General Tribal Council for approval, and to establish financial policies and procedures for the Nation which:

- institutionalize best practices in financial management to guide decision makers in making informed decisions regarding the provision of services, implementation of business plans for enterprises, investments, and capital assets;
- provide a long term financial prospective and strategic intent, linking budget allocations to organizational goals, as well as providing fiscal controls and accountability for results and outcomes;
- identify and communicate to the membership of the Nation spending decisions for the government function, grant obligations, enterprises, membership mandates, capital expenditures, technology projects, and capital improvement projects;
- establish a framework for effective financial risk management; and
- encourage participation by the Nation’s membership. [*1 O.C. 121.1-1*].

The Nation is required to develop, adopt, and manage an annual budget. [1 O.C. 121.5-1]. All revenues and expenditures of the Nation are required to be made in accordance with the annual budget. *Id.* The Nation's annual budget is required to be a balanced budget, which does not propose to spend more funds than are reasonably expected to become available to the Nation during that fiscal year. *Id.*

After the budget is adopted, amendments of the budget are not permitted unless it is necessary to avoid a budget deficit. [1 O.C. 121.5-5]. Unbudgeted expenditures are permitted under the Budget and Finances law if granted approval by the Oneida Business Committee. [1 O.C. 121.6-4(a)]. The Chief Financial Officer is required to provide the Oneida Business Committee with a written fiscal analysis and any input on any potential unbudgeted expenditure. *Id.* The approval of any unbudgeted expenditure is required to be made by the Oneida Business Committee through the adoption of a resolution prior to the expenditure being made by a fund unit. *Id.* Any unbudgeted expenditure for items and specific projects which were not identified in the approved budget made for over two hundred and fifty thousand dollars (\$250,000) is required to be formally noticed by the Oneida Business Committee to the General Tribal Council at the next available General Tribal Council regular or special meeting. [1 O.C. 121.6-4(b), BC-05-11-22-B, BC-10-08-08-A.].

If an allocation of seven hundred seventy thousand dollars (\$770,000) from the Unclaimed Per Capita Infrastructure Funds for project #23-109 Hwy 172 Utility Relocations is an unbudgeted expenditure, then the requirements of section 121.6-4 of the Budget and Finances law need to be complied with. The adoption of this resolution by the Oneida Business Committee fulfills the requirement of section 121.6-4(a), which is that the approval of any unbudgeted expenditure is required to be made by the Oneida Business Committee through the adoption of a resolution prior to the expenditure being made by a fund unit. This resolution does not provide information regarding whether the Chief Financial Officer has provided the Oneida Business Committee with a written fiscal analysis and any input on any potential unbudgeted expenditure as required by section 121.6-4(a) of the Budget and Finances law. Since this unbudgeted expenditure would be for more than two hundred and fifty thousand dollars (\$250,000) it would be required to be formally noticed by the Oneida Business Committee to the General Tribal Council at the next available General Tribal Council regular or special meeting. [1 O.C. 121.6-4(b), BC-05-11-22-B, BC-10-08-08-A.].

Conclusion

Adoption of this resolution would not conflict with any of the Nation's laws as long as the requirements of section 121.6-4 of the Budget and Finances law are met if it is determined that this is an unbudgeted expenditure.

Adopt resolution entitled Support for Judicare Legal Aid Participation in the Tribal Civil Legal Assistance...

Business Committee Agenda Request

1. Meeting Date Requested: *Click or tap to enter a date.*

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Adopt resolution titled “Support for Judicare Legal Aid Participation in the Tribal Civil Legal Assistance Program Grant”

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:

Name, Title/Entity OR Choose from List

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

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: Jo Anne House, Chief Counsel

Primary Requestor: (Name, Title/Entity)



July 12, 2023

Jo Anne House, Ph. D.

Chief Counsel

Oneida Law Office

N7210 Seminary Road

Oneida, Wisconsin 54155

RE: Tribal Supportive Resolution

Dear Ms. Jo Anne House, Ph.D.,

Thank you for your willingness to assist us in completing a tribal supportive resolution between Oneida Nation and Judicare Legal Aid.

Attached please find a copy of the Tribal Civil and Criminal Legal Assistance 2021-2023 Civil Award and Memorandum of Understanding between Montana Legal Services Association and Judicare Legal Aid. These documents provide the contractual requirements Judicare Legal Aid must follow to receive the grant. Specifically, item 28 states that we must provide the grant manager with a signed current authorizing resolution of the Tribal Council or comparable governing body of the Tribal entity authorizing the application on behalf of the Tribe.

We respectfully request that Oneida Nation draft and execute a resolution that we may provide to the grant manager at Montana Legal Services Association. Thank you in advance for your assistance with this request. Please do not hesitate to reach out to our office with any questions.

Thank you,

Reilly O'Connor

Law Clerk

401 Fifth Street, Suite 200 | Wausau, WI 54403

Phone: (715) 842-1681 | Toll-free (800) 472-1638

Fax: (715) 848-1885 | Email: info@judicare.org

Website: judicare.org

LSC | America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution

Support for Judicare Legal Aid Participation in the Tribal Civil Legal Assistance Program Grant

- 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 General Tribal Council has created the General Tribal Council Legal Resource Center with the directive to provide support to members and Tribal employees appearing in the Oneida Judiciary; and
- WHEREAS,** the GTC Legal Resource Center is managed by a Supervising Attorney and two lay advocates elected by the members; and
- WHEREAS,** the Oneida Business Committee has recognized that notwithstanding the creation of the General Welfare Assistance program to address unmet needs of members, creation of the GTC Legal Resource Center, and on-going support provided through governmental programming, that many members remain in need of civil or criminal legal services; and
- WHEREAS,** the Oneida Business Committee supports the submission of application under the Bureau of Justice Assistance of the Office of Justice Programs, U.S. Department of Justice for the BJA Tribal Civil and Criminal Legal Assistance Grants, Training and Technical Assistance Competitive Grant to provide civil and criminal legal assistance to low-income individuals available to nonprofit organizations who are experienced in providing legal assistance to low-income individuals pursuant to federal poverty guidelines, federally recognized Indian tribes, or tribal justice systems;

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee supports the submission of an application under the BJA TCCLA Grant by Wisconsin Judicare Inc. to strengthen civil and criminal legal assistance to low-income Oneida members, including but not limited to public defender services, civil legal assistance addressing collateral consequences of conviction and arrest, and supporting annual legal clinics.



 **Judicare**
LEGAL AID
Indian Law Office

Providing free legal services to eligible Native Americans statewide with Indian Law issues & civil cases in tribal courts.

Apply Online Today

1

Complete the online application at judicare.org

2

Find out if you are eligible for services

3

If eligible, obtain the legal help you need



Our Projects

In addition to our free legal services for financially eligible Native Americans, we have projects that allow us to help more Native Americans, regardless of income.

Native American Elders Outreach Project (NAEOP)

We provide outreach, information, & representation to help elderly Native Americans & Native Americans with disabilities.

This project covers health & income maintenance topics including: Medicare, Medicaid, Social Security, SSI, & Veteran's Benefits.

Wills Caravan

Our attorneys travel to tribes for scheduled events to offer information & services to Native Americans about wills, powers of attorney, and health care directives. **Watch for announcements about our next Wills Caravan!**

Contact Us

MAIN OFFICE
(715) 842-1681

TOLL FREE
(800) 472-1638

FAX
(715) 848-1885

EMAIL
info@judicare.org

PHYSICAL ADDRESS
Judicare Legal Aid
401 N 5th St, Ste. 200
Wausau, WI 54403

MAILING ADDRESS
Judicare Legal Aid
P.O. Box 6100
Wausau, WI 54402-6100

OFFICE HOURS
Mon-Fri 8:30am-4:30pm



Judicare
LEGAL AID

Apply for legal aid
and learn more at
judicare.org

LSC | America's Partner
for Equal Justice
LEGAL SERVICES CORPORATION



Native American Elders Outreach Project (NAEOP)

***Serving Native American
Elders since March 1993***

NAEOP began with a grant from the Wisconsin Department of Health Services to ensure that Native American Elders could access the benefits they earned.

Apply for help
and learn more
about NAEOP at
judicare.org.



This project was supported by the Wisconsin Department of Health Services with financial assistance, in whole or in part, by grant number 90SAPG0091, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy.



What does NAEOP do?

Provides outreach, information, and legal assistance to Native American Elders who need help with their benefits.

NAEOP can help with:

- Medicare
- Medicaid
- Social Security
- Disability
- Veteran's Benefits

NAEOP's services are provided free of charge.

You may be eligible to receive assistance if:

- 1.** You are Native American,
- 2.** You live in Wisconsin, and
- 3.** You are over age 55.

Contact Us

MAIN OFFICE
(715) 842-1681

TOLL FREE
(800) 472-1638

FAX
(715) 848-1885

EMAIL
info@judicare.org

PHYSICAL ADDRESS
Judicare Legal Aid
401 N 5th St, Ste. 200
Wausau, WI 54403

MAILING ADDRESS
Judicare Legal Aid
P.O. Box 6100
Wausau, WI 54402-6100



55 Ways we may help you

- Obtain restraining orders
- Revoke abusive powers of attorney
- Recover stolen money and property
- Get public benefits
- Stop abuse
- Evict abusers
- Prevent evictions caused by abuse
- Solve other civil legal problems related to the victimization



Public Packet

Notice of Language Access Rights

It is the policy of Elder Rights Project to provide language access services to populations of persons with limited English proficiency who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

You have the right to a qualified interpreter service at no cost to you. You have the right not to be required to rely on minor children, other relatives or friends as interpreters.

You have the right to file a grievance about the language access services provided.

Notice of Grievance Procedure

Elder Rights Project has a grievance procedure to help clients and prospective clients concerning: (a) the quality of legal assistance they have been provided by attorneys employed by Elder Rights Project; and (b) the denial of legal assistance by attorneys employed by Elder Rights Project. Persons wishing to complain should contact the Project Director.

Equal Opportunity Statement

It is the policy of Elder Rights Project to make no distinction in the provision of legal assistance to eligible persons because of race, color, religion, ancestry, sex, age, national origin, disability, marital status, sexual orientation, political belief or affiliation, or any other consideration prohibited by law.

Requests for Reasonable Accommodation

If you need printed material interpreted in an alternate format to accommodate a visual impairment, or if you have a disability and need assistance in using our services, please inform us.



ELDER RIGHTS PROJECT
civil legal aid for victims

844-614-5468

www.legalaction.org/ERP

Elder Rights Project is a collaboration of
Legal Action of Wisconsin and Wisconsin Judiciary



ELDER RIGHTS PROJECT
civil legal aid for victims

Serving elder abuse victims across Wisconsin

Free legal services.

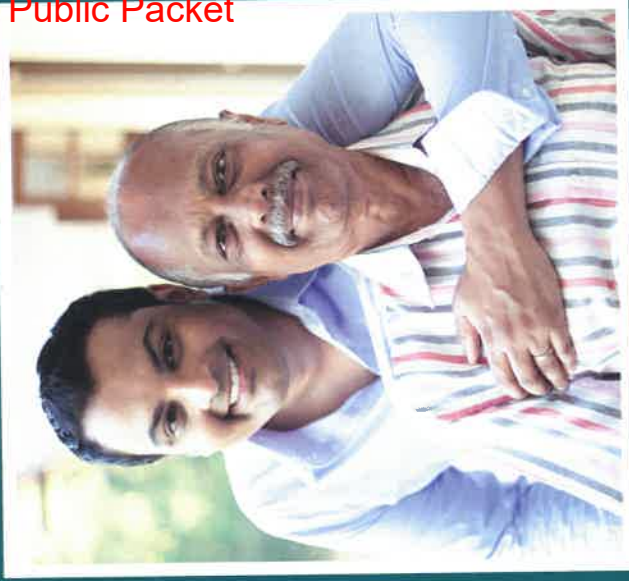


Safety. Stability. Independence.



We can help.





Who Should Call?

We encourage elder abuse victims to call us or come to our offices themselves. Victims must give us specific permission before we will discuss their cases with friends or relatives.

If you know a victim of elder abuse who needs our help, please have him or her contact us.

If you are contacting the Elder Rights Project on behalf of an elder abuse victim, you must provide a financial Power of Attorney or other legal guardianship document proving that you have the authority to act on that victim's behalf.

These rules are designed to protect clients' interests and are strictly followed.

844-614-5468

Elder Abuse includes:

- Physical, sexual, and emotional abuse
- Identity theft
- Financial exploitation
- Stalking/harassment
- Neglect



What is the Elder Rights Project?

The Elder Rights Project is a collaboration between Legal Action of Wisconsin and Wisconsin Judicare. We provide FREE legal assistance to secure safety, stability, and independence for elder abuse victims. ERP is funded by fines and fees paid by people convicted of crimes.

Our team of lawyers and paralegals are conveniently located in offices throughout Wisconsin, including Milwaukee, Madison, Green Bay, La Crosse, Oshkosh, Racine and Wausau. ERP staff work tirelessly to resolve the critical civil legal needs of elder abuse victims through legal representation, advice, advocacy, information, and referrals. If a victim can't come to one of our offices, we will make every effort to do a home visit or meet at another safe location.



ELDER RIGHTS PROJECT

civil legal aid for victims

ELIGIBILITY REQUIREMENTS:

- Wisconsin resident?
- 60 or older?
- Victim of a crime or abuse?

The ERP is available

FREE OF CHARGE

to Wisconsin elder abuse victims regardless of their income or assets.

No criminal charges, convictions, or even a report to law enforcement is required.

Adopt resolution entitled Approval of the 2023-2024 Alcohol Beverage License for Oneida Airport Hotel...

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for -
Radisson Hotel

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida Airport Hotel Corporation dba Radisson Hotel & Conference Center**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida Airport Hotel Corporation dba Radisson Hotel & Conference Center is ready to receive approval from the Oneida Business Committee.

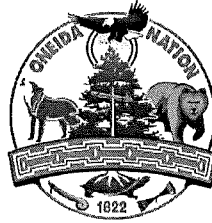
Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for Oneida Airport Hotel Corporation

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Nation Oneida Airport Hotel Corporation dba Radisson Hotel & Conference Center, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the village of Ashwaubenon; and

WHEREAS, the Oneida Airport Hotel Corporation has requested the Oneida Business Committee grant it a license to sell alcohol at the Radisson Hotel & Conference Center; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Airport Hotel Corporation renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to Oneida Airport Hotel Corporation dba Radisson Hotel & Conference Center in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



Statement of Effect

The Oneida Airport Hotel Corporation Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Airport Hotel Corporation to sell alcohol beverages at the Radisson Hotel and Conference Center in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Village of Ashwaubenon, Wisconsin.

Submitted by: Clorissa N. Leeman, Senior Staff Attorney, Legislative Reference Office
Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Airport Hotel Corporation renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Airport Hotel Corporation is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Radisson Hotel and Conference Center by the Oneida Airport Hotel Corporation, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Village of Ashwaubenon. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida West Mason...

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida
Casino - Mason

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

- | | |
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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida Casino – West Mason**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Casino – West Mason is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for The Oneida West Mason Casino

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Casino – West Mason Casino, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the City of Green Bay; and

WHEREAS, the Oneida Casino has requested the Oneida Business Committee grant it a license to sell alcohol at the West Mason Casino; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Casino - West Mason Casino renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida Casino- West Mason Casino in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

The Oneida Casino - West Mason Casino Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Casino – West Mason Casino to sell alcohol beverages in accordance with the Nation’s Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the City of Green Bay, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation’s Alcohol Beverage Licensing law (“the Law”) was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Casino – West Mason Casino renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Casino – West Mason Casino is in compliance for licensure.

In addition, the Law requires that the Oneida License Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Casino – West Mason Casino, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the City of Green Bay. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Nation Four Pa

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida
One Stop - Four

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida One Stop – Four Paths Shell**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Stop – Four Paths Shell is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for The Oneida Nation Four Paths

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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

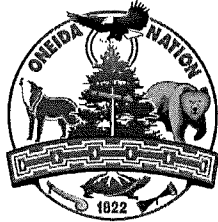
WHEREAS, the Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Nation Four Paths, by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the City of Green Bay; and

WHEREAS, the Oneida Nation Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida Nation Four Paths; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Nation Four Paths renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida Nation Four Paths, by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

The Oneida Nation Four Paths Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Nation Four Paths to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the City of Green Bay, Wisconsin.

Submitted by: Clorissa N Leeman, Senior Staff Attorney, Legislative Reference Office

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Nation Four Paths renewal application for an alcohol beverage license, along with all required documents, and has determined the Oneida Nation Four Paths is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Nation Four Paths, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the City of Green Bay. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop -...

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida One Stop Packerl

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

- | | |
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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida One Stop - Packerland**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Stop - Packerland is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - Packerland

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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

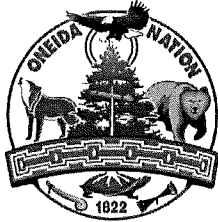
WHEREAS, the Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida One Stop – Packerland by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the Village of Ashwaubenon; and

WHEREAS, the Oneida Nation Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida One Stop – Packerland; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida One Stop - Packerland renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida One Stop – Packerland by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

The Oneida Retail Enterprise, Oneida One Stop – Packerland Will be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Retail Enterprise, Oneida One Stop – Packerland to sell alcohol beverages in accordance with the Nation’s Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Village of Ashwaubenon, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation’s Alcohol Beverage Licensing law (“the Law”) was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Retail Enterprise, Oneida One Stop – Packerland renewal application for an alcohol beverage license, along with all required documents, and has determined the Oneida Retail Enterprise, Oneida One Stop – Packerland is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Retail Enterprise, Oneida One Stop – Packerland, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Village of Ashwaubenon. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop - E &

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida One Stop - E & E

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer 

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida One Stop – E & EE**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Stop – E & EE is ready to receive approval from the Oneida Business Committee.

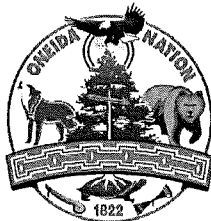
Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop – E & EE

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida One Stop – E & EE by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the Town of Oneida; and

WHEREAS, the Oneida Nation Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida One Stop – E & EE; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida One Stop – E & EE renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida One Stop – E & EE by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

Oneida Retail Enterprise, Oneida One Stop – E & EE Will be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Retail Enterprise, Oneida One Stop – E & EE to sell alcohol beverages in accordance with the Nation’s Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Town of Oneida, Wisconsin.

*Submitted by: Clorissa N. Leeman, Senior Staff Attorney, Legislative Reference Office
 Date: June 23, 2023*

Analysis by the Legislative Reference Office

The Nation’s Alcohol Beverage Licensing law (“the Law”) was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Retail Enterprise, Oneida One Stop – E & EE renewal application for an alcohol beverage license, along with all required documents, and has determined the Oneida Retail Enterprise, Oneida One Stop – E & EE is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Retail Enterprise, Oneida One Stop – E & EE, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Town of Oneida. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Bingo & Casino

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.
Looking for approval of the annual Oneida Alcohol License for - Oneida
Casino - Main

4. Areas potentially impacted or affected by this request:

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

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

- | | |
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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida Casino - Main**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Casino - Main is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida Bingo & Casino

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Bingo & Casino, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the Village of Ashwaubenon; and

WHEREAS, the Oneida Bingo & Casino has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida Bingo & Casino; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Bingo & Casino renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to The Oneida Bingo & Casino in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



Statement of Effect

The Oneida Bingo and Casino Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Bingo and Casino to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Village of Ashwaubenon, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Bingo and Casino renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Bingo and Casino is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol to the Oneida Bingo and Casino, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Village of Ashwaubenon. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Golf Enterprise

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida Thornberry Creek

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida Golf Enterprise – Thornberry Creek at Oneida**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida Golf Enterprise – Thornberry Creek at Oneida is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for The Oneida Golf Enterprises

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Nation The Oneida Golf Enterprises for Thornberry Creek at Oneida, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the Village of Hobart; and

WHEREAS, the Oneida Golf Enterprises has requested the Oneida Business Committee grant it a license to sell alcohol at the Thornberry Creek at Oneida; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Golf Enterprises renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida Nation The Oneida Golf Enterprises for Thornberry Creek at Oneida, in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

The Oneida Golf Enterprises for Thornberry Creek at Oneida Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Golf Enterprises for Thornberry Creek at Oneida to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Village of Hobart, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Golf Enterprises for Thornberry Creek at Oneida renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Golf Enterprises for Thornberry Creek at Oneida is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at Thornberry Creek at Oneida by the Oneida Golf Enterprises for Thornberry Creek at Oneida, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Village of Hobart. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop -...

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida One Stop Larsen

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida One Stop - Larsen**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Stop - Larsen is ready to receive approval from the Oneida Business Committee.

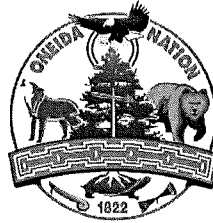
Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop – Larsen

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida One Stop – Larsen by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the City of Green Bay; and

WHEREAS, the Oneida Nation Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida One Stop – Larsen; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida One Stop – LARSEN renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida One Stop – Larsen by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

Oneida Retail Enterprise Oneida One Stop – Larsen Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Retail Enterprise Oneida One Stop – Larsen to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the City of Green Bay, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Retail Enterprise Oneida One Stop – Larsen renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Retail Enterprise Oneida One Stop – Larsen is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Retail Enterprise Oneida One Stop – Larsen, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the City of Green Bay. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop -...

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida One Stop - WW

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

6. Supporting Documents:

- | | | |
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| <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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida One Stop - Westwind**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida One Stop - Westwind is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida One Stop – Westwind

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida One Stop – Westwind by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the City of Green Bay; and

WHEREAS, the Oneida Nation Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida One Stop – Westwind; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida One Stop – Westwind renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida One Stop – Westwind by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



Oneida Nation
Oneida Business Committee
Legislative Operating Committee
PO Box 365 • Oneida, WI 54155-0365
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Statement of Effect

The Oneida Retail Enterprise Oneida One Stop – Westwind Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Retail Enterprise Oneida One Stop – Westwind to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the City of Green Bay, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C. 507.4-1]. The Oneida Licensing Department has reviewed the Oneida Retail Enterprise Oneida One Stop – Westwind renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Retail Enterprise Oneida One Stop – Westwind is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Retail Enterprise Oneida One Stop – Westwind, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the City of Green Bay. [5 O.C. 507.4-4(a)].

Conclusion

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

Adopt resolution entitled Approval of 2023-2024 Alcohol Beverage License for the Oneida Casino Travel.

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

Looking for approval of the annual Oneida Alcohol License for - Oneida
Travel Center

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

6. Supporting Documents:

- | | | |
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| <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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" type="checkbox"/> Statement of Effect |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input checked="" type="checkbox"/> Other: Memo from Oneida Licensing | | |

7. Budget Information:

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| <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: | |

8. Submission:

Authorized Sponsor: Keith Doxtator, Chief Financial Officer

Primary Requestor: Tonya Webster, License Administrator/Oneida Licensing



Oneida Licensing Division

Oneida, WI 54155
(920) 496-5311
Fax (920) 496-7491

DATE: **July 11, 2023**
TO: **Oneida Business Committee**
RE: **Alcohol License – Approval Needed**
FROM: **Tonya Webster, Oneida License Department**

This cover letter serves as certification for the **Oneida Casino Travel Center**. They have all the requirements needed to receive an alcohol license from the Oneida Nation. Listed below are all the requirements, and all have been received.

1. BC Resolution for approval
2. Renewal Alcohol Beverage License Application
3. Auxiliary Questionnaire
4. Local Municipality Alcohol License
5. Gross Profit Memo
6. Proof of payment for the \$100 Application Fee
7. Statement of Effect Request Form

Oneida Casino Travel Center is ready to receive approval from the Oneida Business Committee.

Thank You

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approval of 2023-2024 Alcohol Beverage License for the Oneida Casino Travel Center

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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 Oneida Business Committee may grant a license to sell alcoholic beverages through a resolution pursuant to section 507.4-2 of the Oneida Alcohol Beverage Licensing Law; and

WHEREAS, the Oneida Casino Travel Center by Oneida Retail Enterprise, has satisfied the requirements of the Oneida Alcohol Beverage Licensing Law, including the procurement of a license to sell alcohol by the local municipality, the Town of Pittsfield; and

WHEREAS, the Oneida Retail Enterprise has requested the Oneida Business Committee grant it a license to sell alcohol at the Oneida Casino Travel Center; and

WHEREAS, the Oneida Licensing Department has reviewed the Oneida Casino Travel Center renewal application along with all required documents, and has determined they are in compliance for renewal;

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee grants an license to the Oneida Casino Travel Center by Oneida Retail Enterprise in accordance with the Oneida Alcohol Beverage Licensing Law to be issued by the Oneida Licensing Department which shall run in concurrence with the license issued by the municipality for the licensing year 2023-2024.



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



Statement of Effect

The Oneida Retail Enterprise, Oneida Casino Travel Center Will Be Selling Alcohol Beverages in Accordance with the Oneida Alcohol Beverage Licensing Law

Summary

This resolution permits the Oneida Licensing Department to issue a license to the Oneida Retail Enterprise - Oneida Casino Travel Center to sell alcohol beverages in accordance with the Nation's Alcohol Beverage Licensing law and the prevailing laws of the local municipality, the Town of Pittsfield, Wisconsin.

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

Date: June 23, 2023

Analysis by the Legislative Reference Office

The Nation's Alcohol Beverage Licensing law ("the Law") was adopted with the purpose of governing the sale of alcohol beverages by businesses owned by the Nation or incorporated under the laws of the Nation, on all land within the exterior boundaries of the Oneida Nation Reservation and any lands added thereto pursuant to federal law. [5 O.C. 507.1-1].

The Law sets forth requirements for an application for a license to sell alcohol beverages by the Nation, including the procurement of a license to sell alcohol by the local municipality. [5 O.C.507.4-1]. The Oneida Licensing Department has reviewed the Oneida Retail Enterprise - Oneida Casino Travel Center renewal application for an alcohol beverage license along with all required documents and has determined the Oneida Retail Enterprise - Oneida Casino Travel Center is in compliance for licensure.

In addition, the Law requires that the Oneida Licensing Department not issue any licenses for selling alcohol beverages until adoption of a resolution by the Oneida Business Committee granting such license. [5 O.C. 507.4-2]. Through this resolution the Oneida Business Committee grants a license to sell alcohol at the Oneida Casino Travel Center by the Oneida Retail Enterprise – Oneida Casino Travel Center, to be issued by the Oneida Licensing Department.

The license issued by the Oneida Licensing Department shall run concurrent with the license issued by the Town of Pittsfield. [5 O.C. 507.4-4(a)].

Conclusion

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

Enter the e-poll results into the record regarding the adopted BC resolution 07-13-23-A Approving the use

Business Committee Agenda Request

1. Meeting Date Requested: E-poll

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

DTS

Gaming/Retail

Boards, Committees, or Commissions

Other: HRD

5. Additional attendees needed for this request:

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 checked="" type="checkbox"/> Resolution |
| <input type="checkbox"/> Draft GTC Notice | <input type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input checked="" 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:

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| <input checked="" type="checkbox"/> Budgeted – Tribal Contribution | <input checked="" 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: _____ *Name, Title/Entity OR Choose from List*

Primary Requestor: _____ *(Name, Title/Entity)*



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



Memorandum

To: Oneida Business Committee

From: Lisa Liggins, Secretary

Date: July 12, 2023

Re: Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

Background:

At today's BC meeting, I was directed to process an e-poll for a resolution which would approve up to eight (8) hours of paid work time for employees to attend and/or participate in the Great Law Recital which is scheduled for August 7, 10, 2023.

Chief Counsel assisted in drafting the attached resolution. The required statement of effect is attached as well.

Requested Action:

1. Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

Fawn J. Billie

From: Secretary
Sent: Thursday, July 13, 2023 4:31 PM
To: Secretary; Tehassi Tasi Hill; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Lisa A. Liggins; Daniel P. Guzman; David P. Jordan; Kirby W. Metoxen; Jennifer A. Webster
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; BC_Agenda_Requests; Todd A. Vanden Heuvel
Subject: E-POLL RESULTS: Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023
Attachments: BCAR Adopt resolution entitled Approving the use of Paid Work Time for Employees Great Law Recital August 7-10 2023.pdf

The e-poll to adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023, **has carried**. Below are the results:

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

Aliskwet Ellis

Senior Information Management Specialist
 Government Administrative Office

From: Secretary <TribalSecretary@oneidanation.org>
Sent: Wednesday, July 12, 2023 1:37 PM
To: Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@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: Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

E-POLL REQUEST**Summary:**

At the July 12, 2023, regular Business Committee meeting, the Secretary was directed to process an e-poll for a resolution which would approve up to eight (8) hours of paid work time for employees to attend and/or participate in the Great Law Recital which is scheduled for August 7-10, 2023.

Justification for E-Poll:

The Business Committee directed that an e-poll be processed.

Requested Action:

Adopt resolution entitled Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

Deadline for response:

Responses are due no later than 4:30 p.m., Thursday, July 13, 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

P.O. Box 365 • Oneida, WI • 54155



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

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Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # Leave this line blank

Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

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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 Oneida community has requested the recital of Kayantla’?kowa, the Great Law of Peace, be held on the Oneida Nation Reservation and the Grand Council has agreed to having the Oneida Community hosting this recital; and

WHEREAS, the Oneida Business Committee supported the clan representatives of the Oneida Community to make the request by resolution # BC-09-25-19-C, supported the recital to be held on August 7-10, 2023 by resolution # BC-06-14-23-F, and approved financial support for the recital of Kayantla’?kowa, the Great Law of Peace, by resolution # BC-04-12-23-D; and

WHEREAS, the Oneida Business Committee knows that this is an important foundation of the Oneida Nation which provides guidance on our responsibilities to each other and the community; and

WHEREAS, the Oneida Business Committee believes that this is a unique opportunity for members, employees, and the community to better understand the Oneida Nation and who we are; and

WHEREAS, the Oneida Business Committee directed the Executive HR Director and the General Managers to discuss options that would give employees the opportunity to participate in this recital of Kayantla’?kowa, the Great Law of Peace; and

WHEREAS, the Chief Financial Officer has identified this type of use of paid work time is within the budget, the Executive HR Director has provided the recommendations and concerns of the General Managers regarding impact on the organizational activities, and the Oneida Business Committee has reviewed and considered the recommendations and concerns;

NOW THEREFORE BE IT RESOLVED, NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee directs the authorization of up to eight (8) hours of paid work time to attend the Great Law Recital, scheduled for August 7-10, 2023. All employees are required to obtain supervisor authorization prior to using this paid work time. Supervisors are encouraged to make scheduling arrangements to allow employees to attend. The eight (8) hours of paid work time cannot result in over 40 hours worked in the work week.

BC Resolution # _____
Approving the use of Paid Work Time for Employees - Great Law Recital - August 7-10, 2023
Page 2 of 2

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45 **BE IT FINALLY RESOLVED**, the Oneida Business Committee directs the Executive HR Director to
46 inform supervisors and employees of this action.



Statement of Effect

Approving the use of Paid Work Time for Employees – Great Law Recital – August 7-10, 2023

Summary

The resolution directs the authorization of up to eight (8) hours of paid work time to attend the Great Law Recital, scheduled for August 7-10, 2023.

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

Date: July 12, 2023

Analysis by the Legislative Reference Office

The Oneida community has requested the recital of Kayantla’?kowa, the Great Law of Peace, be held on the Oneida Nation Reservation and the Grand Council has agreed to having the Oneida Community hosting this recital. The Oneida Business Committee supported the clan representatives of the Oneida Community to make the request by resolution BC-09-25-19-C, supported the recital to be held on August 7-10, 2023 by resolution BC-06-14-23-F, and approved financial support for the recital of Kayantla’?kowa, the Great Law of Peace, by resolution BC-04-12-23-D. The Oneida Business Committee believes that this is a unique opportunity for members, employees, and the community to better understand the Oneida Nation and who we are. The Oneida Business Committee directed the Executive HR Director and the General Managers to discuss options that would give employees the opportunity to participate in this recital of Kayantla’?kowa, the Great Law of Peace. The Chief Financial Officer has identified this type of use of paid work time is within the budget, the Executive HR Director has provided the recommendations and concerns of the General Managers regarding impact on the organizational activities, and the Oneida Business Committee has reviewed and considered the recommendations and concerns.

Through the adoption of this resolution the Oneida Business Committee directs the authorization of up to eight (8) hours of paid work time to attend the Great Law Recital, scheduled for August 7-10, 2023. This resolution provides that all employees are required to obtain supervisor authorization prior to using this paid work time, and that supervisors are encouraged to make scheduling arrangements to allow employees to attend. This resolution clarifies that the eight (8) hours of paid work time cannot result in over forty (40) hours worked in the work week. The Oneida Business Committee directs the Executive HR Director to inform supervisors and employees of this action.

Conclusion

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

Determine next steps regarding two (2) vacancies - Anna John Resident Centered Care Community Board

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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 *BD*

DATE: July 26, 2023

RE: Appointment(s) – Anna John Resident Centered Care Community Board

Background

Two (2) vacancies were posted for the Anna John Resident Centered Care Community Board. The vacancy is for the term ending July 31, 2027.

The vacancies have been posted since June 2023. The latest application deadline was July 7, 2023, and one (1) application(s) was received for the following applicant(s):

- Beverly Anderson

Select action(s) provided below:

- 1) accept the selected the applicant(s) and appoint to a term ending July 31, 2026 OR
- 2) reject the selected applicant(s) and oppose the vote**; OR
- 3) request the Secretary to re-notice the vacancy(ies)

Determine next steps regarding the one (1) vacancy - Oneida Election Board

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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 *BD*

DATE: July 26, 2023

RE: Appointment(s) – Oneida Election Board

Background

One (1) vacancy was posted for the Oneida Election Board. The vacancies are to complete a term ending July 31, 2024

The vacancies have been posted since June 2023, and one (1) application(s) were received for the following applicant(s):

- Teresa Schuman

Select action(s) provided below:

- 1) accept the selected the applicant(s) and appoint to a term ending July 31, 2024.
- 2) reject the selected applicant(s) and oppose the vote**, OR
- 3) request the Secretary to re-notice the vacancy(ies)

Determine next steps regarding two (2) vacancies - Oneida Police Commission

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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 *BD*

DATE: July 26, 2023

RE: Appointment(s) – Oneida Police Commission

Background

Two (2) vacancies have been posted for the Oneida Police Commission. The vacancies are for the term ending July 31, 2024, and July 31, 2028.

The vacancies have been posted since June 2023. The latest application deadline was July 7, 2023, and one (1) application(s) was received for the following applicant(s):

- Richard VanBoxtel

Select action(s) provided below:

- 1) accept the selected the applicant(s) and appoint to a term ending July 31, 2024, or July 31, 2028, OR
- 2) reject the selected applicant(s) and oppose the vote**, OR
- 3) request the Secretary to re-notice the vacancy(ies)

Accept the July 3, 2023, regular Finance Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

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 7/17/23 & 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

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 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



INTERNAL MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MELISSA ALVARADO, OFFICE MANAGER
SUBJECT: E-POLL RESULTS – FC MINUTES OF JULY 17, 2023
DATE: 7/17/23

An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of July 17, 2023. The E-Poll and minutes were sent out today and concluded today. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority of 3 FC members voting to approve the July 17, 2023 Finance Committee Meeting Minutes. FC Members voting included: *Keith Doxtator, RaLinda Ninham-Lamberies, and Jennifer Webster.*

These Finance Committee Minutes of July 17, 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
JULY 17, 2023 • Time: 9:00 A.M
Microsoft Teams

REGULAR MEETING MINUTES

FC MEMBERS PRESENT:

Keith Doxtator, CFO/FC Vice-Chair
Jennifer Webster, BC Council Member

RaLinda Ninham-Lamberies, Asst. CFO

FC MEMBERS EXCUSED: Cristina Danforth, Treasurer/FC Chair; Kirby Metoxen, BC Council Member; and Chad Fuss, Asst. Gaming CFO

OTHERS PRESENT: Melinda J. Danforth, Mary Wasurick, Troy Parr, Sam VanDen Heuvel, Mari Kriescher, Lambert Metoxen, Lisa Moore, Michelle Danforth-Anderson, Kaylynn Gresham, Mark W. Powless, Carol Silva, and Melissa Alvarado taking notes

I. CALL TO ORDER: The FC Regular Meeting was called to order by the FC Vice-Chair at 9:01 A.M.

II. APPROVAL OF AGENDA: JULY 17, 2023

Motion by Jennifer Webster to approve the July 17, 2023 Finance Committee Meeting Agenda with one addition under New Business #8 Radisson Hotel – Service Contract. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

III. MINUTES: JULY 3, 2023 (Approved via E-Poll on 7/3/23):

Motion by Jennifer Webster to acknowledge the FC E-Poll action taken on July 3, 2023 approving the July 3, 2023 Finance Committee Meeting Minutes. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

IV. TABLED BUSINESS: None

V. CAPITAL EXPENDITURES: None

VI. NEW BUSINESS:

1. Govt to Govt with Ashwaubenon – Service Agreements Amount: \$404,718.00
Melinda J. Danforth, Legislative Affairs

Melinda J. Danforth was on Teams and explained the three Service Agreements with Ashwaubenon. The Annual Service Agreement is for \$254,718.00 per Section 8 Compensation of the agreement. The EMS Agreement is for \$100,000.00 per Section 6 Payment for Overhead and Administrative Costs for years 2020-2023 at a rate of \$25,000.00 per year. The Cooperative Governance Agreement is for \$50,000.00 per Section 9 Parks, Forestry & Recreation.

Motion by Jennifer Webster to accept the Govt to Govt with Ashwaubenon – Service Agreements in the amount of \$404,718.00 as a FYI. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

2. Davis Marketing – Service Contract Amount: \$909,000.00
Mary Wasurick, Gaming-Marketing

Mary Wasurick was on Teams and explained the Davis Marketing – Service Contract. This Purchase Order is for the fifth year of a previously approved contract (2019-0825) for advertising and marketing services for the casino.

Motion by Jennifer Webster to approve the Davis Marketing – Service Contract in the amount of \$909,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

3. Advance Constructions Inc. – Change Order #1 Amount: \$11,746.35
Paul Witek, Engineering Total PO: \$411,139.35

Troy Parr was on Teams and explained the Advance Construction Inc. – Change Order #1. This is a project that was necessitated by a wastewater treatment plant, facilities that we have in the DOT right away. Part of the responsibility of installing our facilities in a public right away is the necessary accommodations that need to be made when alterations are made in the DOT right away. In this case, the DOT is replacing a culvert along 172 near the Bread Creek or Silver Creek watershed. We have a significant amount of wastewater and water supply facilities in that right of way. As a result of their replacement, we are going to need to relocate some of those utilities to accommodate their, well, their structure upgrade in the culvert that goes under 172.

Motion by Jennifer Webster to approve the Advance Constructions Inc. – Change Order #1 in the amount of \$11,746.35 making the Total PO \$411,139.35. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

4. Mission Support Services LLC (MS2) – Service Contract Amount: \$217,496.25
Sam VanDen Heuvel, Engineering

Sam VanDen Heuvel was on Teams and explained the Mission Support Services LLC (MS2) – Service Contract. This request is for a standard construction agreement with Mission Support Services to construct a restroom facility on the southern side of the Oneida Lake.

Motion by Jennifer Webster to approve the Mission Support Services LLC (MS2) – Service Contract in the amount of \$217,496.25. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

5. Wise Women Gathering Place - Service Contract Amount: \$133,300.00
Mari Kriescher, Behavioral Health

Mari Kriescher was on Teams and explained the Wise Women Gathering Place – Service Contract. This is a contract that we have put in place in response to our emergency response suicide prevention grant that we need to have spent out by the end of December. So, we are contracting with Wise Women to do several different trainings and workshops throughout the next several months on different things like discovery relationships, many broken hearts, drum making, discovery, dating, rent, smart money on the mind. This is grant funded.

Motion by Jennifer Webster to approve the Wise Women Gathering Place – Service Contract in the amount of \$133,300.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

6. Light & Wonder – Service Contract Amount: \$67,800.00
Lambert Metoxen, Gaming-Table Games

Lambert Metoxen was on Teams and explained Table Games has a request to approve the lease agreement with Light & Wonder for \$67,800.00 for 12 Shuffle Machines. This is an amendment to the original contract.

Motion by Jennifer Webster to approve the Light & Wonder – Service Contract in the amount of \$67,800.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

7. M3 – Insurance Premiums Amount: \$2,226,869.00
Lisa Moore, Risk Management

Lisa Moore was on Teams and explained the M3 – Insurance Premiums. Request to approve payment for annual insurance premiums. Coverage includes Cyber, Crime, Excess Workers' Comp., Property, Excess General Liability, Pollution and Drone. As expected, premiums have increased again this year at 11.6% overall. Largest increases were with Property (27.6%) and Excess Workers Comp premiums (26.3%). We had three large property claims in the last two years, increase in property values, and overall market increase. The Excess Workers' Comp went up due to an increase in wages from the wage analysis and cost of living increases. Policies are effective 7/1/23 to 7/1/24.

Motion by Jennifer Webster to approve the M3 – Insurance Premiums in the amount of

\$2,226,869.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

Motion by Jennifer Webster for Risk Management and Finance to work together to create an insurance deductible reserve line in the budget. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

8. **ADD-ON:** Radisson Hotel – Service Contract Amount: \$54,606.00
Michelle Danforth-Anderson, Tourism

Michelle Danforth-Anderson was on Teams and explained the Radisson Hotel – Service Contract. This is for the Bicentennial Breakfast days, technician packages and room rental for July 25-28, 2023. This is budgeted through the Bicentennial Commemoration budget.

Motion by Jennifer Webster to approve the Radisson Hotel – Service Contract in the amount of \$54,606.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

VII. DONATIONS:

Report:

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

Motion by Jennifer Webster to accept the Finance Committee Donation Report for July 2023. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

Requests:

1. Bay Navigators Special Olympics Team – Special Event Amount: \$3,000.00
Requester: Kaylynn Gresham

No action was taken on this request. This request will be resubmitted by a representative of the organization.

2. Big Brothers Big Sisters The Big Night Out 10/19/23 - Sponsorship Amount: \$2,500.00
Requester: Monica McClure, Executive Director

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Big Brothers Big Sisters The Big Night Out 10/19/23 - Sponsorship in the amount of \$2,500.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

3. Oneida Apostolic Church - Donation Amount: \$3,000.00
Requester: Juan Alicea, Pastor

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Apostolic Church - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

4. Oneida Sportsmen's Club LLC – Donation Amount: \$3,000.00
Requester: Jeff Skenandore, President

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Sportsmen's Club LLC – Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

5. Oneida Assembly of God – Donation Amount: \$3,000.00
Requester: Joel Cornelius, Pastor

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Assembly of God - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

6. Church of the Holy Apostles - Donation Amount: \$3,000.00
Requester: Donald Webster, Sr. Warden

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Church of the Holy Apostles - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

VIII. EXECUTIVE SESSION: None

IX. ADMINISTRATIVE /INTERNAL: None

X. FOLLOW UP: None

XI. FOR INFORMATION ONLY: None

XII. ADJOURN: Motion by Jennifer Webster to adjourn. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously. Time: 9:57 A.M.

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

Finance Committee Approval Date of Minutes via E-Poll: July 17, 2023

Accept the July 17, 2023, regular Finance Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

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 7/17/23 & 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

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 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



INTERNAL MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MELISSA ALVARADO, OFFICE MANAGER
SUBJECT: E-POLL RESULTS – FC MINUTES OF JULY 17, 2023
DATE: 7/17/23

An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of July 17, 2023. The E-Poll and minutes were sent out today and concluded today. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority of 3 FC members voting to approve the July 17, 2023 Finance Committee Meeting Minutes. FC Members voting included: *Keith Doxtator, RaLinda Ninham-Lamberies, and Jennifer Webster.*

These Finance Committee Minutes of July 17, 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
JULY 17, 2023 - Time: 9:00 A.M
Microsoft Teams

REGULAR MEETING MINUTES

FC MEMBERS PRESENT:

Keith Doxtator, CFO/FC Vice-Chair
Jennifer Webster, BC Council Member

RaLinda Ninham-Lamberies, Asst. CFO

FC MEMBERS EXCUSED: Cristina Danforth, Treasurer/FC Chair; Kirby Metoxen, BC Council Member; and Chad Fuss, Asst. Gaming CFO

OTHERS PRESENT: Melinda J. Danforth, Mary Wasurick, Troy Parr, Sam VanDen Heuvel, Mari Kriescher, Lambert Metoxen, Lisa Moore, Michelle Danforth-Anderson, Kaylynn Gresham, Mark W. Powless, Carol Silva, and Melissa Alvarado taking notes

I. CALL TO ORDER: The FC Regular Meeting was called to order by the FC Vice-Chair at 9:01 A.M.

II. APPROVAL OF AGENDA: JULY 17, 2023

Motion by Jennifer Webster to approve the July 17, 2023 Finance Committee Meeting Agenda with one addition under New Business #8 Radisson Hotel – Service Contract. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

III. MINUTES: JULY 3, 2023 (Approved via E-Poll on 7/3/23):

Motion by Jennifer Webster to acknowledge the FC E-Poll action taken on July 3, 2023 approving the July 3, 2023 Finance Committee Meeting Minutes. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

IV. TABLED BUSINESS: None

V. CAPITAL EXPENDITURES: None

VI. NEW BUSINESS:

1. Govt to Govt with Ashwaubenon – Service Agreements Amount: \$404,718.00
Melinda J. Danforth, Legislative Affairs

Melinda J. Danforth was on Teams and explained the three Service Agreements with Ashwaubenon. The Annual Service Agreement is for \$254,718.00 per Section 8 Compensation of the agreement. The EMS Agreement is for \$100,000.00 per Section 6 Payment for Overhead and Administrative Costs for years 2020-2023 at a rate of \$25,000.00 per year. The Cooperative Governance Agreement is for \$50,000.00 per Section 9 Parks, Forestry & Recreation.

Motion by Jennifer Webster to accept the Govt to Govt with Ashwaubenon – Service Agreements in the amount of \$404,718.00 as a FYI. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

2. Davis Marketing – Service Contract Amount: \$909,000.00
Mary Wasurick, Gaming-Marketing

Mary Wasurick was on Teams and explained the Davis Marketing – Service Contract. This Purchase Order is for the fifth year of a previously approved contract (2019-0825) for advertising and marketing services for the casino.

Motion by Jennifer Webster to approve the Davis Marketing – Service Contract in the amount of \$909,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

3. Advance Constructions Inc. – Change Order #1 Amount: \$11,746.35
Paul Witek, Engineering Total PO: \$411,139.35

Troy Parr was on Teams and explained the Advance Construction Inc. – Change Order #1. This is a project that was necessitated by a wastewater treatment plant, facilities that we have in the DOT right away. Part of the responsibility of installing our facilities in a public right away is the necessary accommodations that need to be made when alterations are made in the DOT right away. In this case, the DOT is replacing a culvert along 172 near the Bread Creek or Silver Creek watershed. We have a significant amount of wastewater and water supply facilities in that right of way. As a result of their replacement, we are going to need to relocate some of those utilities to accommodate their, well, their structure upgrade in the culvert that goes under 172.

Motion by Jennifer Webster to approve the Advance Constructions Inc. – Change Order #1 in the amount of \$11,746.35 making the Total PO \$411,139.35. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

4. Mission Support Services LLC (MS2) – Service Contract Amount: \$217,496.25
Sam VanDen Heuvel, Engineering

Sam VanDen Heuvel was on Teams and explained the Mission Support Services LLC (MS2) – Service Contract. This request is for a standard construction agreement with Mission Support Services to construct a restroom facility on the southern side of the Oneida Lake.

Motion by Jennifer Webster to approve the Mission Support Services LLC (MS2) – Service Contract in the amount of \$217,496.25. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

5. Wise Women Gathering Place - Service Contract Amount: \$133,300.00
Mari Kriescher, Behavioral Health

Mari Kriescher was on Teams and explained the Wise Women Gathering Place – Service Contract. This is a contract that we have put in place in response to our emergency response suicide prevention grant that we need to have spent out by the end of December. So, we are contracting with Wise Women to do several different trainings and workshops throughout the next several months on different things like discovery relationships, many broken hearts, drum making, discovery, dating, rent, smart money on the mind. This is grant funded.

Motion by Jennifer Webster to approve the Wise Women Gathering Place – Service Contract in the amount of \$133,300.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

6. Light & Wonder – Service Contract Amount: \$67,800.00
Lambert Metoxen, Gaming-Table Games

Lambert Metoxen was on Teams and explained Table Games has a request to approve the lease agreement with Light & Wonder for \$67,800.00 for 12 Shuffle Machines. This is an amendment to the original contract.

Motion by Jennifer Webster to approve the Light & Wonder – Service Contract in the amount of \$67,800.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

7. M3 – Insurance Premiums Amount: \$2,226,869.00
Lisa Moore, Risk Management

Lisa Moore was on Teams and explained the M3 – Insurance Premiums. Request to approve payment for annual insurance premiums. Coverage includes Cyber, Crime, Excess Workers' Comp., Property, Excess General Liability, Pollution and Drone. As expected, premiums have increased again this year at 11.6% overall. Largest increases were with Property (27.6%) and Excess Workers Comp premiums (26.3%). We had three large property claims in the last two years, increase in property values, and overall market increase. The Excess Workers' Comp went up due to an increase in wages from the wage analysis and cost of living increases. Policies are effective 7/1/23 to 7/1/24.

Motion by Jennifer Webster to approve the M3 – Insurance Premiums in the amount of

\$2,226,869.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

Motion by Jennifer Webster for Risk Management and Finance to work together to create an insurance deductible reserve line in the budget. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

8. **ADD-ON:** Radisson Hotel – Service Contract Amount: \$54,606.00
Michelle Danforth-Anderson, Tourism

Michelle Danforth-Anderson was on Teams and explained the Radisson Hotel – Service Contract. This is for the Bicentennial Breakfast days, technician packages and room rental for July 25-28, 2023. This is budgeted through the Bicentennial Commemoration budget.

Motion by Jennifer Webster to approve the Radisson Hotel – Service Contract in the amount of \$54,606.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

VII. DONATIONS:

Report:

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

Motion by Jennifer Webster to accept the Finance Committee Donation Report for July 2023. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

Requests:

1. Bay Navigators Special Olympics Team – Special Event Amount: \$3,000.00
Requester: Kaylynn Gresham

No action was taken on this request. This request will be resubmitted by a representative of the organization.

2. Big Brothers Big Sisters The Big Night Out 10/19/23 - Sponsorship Amount: \$2,500.00
Requester: Monica McClure, Executive Director

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Big Brothers Big Sisters The Big Night Out 10/19/23 - Sponsorship in the amount of \$2,500.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

3. Oneida Apostolic Church - Donation Amount: \$3,000.00
Requester: Juan Alicea, Pastor

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Apostolic Church - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

4. Oneida Sportsmen's Club LLC – Donation Amount: \$3,000.00
Requester: Jeff Skenandore, President

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Sportsmen's Club LLC – Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

5. Oneida Assembly of God – Donation Amount: \$3,000.00
Requester: Joel Cornelius, Pastor

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Oneida Assembly of God - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

6. Church of the Holy Apostles - Donation Amount: \$3,000.00
Requester: Donald Webster, Sr. Warden

Motion by Jennifer Webster to approve from the Finance Committee Donations the request from Church of the Holy Apostles - Donation in the amount of \$3,000.00. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously.

VIII. EXECUTIVE SESSION: None

IX. ADMINISTRATIVE /INTERNAL: None

X. FOLLOW UP: None

XI. FOR INFORMATION ONLY: None

XII. ADJOURN: Motion by Jennifer Webster to adjourn. Seconded by RaLinda Ninham-Lamberies. Motion carried unanimously. Time: 9:57 A.M.

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

Finance Committee Approval Date of Minutes via E-Poll: July 17, 2023

Accept the June 21, 2023, regular Legislative Operating Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 07/26/23

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 21, 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

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 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

Microsoft Teams

June 21, 2023

9:00 a.m.

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

Excused: Kirby Metoxen

Others Present on Microsoft Teams: Clorissa N. Leeman, Grace Elliott, Keith Doxtator, Rhiannon Metoxen, Michelle Braaten, Eric Boulanger, Michelle Tipple, Terri Schiltz, Debra Powless, Justin Nishimoto, Matt Denny, Todd VandenHeuvel, James Poels, Bridget John, Monica Doxtator, Barbara Webster

I. Call to Order and Approval of the Agenda

David P. Jordan called the June 21, 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 7, 2023 LOC Meeting Minutes

Motion by Jennifer Webster to approve the June 7, 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 - Allow the General Tribal Council Full Informational Access to the Oneida Nation's Revenue

Motion by Jennifer Webster to accept the statement of effect for the Petition: L. Dallas - Allow the General Tribal Council Full Informational Access to the Oneida Nation's Revenue and forward to the Oneida Business Committee; seconded by Daniel Guzman King. 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 accept the statement of effect for the Petition: L. Dallas –



Direct the Oneida Business Committee to Plan for and Construct a General Tribal Council Meeting Facility and forward to the Oneida Business Committee; 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 accept the statement of effect for the Petition: R. Skenandore - Make the Tribal Minimum Wage \$15.00/hour Mean \$15.00/hour with No Exceptions or Loopholes and forward to the Oneida Business Committee; seconded by Daniel Guzman King. Motion carried unanimously.

IV. New Submissions

V. Additions

VI. Administrative Items

VII. Executive Session

VIII. Adjourn

Motion by Daniel Guzman King to adjourn at 9:12 a.m.; seconded by Jennifer Webster. Motion carried unanimously.

Accept the July 10, 2023, regular Legislative Operating Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 07/26/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Accept the July 10, 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

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 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

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.

Approve the travel report and travel expenses - Secretary Lisa Liggins and Councilman Daniel Guzman...

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Approve the travel report and travel expenses - Secretary Lisa Liggins and Councilman Daniel Guzman King - Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-27, 2023

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

DTS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

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 checked="" 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 checked="" type="checkbox"/> Other: Expense vouchers for Lisa Liggins and Daniel Guzman King | | |

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: Lisa Liggins, Secretary

Primary Requestor: (Name, Title/Entity)

BUSINESS COMMITTEE TRAVEL REPORT



Travel Report for: Lisa Liggins Daniel Guzman King

Travel Event: Assembly Democratic Campaign Committee Fundraiser

Travel Location: Wisconsin Dells, WI

Departure Date: 07/25/2023 **Return Date:** 07/27/2017

Projected Cost: 250.00 **Actual Cost:** 793.10

Date Travel was Approved by OBC: 07/19/2023

Narrative/Background:

Intergovernmental Affairs inquired on July 17, 2023, if I would be able to attend the Assembly Democratic Campaign Committee Fundraiser. Councilman Daniel Guzman King was asked to attend the day before the event.

By attending this event, the Oneida Nation shows its financial support for the democratic assembly and also allows for the Nation to network and develop rapport with individual legislators while sharing the Nation's concerns, issues, and resolves for legislative items. This is important in my role as the appointee to the Special Committee on State/Tribal Relations (SCSTR). These types of events are attended on both sides of the house to balance the political outreach.

Some of the attendees that Councilman Guzman King and I had the opportunity to speak with are:

- Rep. Deb Andraca - District 23 - Whitefish Bay
- Rep. Samba Baldeh - District 48 - Madison
- Rep. Sue Conley - District 44 - Janesville
- Rep. David Considine - District 81 - Baraboo
- Rep. Lee Snodgrass - District 57 - Appleton
- Rep. Kalan Haywood - District 16 - Milwaukee
- Rep. Greta Neubauer - District 66 - Racine
 - WI State Assembly Minority Leader
- Ryan Schroeder, Mayor of Delavan & staff for Rep. Dora Drake - District 11-Milwaukee

We were able to promote the SCSTR recommendations to the Joint Legislative Council. At its March 23, 2023, meeting, the Joint Legislative Council voted to approve all of the SCSTR recommendations and introduce the seven bills in the 2023-24 Legislative Session (see attached report).

Item(s) Requiring Attention:

There are no follow-ups from the report, but additional actions related to the travel expense are needed to comply with the Nation's Travel and Expense policy.

In short, due to the long day outdoors and the heat, Councilman Guzman King and I determined that we should stay overnight after the event to ensure we would be able to travel home safely the next day. I had prior approval for a one-night stay; Councilman Guzman King did not have prior approval as he originally intended this to be one-day (i.e. local) travel.

Travel Expense Forms and additional information are attached for your review and approval. Additionally, Councilman Guzman King's travel budget is nearly expended for FY-2023 and I agreed that all costs associated with his travel request will be drawn from my travel budget.

Requested Action:

Approve the travel report and travel expenses - Secretary Lisa Liggins and Councilman Daniel Guzman King - Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-27, 2023

ONEIDA NATION

Expense Voucher Receipts MUST be provided for all expenses except for meals and mileage**General Information**

Travel # TR / Supply # SU	TR22385-001		
Employee Name	Lisa Liggins	Employee/vendor #	■
Destination	Wisconsin Dells, WI		
Departure date	07/25/2023	Return date	07/27/2023
Charged GL Account	001-4272000-004-701000-000		
Advance Amount	\$ 88.50		1
Virtual Card Amount	\$ 0.00		2

Personal Automobile Mileage Expenses

Total miles	0	Multiply by the Mileage rate	\$.625	\$ 0.00	3
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Itemized Schedule of Advance and Out of Pocket Expenses

Date	07/25/23	07/26/23	07/27/23					Total	
Meals/Per Diem	\$ 44.25	\$ 59.00	\$ 44.25					\$ 147.50	4
Misc. taxi, parking, tolls, etc.								\$ 0.00	5
Out of Pocket expenses luggage, fuel, etc.								\$ 0.00	6
Subtotal (Add totals of lines 3 - 6)								\$ 147.50	7
Advance Amount (Line 1)								\$ 88.50	8
Amount Due Traveler/ Amount Due the Nation (Subtract line 8 from line 7)								\$ 59.00	

Corporate Credit

Itemized Schedule of Virtual Card Expenses

	Total	
Lodging 07/25-26/2023 = \$109.88 & 07/26-27/2023 = \$119.96 (card ending 1698)	\$ 229.84	9
Airfare		10
Luggage Fees		11
Car Rental Fuel (Exxon Mobil card ending in 0008)	\$ 49.17	12
Registration		13
Sub Total (Add lines 9 – 13) Total Corporate Credit Card Expenses:	\$ 279.01	14
Virtual Card (Line 2)	\$ 0.00	15
Excess funds on virtual card (subtract line 14 from 15)	\$ 279.01	

Comments – Please explain any changes/deviations from the Authorization Travel

Additional costs exceeding allowable price adjustment:

1. Extended stay for night of 7/26/23.
2. Extended stay increased per diem cost.
3. Travel Authorization did not include fuel cost.

Re-approval on the 8/2/23 BC agenda. See attached minutes.

I certify that this statement, attachments, and amounts claimed, are true, correct, and complete to the best of my knowledge and that payment for this claim has not been received.

Signatures / Approvals

	Signature	Date
Traveler/Employee		
Approval Signature		

Receipts MUST be provided for all expenses except for meals and mileage. If receipts are not provided, the employee will be charged for those expenses.

ONEIDA NATION
PO BOX 365
ONEIDA WI 54155

Vendor Name LIGGINS,LISA A
Vendor Number [REDACTED]
Vendor E-Mail ADR LLiggins@OneidaNation.Org

Deposit date 7/26/2023
Check # 128125

Bank Routing # [REDACTED]
Deposit to account# [REDACTED]

Invoices paid and Credit Memos

Invoice date	Invoice #	Invoice Amount	Discount	Deposit Amount
7/24/2023	TR22385-001	88.50	.00	88.50
	Issued for Advance Request# TR22385			
		88.50	.00	88.50

ONEIDA ONE STOP - HW
 XXXXXXXXXXXX8001
 180 STATE HIGHWAY 54
 ONEIDA , WI
 54155
 07/27/2023 375825527
 01:21:21 PM

XXXXXXXXXXXXXXXXXX0082
 ExxonMobil F
 INVOICE 068676
 AUTH 295324
 ODO 38620

PUMP# 3

Regular	14.256G
PRICE/GAL	\$3.449

FUEL TOTAL \$ 49.17

 TOTAL = \$ 49.17

CREDIT \$ 49.17

=====
 Customer-activated Purchase/Capture
 Site #: 000000009681032
 Shift Number 1
 Sequence Number 42417
 Swiped
 APPROVED 295324
 =====



Ho Chunk Casino
 S3214 County Road BD
 Baraboo, WI 53913
 Tel: 1-800-746-2486

Guest Name: Lisa Liggins



Room #: 1221
 Folio #: RHCCBB2FD - 1
 Group #:
 Guests: 2
 Clerk: CETINY1

Arrive: 07/25/23 Time: 21:32 Depart: 07/26/23 Time: 09:06 Status: HIST

Date	Description	Reference	Comment	Charges	Credits
07/25/2023	ROOM CHARGE	1221		\$87.20	
07/25/2023	ROOM TAX	1221t	ROOM TAX	\$4.80	
07/25/2023	STATE TAX	1221t	STATE TAX	\$4.80	
07/25/2023	TRIBAL TAX	1221t	TRIBAL TAX	\$13.08	
07/26/2023	PAY VISA	Ck Out 09:06	*****1698		(\$109.88)

Folio Balance: \$0.00

Signature _____



Ho Chunk Casino
S3214 County Road BD
Baraboo, WI 53913
Tel: 1-800-746-2486

Guest Name: Lisa Liggins



Room #: 2202
Folio #: RHCCBB6EB - 1
Group #:
Guests: 2
Clerk: MILLELM

Arrive: 07/26/23 Time: 17:23 Depart: 07/27/23 Time: 09:54 Status: HIST

Date	Description	Reference	Comment	Charges	Credits
07/26/2023	ROOM CHARGE	2202		\$95.20	
07/26/2023	ROOM TAX	2202t	ROOM TAX	\$5.24	
07/26/2023	STATE TAX	2202t	STATE TAX	\$5.24	
07/26/2023	TRIBAL TAX	2202t	TRIBAL TAX	\$14.28	
07/27/2023	PAY VISA	Ck Out 09:54	*****1698		(\$119.96)

Folio Balance: \$0.00

Signature _____

ONEIDA NATION

Expense Voucher Receipts MUST be provided for all expenses except for meals and mileage**General Information**

Travel # TR / Supply # SU	n/a		
Employee Name	Daniel Guzman King	Employee/vendor #	██████
Destination	Wisconsin Dells, WI		
Departure date	07/26/2023	Return date	07/27/2023
Charged GL Account	001-4272000-004-701000-000 (Note: Charge PRT for Lisa Liggins)		
Advance Amount			1
Virtual Card Amount			2

Personal Automobile Mileage Expenses(Note: Mileage should also be charged PRT for Lisa Liggins, see above)

Total miles	253	Multiply by the Mileage rate	\$.625	\$ 158.13	3
-------------	-----	------------------------------	--------	-----------	---

Itemized Schedule of Advance and Out of Pocket Expenses

Date	07/26/23	07/27/23						Total	
Meals/Per Diem	\$ 44.25	\$ 44.25						\$ 88.50	4
Misc. taxi, parking, tolls, etc.								\$ 0.00	5
Out of Pocket expenses luggage, fuel, etc.								\$ 0.00	6
Subtotal (Add totals of lines 3 - 6)								\$ 246.63	7
Advance Amount (Line 1)								\$ 0.00	8
Amount Due Traveler/ Amount Due the Nation (Subtract line 8 from line 7)								\$ 246.63	

Corporate Credit

Itemized Schedule of Virtual Card Expenses

	Total	
Lodging 07/26-27/2023 = \$119.96 (Lisa Liggins card ending 1698)	\$ 119.96	9
Airfare		10
Luggage Fees		11
Car Rental		12
Registration		13
Sub Total (Add lines 9 – 13) Total Corporate Credit Card Expenses:	\$ 119.96	14
Virtual Card (Line 2)	\$ 0.00	15
Excess funds on virtual card (subtract line 14 from 15)	\$ 119.96	

Comments – Please explain any changes/deviations from the Authorization Travel

No travel authorization processed in advance. Determination for overnight stay made on 7/26/23. All costs should be charged to the travel PRT for Lisa Liggins.

1. Overnight stay 7/26/23-7/27/23.
2. Overnight stay created per diem cost.
3. Mileage would have been claimed via mileage submission; now associated with this travel and documented here.

Approval on the 8/2/23 BC agenda. See attached minutes.

I certify that this statement, attachments, and amounts claimed, are true, correct, and complete to the best of my knowledge and that payment for this claim has not been received.

Signatures / Approvals

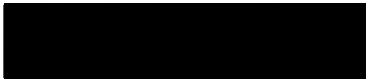
	Signature	Date
Traveler/Employee		
Approval Signature		

Receipts MUST be provided for all expenses except for meals and mileage. If receipts are not provided, the employee will be charged for those expenses.



Ho Chunk Casino
S3214 County Road BD
Baraboo, WI 53913
Tel: 1-800-746-2486

Guest Name: Daniel Guzman



Room #: 2204
Folio #: RHCCBB6F2 - 1
Group #:
Guests: 2
Clerk: MILLELM

Arrive: 07/26/23 Time: 17:20 Depart: 07/27/23 Time: 09:55 Status: HIST

Date	Description	Reference	Comment	Charges	Credits
07/26/2023	ROOM CHARGE	2204		\$95.20	
07/26/2023	ROOM TAX	2204t	ROOM TAX	\$5.24	
07/26/2023	STATE TAX	2204t	STATE TAX	\$5.24	
07/26/2023	TRIBAL TAX	2204t	TRIBAL TAX	\$14.28	
07/27/2023	PAY VISA	Ck Out 09:54	*****1698		(\$119.96)

Folio Balance: \$0.00

Signature: _____

Wisconsin Legislative Council

REPORT TO THE LEGISLATURE



SPECIAL COMMITTEE ON STATE-TRIBAL RELATIONS

[2023 Assembly Bill 209 and 2023 Senate Bill 198;
2023 Assembly Bill 210 and 2023 Senate Bill 199;
2023 Assembly Bill 211 and 2023 Senate Bill 200;
2023 Assembly Bill 212 and 2023 Senate Bill 201;
2023 Assembly Bill 213 and 2023 Senate Bill 202;
2023 Assembly Bill 214 and 2023 Senate Bill 203; and
2023 Assembly Bill 215 and 2023 Senate Bill 204]

Prepared by Steve McCarthy, Senior Staff Attorney, and
Ben Kranner, Staff Analyst

April 25, 2023

RL-2023-03

The Wisconsin Legislative Council is a nonpartisan legislative service agency. Among other services provided to the Wisconsin Legislature, staff of the Wisconsin Legislative Council conduct study committees under the direction of the Joint Legislative Council.

Established in 1947, the Joint Legislative Council directs study committees to study and recommend legislation regarding major policy questions facing the state. Study committee members are selected by the Joint Legislative Council and include both legislators and citizen members who are knowledgeable about a study committee's topic.

This document summarizes committee activity and presents study committee recommendations to the Joint Legislative Council.

Contents

Part I Executive Summary	5
Background.....	5
Study Committee’s Meetings and Recommendations.....	5
Introduction by the Joint Legislative Council	6
Part II Committee Activity	7
Assignment	7
Summary of Meetings.....	7
Part III Recommendations	17
2023 Assembly Bill 215 and 2023 Senate Bill 204	17
Background	17
Description	17
2023 Assembly Bill 209 and 2023 Senate Bill 198.....	17
Background	17
Description	18
2023 Assembly Bill 210 and 2023 Senate Bill 199	19
Background	19
Description	19
2023 Assembly Bill 211 and 2023 Senate Bill 200	19
Background	19
Description	19
2023 Assembly Bill 212 and 2023 Senate Bill 201	19
Background	19
Description	20
2023 Assembly Bill 213 and 2023 Senate Bill 202.....	20
Background	20
Description	20
2023 Assembly Bill 214 and 2023 Senate Bill 203.....	20
Background	20
Description	20
Part IV Study Committee Votes	23
Appendix 1 List of Committee Members	27
Appendix 2 List of Committee Materials.....	29

PART I | EXECUTIVE SUMMARY

State law requires the Joint Legislative Council to create a Special Committee on State-Tribal Relations each biennium. The special committee is then required to report its findings and its legislative recommendations to the Joint Legislative Council. [s. 13.83 (3), Stats.]

BACKGROUND

The special committee, chaired by Representative Jeffrey Mursau, discussed numerous policy options spanning an array of substantive areas of law, but with a particular focus this biennium on ideas related to K-12 education. Ideas proposed for committee action included items from the committee's work from previous legislative sessions that did not pass the Legislature, ideas proposed by the committee chair, and other items proposed by committee members and executive agency staff assigned to the committee as technical advisors.

The committee completed its assignment in December 2022 and recommended seven bills for introduction in the 2023 legislative session.

STUDY COMMITTEE'S MEETINGS AND RECOMMENDATIONS

The special committee met four times from August through December 2022, including one meeting in the Menominee Nation that followed a tour of various Menominee Nation sites for committee members and staff.

In concluding its work, the committee recommended the following seven bill drafts for introduction by the Joint Legislative Council:

- **LRB-6467/1** adds one member to represent the state's two tribal colleges on the Higher Educational Aids Board (HEAB), with the member required to be alternating appointees of the Lac Courte Oreilles Ojibwe University and the College of Menominee Nation.
- **LRB-0011/1** requires the state superintendent to incorporate American Indian studies into the model academic standards, requires the Department of Public Instruction to develop and disseminate informational materials related to a school board's obligation to provide instruction on American Indians, and modifies the American Indian studies requirement for teacher licensure.
- **LRB-0012/1** provides that school boards and charter schools may not prohibit a pupil who is a member of, a descendent of a member of, or eligible to be enrolled in, a federally recognized, whether currently or in the past, American Indian tribe or band from wearing traditional tribal regalia at a graduation ceremony or school-sponsored event.
- **LRB-0013/1** adds tribal governments of a federally recognized American Indian tribe or band in this state and employees of tribal governments to the list of entities and persons who are authorized to copy a certified copy of a vital record for administrative use by the authorized entity.
- **LRB-0014/1** requires each school district to report the numbers, ages, and tribal affiliation of American Indian children attending the schools of the school district.
- **LRB-0393/1** adds Indigenous Peoples' Day to the list of days requiring appropriate observance in schools.

- **LRB-0573/1** provides an option for a tribe to decide whether each individual applicant for a lifetime license to teach the American Indian language associated with the tribe in an American Indian language program is qualified to receive the lifetime license.

INTRODUCTION BY THE JOINT LEGISLATIVE COUNCIL

At its March 23, 2023 meeting, the Joint Legislative Council voted to approve all of the committee's recommendations and introduce the following seven bills in the 2023-24 Legislative Session:

- 2023 Assembly Bill 209 and 2023 Senate Bill 198, relating to model academic standards related to American Indian studies, informational materials related to a school board's obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure.
- 2023 Assembly Bill 210 and 2023 Senate Bill 199, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event.
- 2023 Assembly Bill 211 and 2023 Senate Bill 200, relating to authorization for tribal governments to copy certified copies of vital records for administrative use.
- 2023 Assembly Bill 212 and 2023 Senate Bill 201, relating to requiring school districts to report information related to American Indian children attending school in the school district.
- 2023 Assembly Bill 213 and 2023 Senate Bill 202, relating to Indigenous Peoples' Day.
- 2023 Assembly Bill 214 and 2023 Senate Bill 203, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction.
- 2023 Assembly Bill 215 and 2023 Senate Bill 204, relating to the membership of the Higher Educational Aids Board.

The remainder of this report includes the following parts:

Part II provides a summary of the testimony and committee discussion at each meeting, and outlines the seven bill drafts that were recommended for introduction by the Special Committee on State-Tribal Relations.

Part III provides background information on, and a detailed description of, the seven bills introduced by the Joint Legislative Council.

Part IV records the votes taken by the study committee to recommend the bills for introduction and the votes taken by the Joint Legislative Council to introduce the bills.

PART II | COMMITTEE ACTIVITY

ASSIGNMENT

The Joint Legislative Council appointed the chairperson of the Special Committee on State-Tribal Relations by an April 8, 2022 mail ballot. The committee was directed to study issues relating to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues. [s. 13.83 (3), Stats.]

Membership of the special committee was appointed by a May 31, 2022 mail ballot. The final committee membership consisted of six representatives, two senators and 10 public members. A list of committee members is included as **Appendix 1** to this report.

SUMMARY OF MEETINGS

The committee held four meetings on the following dates:

- August 18, 2022.
- September 27, 2022.
- November 2, 2022.
- December 13, 2022.

August 18, 2022

At the first meeting on August 18, 2022, the special committee reviewed and discussed three bill drafts prepared by Chair Mursau, and members offered other priorities for the special committee to consider in future meetings

Chair Mursau introduced himself and welcomed the committee members. Anne Sappenfield, Director of the Legislative Council staff, welcomed committee members and thanked them for their service. She then presented a brief video featuring remarks from Wisconsin legislators, including the Joint Legislative Council Co-Chairs, regarding the work of the interim committees. Ms. Sappenfield then noted certain housekeeping items and procedures followed throughout the study committee process.

At the invitation of Chair Mursau, committee members introduced themselves and provided brief explanations of their backgrounds and interest in the committee's topic.

LC Study Committee Memo No. 1, "Topics for Committee Discussion" (August 10, 2022)

Steve McCarthy, Legislative Council Senior Staff Attorney, and Ben Kranner, Staff Analyst, provided an overview of information provided in LC Study Committee Memo No. 1. Specifically, Mr. McCarthy noted that the memo describes three bill drafts prepared by Chair Mursau, provides relevant background information, and identifies issues that the committee may wish to take into consideration when discussing the bill drafts.

Mr. McCarthy explained that Chair Mursau put the bill drafts before the committee to prompt discussion to determine where there is committee consensus and if the committee would like to request modifications or additional information on any or all of the bill drafts.

At the beginning of the discussion of each of the three bill drafts, Mr. McCarthy and Mr. Kranner provided relevant background material and described the bill drafts.

LRB-6467/P1, Relating to the Membership of the Higher Educational Aids Board

Mr. McCarthy explained that LRB-6467/P1 is similar to 2021 Assembly Bill 428 and 2021 Senate Bill 421, which were recommended by the special committee last session. Assembly Bill 428 was amended during the 2021-22 legislative session, and passed the Assembly as amended, but the Senate took no action on that bill. LRB-6467/P1 is identical to the amended version of Assembly Bill 428 as passed by the Assembly.

Representative Rozar asked whether the bill allows the proposed tribal representative on HEAB to be a full voting member, and whether tribal members support the version of the bill amended in the Assembly last session. Senator Jacque noted that the issue of a tie vote on HEAB business is still a possibility under the amendment.

Ms. Gouge and Mr. Awonohopay noted that it would be preferable for both tribal colleges to have a representative on HEAB, but acknowledged it would be acceptable to proceed with one alternating representative.

Ms. Liggins, Chair Mursau, and others voiced support for recommending the version of the bill presented to the committee, and members agreed to vote on recommending the bill draft at the committee's next meeting.

LRB-6468/P1, Relating to Adding a Tribal Representative to Certain Boards and Councils in State Government

Mr. Kranner noted that this bill draft was the product of efforts of certain committee members last session and that it was received by the special committee at the end of its work last meeting, but not with enough time for committee consideration. He then generally described the provisions of the bill draft and noted that a memorandum from the Legislative Reference Bureau included in the meeting materials identified which state agency oversees each board and council included in the bill draft.

Representative Rozar, Mr. Boyd, and others noted that it may be difficult to find a person willing to serve on all 53 boards and councils proposed in the bill draft. Members generally agreed that the list of 53 boards should be cut down, and the bill draft should be broken down into a number of different bill drafts roughly drafted to only include boards and councils within each relevant state agency. Mr. Decorah noted that the list of 53 boards and councils was already a shorter list than the original list of all boards and councils in state government reviewed by some tribal members last session.

Members signaled openness to further revisions to the substantive language of the bill draft, including Ms. Liggins, Ms. Gouge, and Chair Mursau agreeing that the bill draft should allow a person who is "endorsed" by the tribe, rather than only a tribal member, to serve in the roles created by the bill draft.

Mr. Kranner then invited members of the Technical Advisory Committee to weigh in on the bill draft. Ms. Cole and Ms. Lozano noted that some of the boards under their respective state agencies have concerns about creating tie vote situations.

Members generally agreed to delete a number of boards and councils from the bill draft. Members were directed to review the bill draft once more on their own and identify a small number of boards and councils that they prioritize.

LRB-6469/P1, Relating to a Lifetime License That Authorizes an Individual to Teach an American Indian Language in an American Indian Language Program and Modifying Rules Promulgated by the Department of Public Instruction

Mr. McCarthy explained that LRB-6469/P1 is identical to LRB-0025/1, which was recommended for introduction by the special committee last session. However, the Joint Legislative Council declined to vote to introduce LRB-0025/1.

Representative Rozar, Mr. Awonohopay, and Mr. O'Connor discussed how licensing of tribal language teachers works under current law, including a discussion of public and tribal school organization and operation.

Members voiced support for renewing the committee's recommendation of the bill draft, and agreed to vote on recommending the bill draft at the committee's next meeting.

Committee Discussion and Plans for Future Meetings

A number of members, including Representatives Bowen, Tittl, and Rozar, suggested that the committee hold at least one future meeting in person on tribal lands.

Mr. Decorah, Mr. Awonohopay, Ms. Liggins, and Ms. Gouge all raised revisiting the work the special committee did in the recent past on modifying Act 31 requirements.

Representative Vining noted her interest and work on mental, infant, and maternal health issues, with a particular focus on tribal youth. She suggested the special committee could explore whether issues like tribal health care deserts in Wisconsin could be addressed.

Mr. Boyd raised looking at whether any adjustments to the law could be made regarding state fuel tax collection and remittance.

Mr. Greendeer suggested modifying s. 69.30, Stats., to include tribes in the list of entities not subject to certain penalties for copying a certified copy of a vital record for administrative use.

Mr. Awonohopay, Representatives Rozar and Vining, and others indicated an interest in the committee meeting more than three times this session.

September 27, 2022

At the September 27, 2022 meeting, the special committee discussed four new bill drafts and heard presentations from invited speakers. Additionally, members of the special committee, the Technical Advisory Committee, and Legislative Council staff participated in a shuttle tour of various Menominee Nation sites. Sites visited included a community and recreation center, tribal offices, and the Menominee Cultural Museum.

The Menominee Tribal Chair, Ron Corn, Sr., welcomed members and expressed appreciation for the consultations between the executive branch and the tribes.

Presentation by Invited Speakers and Discussion of Items for Committee Study

Representatives of DPI, David O'Connor, American Indian Studies Consultant, and Kevyn Radcliffe, Legislative Liaison, presented background information on four bill drafts that were provided by Chair Mursau for committee discussion. Ms. Radcliffe noted that while three of the bill drafts resulted from DPI proposals, LRB-0011/P1 is not a proposal from DPI. However, she noted that DPI would support LRB-0011/P1 with certain improvements, and that DPI would submit its analysis of the bill draft ahead of the next meeting of the committee.

LRB-0012/P1, Relating to Pupils Wearing Traditional Tribal Regalia at a High School Graduation Ceremony

Mr. O'Connor discussed how, for many Indigenous students and their families, wearing cultural and religious items honors their nation, community, and heritage. However, students are sometimes prohibited from wearing these items at various school events. Ms. Radcliffe noted that DPI superintendents, past and present, have written letters to school districts urging them to work with regional tribal nations to develop policies that recognize the cultural and religious significance of certain items. Ms. Radcliffe outlined various Wisconsin laws that provide protections for religious beliefs and cultural heritage, but noted that these laws have not prevented schools from prohibiting students from wearing tribal regalia to graduation ceremonies. In turn, she noted that DPI recommends a statutory change to accommodate tribal regalia.

Mr. O'Connor discussed other states (including Utah, North Dakota, and Arizona) that established protections for tribal regalia and urged legislation modeled after these other states. Ms. Radcliffe further noted that DPI recommends broadening the applicability of LRB-0012/P1 to address graduation ceremonies and school-sponsored events, rather than only high school graduation ceremonies.

Representative Rozar asked whether DPI's suggested modification would expand the bill draft's applicability to all public schools, rather than only high schools. Mr. O'Connor confirmed this and also clarified that DPI's suggestion would broaden the bill draft's applicability to all school-sponsored events.

Representative Rozar also asked whether the bill draft's protections would be applicable to students of any cultural background, rather than only students of Indigenous background. She also expressed support for legislation that would be applicable to people with a wider range of backgrounds. Legislative Council staff noted that the bill draft's protections for wearing tribal regalia would be limited to members of federally recognized tribes in Wisconsin. Legislative Council staff also noted that the bill draft could be modified to extend protections to members of tribes that are not located in Wisconsin.

Representative Rozar asked if there were any other statutes that would provide protections for cultural regalia for people of other cultural backgrounds. Legislative Council staff noted that certain statutes confer similar rights, but that there was not a law that provides protections comparable to those established in LRB-0012/P1.

Representative Rozar asked if there were specific examples where students were denied the ability to wear tribal regalia. Mr. O'Connor described such an instance.

Mr. Decorah suggested that the bill draft's applicability be expanded to afford protections to descendants of tribal members. He also asked whether the bill draft would apply to online schools and detailed an instance where a student of an online school was denied the ability to wear tribal regalia. Mr. O'Connor responded that the bill draft would apply in the situation described by Mr. Decorah.

Mr. Boyd noted that the Bayfield School District includes many tribal members but has previously restricted tribal regalia at graduation ceremonies. He also urged the committee to consider expanding the bill draft's applicability to include non-federally recognized tribes that are in the process of receiving federal recognition (such as the Brothertown Indian Nation).

Mr. Awonohopy recommended broadening the bill draft to allow pupils to wear tribal regalia in schools on a more regular basis, beyond school-sponsored events and graduation ceremonies.

Representative Tittl expressed support for broadening the bill draft to provide protections to individuals of Indigenous descent who are not enrolled tribal members. He also cautioned against expanding the bill draft's scope in a manner that would include types of cultural regalia beyond tribal regalia.

Committee members discussed potential language for expanding the bill draft's scope to address enrolled members and their descendants. They also discussed the option of enumerating specific items of cultural significance in the bill draft.

Representative Rozar asked what types of barriers may have existed to establishing protections similar to those included in the bill draft. Mr. Decorah and Representative Tittl generally noted that school boards may be more responsive to local concerns rather than directives from DPI. Representative Tittl also noted that LRB-0012/P1 is not a proposal that has been previously rejected by the Legislature.

Jim Pete, President of the Wisconsin Indian Education Association, commented that they often hear concerns that tribal members may be receiving special accommodations. He suggested that the wearing of tribal regalia is a means of expressing Indigenous culture, much as non-tribal individuals may be able to express their culture without restriction.

Janet Chapman, Menominee Tribal Education Director, provided an example of a student being restricted from wearing tribal regalia. She also asked if the bill draft would supersede a school's requirement to wear a specific type of clothing, such as a cap and gown. Legislative Council staff confirmed that the bill draft would provide for broad protection of the ability to wear tribal dress.

Legislative Council staff summarized committee member comments and outlined potential changes to the bill draft.

LRB-0014/P1, Relating to Requiring School Districts to Report Information Related to American Indian Children Attending School in the School District

Mr. O'Connor provided information on the intent of LRB-0014/P1 and summarized existing Wisconsin statutes relevant to the topic. He noted that, beginning in the 2021-22 academic school year, various school districts in Wisconsin began voluntarily reporting tribal affiliation data for American Indian/Alaska Native students. While this data has assisted DPI efforts, it has been of limited utility because not all school districts report the data. As such, DPI proposes a statutory change to specifically require school districts to collect and report this data to DPI.

Legislative Council staff noted that the Wisconsin Association of School Boards submitted written comments on the bill draft, as well as the other three bill drafts before the committee.

Ms. Liggins commented that data collection efforts may only be as reliable as parents' reporting of their children's demographic information.

Legislative Council staff asked DPI staff how the department collects demographic data and whether the bill draft would create a suitable mechanism for collecting this data. Mr. O'Connor confirmed that demographic data is currently collected through the reporting mechanism modified by the bill draft.

Representative Rozar asked if DPI would be able to collect tribal affiliation information even if parents chose not to provide the information to their school district. Mr. O'Connor responded that the bill draft would establish a means for parents to report tribal affiliation data where they may currently be unable to do so.

Legislative Council staff asked DPI staff how school districts collect demographic data regarding their students. Mr. O'Connor and Ms. Liggins described the mechanisms through which school districts collect this data.

Mr. Awonohopay asked why reporting of tribal affiliation is currently only optional and not required. Mr. O'Connor noted that Wisconsin is currently the only state that collects data regarding tribal affiliation.

Representative Rozar asked whether the bill draft's use of the term "descendent of the first or second degree" would include everyone who is eligible to enroll in a tribe. Ms. Liggins and Mr. Awonohopay discussed the meaning of this term and indicated that descendants of enrolled members may not necessarily be eligible for enrollment in a tribe.

LRB-0265/P1, Relating to Indigenous Peoples' Day

Mr. O'Connor noted that DPI supports designating the second Monday in October as Indigenous Peoples' Day. He also provided background information on efforts to designate an Indigenous Peoples' Day in Wisconsin, in other states, and at the federal level. He also recognized that the idea of replacing Columbus Day with Indigenous Peoples' Day is not without controversy and mentioned that some other states recognize the days separately.

Legislative Council staff noted that the bill draft mirrors a bill co-sponsored by Chair Mursau and Representative Bowen in the recent legislative session (2021 Assembly Bill 705). The staff also noted that the bill draft modifies two references to Columbus Day in the statutes: one relating to the day's observance by schools and one relating to days exempt from consideration as business days for the purposes of various consumer protection laws. Staff also described technical changes that could be made to the bill draft to clarify the date of Indigenous Peoples' Day. Representative Bowen indicated that the intent of 2021 Assembly Bill 705 was to designate Indigenous Peoples' Day as the second Monday in October.

Representative Rozar asked whether it would be possible for the bill draft to allow for the observance of both Indigenous Peoples' Day and Columbus Day. Legislative Council staff confirmed that the bill draft could be modified to provide for this and outlined different options. Staff also noted that schools have significant flexibility with respect to how they observe certain dates designated in the statutes.

Chair Mursau commented that he did not believe a bill draft that replaced Columbus Day would be passed by the Legislature. He suggested that both Columbus Day and Indigenous Peoples' Day be recognized. Representative Rozar similarly indicated support for a proposal that would allow for recognition of both days.

Mr. Awonohopay expressed support for a compromise that would allow for recognition of both days. Representative Rozar asked whether the proposed change would require schools to observe both days, or whether a school could choose which day to observe. Legislative Council staff indicated that schools generally have flexibility with respect to how certain dates are observed. Additionally, they indicated that various dates that the statutes require schools to observe may not, in practice, actually be observed by all schools.

LRB-0011/P1, Relating to Model Academic Standards Related to American Indian Studies, Informational Materials Related to a School Board's Obligation to Provide Instruction on American Indians, and the American Indian Studies Requirement for Teacher Licensure

Brian Jackson, Jim Pete, and Shannon Chapman, members of the Wisconsin Indian Education Association, spoke on Act 31, its benefits, and the celebration of its anniversary.

Legislative Council staff noted that LRB-0011/P1 is largely identical to three bills relating to Act 31 that were introduced in the 2019-2020 legislative biennium (2019 Assembly Bills 105, 106, and 107). They noted that these bills resulted from prior work of the Special Committee on State-Tribal Relations and that the three bills received hearings in the Assembly Committee on Education (though they did not receive further legislative action).

Legislative Council staff described the content of LRB-0011/P1 and the differences between the bill draft and the three bills introduced in the 2019-2020 biennium.

Representative Rozar asked for clarification regarding the legislative history of the bills relating to Act 31. Legislative Council staff indicated that five bills relating to Act 31 were introduced, four of which received hearings, though none received executive sessions. Chair Mursau indicated that this may have been due to a resistance to creating more obligations for schools and school boards during the COVID-19 pandemic.

Mr. Awonohopay commented that more resources may be required to implement the changes incorporated in the bill draft. He also suggested that tribes may be able to prepare curriculum for use by schools and that the state could provide funding for this effort. Legislative Council staff commented that they were not certain of the fiscal impacts of the proposal and would defer to DPI on this issue. DPI staff indicated that they had concerns regarding the resources required for implementing the bill draft's requirements.

Representative Vining asked if DPI may be able to address resource needs through budget requests in the budget cycle. DPI staff indicated that they would pass this suggestion along to other staff in the department.

Legislative Council staff indicated that the Special Committee on State-Tribal Relations has previously written a letter to the Governor to express support for budget items and that a similar approach could be explored again. The staff also provided additional information about the process through which bill drafts recommended by the special committee may receive hearings in the Legislature.

Mr. Boyd expressed concern regarding the implementation of existing requirements under Act 31 and agreed with Mr. Awonohopay's comments regarding the need for more resources.

Representative Rozar asked DPI staff about the degree of specificity that DPI provides to schools with regards to the teaching of Native American history. Mr. O'Connor indicated that the curriculum is generally at the discretion of school districts.

November 2, 2022

At the November 2, 2022 meeting, the special committee voted to recommend two bill drafts, reviewed two bill drafts that were modified based on discussion at the committee's previous meeting, and discussed one new bill draft.

2021 LRB-6467/1, Relating to the Membership of the Higher Educational Aids Board

Mr. McCarthy described the bill draft, noting that the committee discussed it at its first meeting and that it is identical to the version that passed the Assembly last session.

Representatives Rozar and Tittl asked about the composition of the board under the bill draft, including whether an even-numbered board would cause any issues with tie votes. Mr. McCarthy noted that board staff affirmed last session that an even-numbered board would not raise any issues.

Mr. Awonohopay stated his support for the bill draft. Representative Rozar asked why the Senate did not act on the bill last session and Chair Mursau said they ran out of time.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0014/1, Relating to Requiring School Districts to Report Information Related to American Indian Children Attending School in the School District

Mr. Kranner described the bill draft, and responded to a question from Senator Bewley by noting that DPI suggested the bill draft idea. Senator Bewley and Representative Tittl asked questions about whether the bill draft affects private schools, and DPI staff in the room noted that it did not.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0393/P1, Relating to Indigenous Peoples' Day

Mr. Kranner described the bill draft, noting that the bill draft only adds Indigenous Peoples' Day to the list of special observance days for schools, and does not delete the school special observance day for Columbus Day currently in state law as the previous bill draft did.

There was no further committee discussion on the bill draft.

2023 LRB-0012/P2, Relating to Pupils Wearing Traditional Tribal Regalia at a Graduation Ceremony or School-Sponsored Event

Mr. McCarthy described the bill draft, noting a number of expansions to the scope of the bill draft. These include the following:

- Expanding the bill draft's definition of a "tribe" to include tribes not located in this state, and the Brothertown Indian Nation by including any "American Indian tribe or band that was previously a federally recognized American Indian tribe or band."
- Expanding the events the bill draft applies to from "a high school graduation ceremony" to "graduation ceremonies and school-sponsored events."
- Expanding eligibility to include a pupil who is a "descendent" of a member of a tribe or a person who is eligible to be enrolled as a member of a tribe.

Representative Tittl asked whether the bill draft's protections apply to colleges, and Mr. McCarthy noted that it does not. Representatives Rozar and Vining and Mr. Awonohopay voiced support for such an expansion to the bill draft. Chair Mursau urged caution at expanding the bill draft's scope at this stage, and Mr. Boyd, Senators Bewley and Jacque, and Representative Tittl agreed with that approach. A number of members agreed the idea could be pursued as separate legislation.

2023 LRB-0013/P1, Relating to Authorization for Tribal Governments to Copy Certified Copies of Vital Records for Administrative Use

Mr. McCarthy described the bill draft. Representative Rozar asked if the bill draft creates a new exception to the law against unauthorized copying of certified copies of vital records. Mr. McCarthy said that the bill draft adds tribal governments and employees of tribal governments to the list of entities and persons who are already authorized under current law to copy a certified copy of a vital record for administrative use by the authorized entity.

Representative Bowen confirmed with Legislative Council staff that the committee will be able to vote on the bill draft at a future meeting. There was a consensus to vote on the draft at a future meeting.

Committee Discussion and Plans for Future Meetings

Ms. Liggins asked that the committee still take action on the Act 31 bill draft the committee heard at its last meeting (LRB-0011/P1, relating to model academic standards related to American Indian studies, informational materials related to a school board's obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure). Specifically, Ms. Liggins asked that the bill draft be modified to incorporate changes suggested by the Wisconsin Association of School Boards regarding certain electronic notification.

December 13, 2022

At the final meeting of the committee, the special committee reviewed changes made to various bill drafts discussed at prior meetings and voted to recommend five bill drafts.

2023 LRB-0011/1, Relating to Model Academic Standards Related to American Indian Studies, Informational Materials Related to a School Board's Obligation to Provide Instruction on American Indians, and the American Indian Studies Requirement for Teacher Licensure

Mr. McCarthy provided a brief explanation of the bill draft, indicating that it combines three of five bill drafts relating to Act 31 recommended by the committee in a prior session. Mr. McCarthy also highlighted that only one change was made to the bill draft relative to the version discussed at the November 2, 2022 meeting of the committee. This change was made to clarify that school districts could provide certain required information electronically.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0012/1, Relating to Pupils Wearing Traditional Tribal Regalia at a Graduation Ceremony or School-Sponsored Event

Mr. McCarthy provided a brief explanation of the bill draft. He indicated the bill draft was unchanged relative to the version discussed at the previous meeting of the committee, with the exception of a correction to the title of a section created under the bill draft.

Representative Rozar noted that she had contacted former Governor Thompson to ask if there had ever been a situation in the state's colleges where a student was refused the ability to wear traditional tribal regalia. She reported that the former Governor said that he was not aware of any such instances.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0013/1, Relating to Authorization for Tribal Governments to Copy Certified Copies of Vital Records for Administrative Use

Mr. McCarthy provided a brief explanation of the bill draft and indicated that the bill draft was unchanged relative to the version discussed at the previous meeting of the committee.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0393/1, Relating to Indigenous Peoples' Day

Mr. Kranner provided a brief explanation of the bill draft.

The committee approved a motion to recommend introduction of the bill draft.

2023 LRB-0573/1, Relating to a Lifetime License That Authorizes an Individual to Teach an American Indian Language in an American Indian Language Program and Modifying Rules Promulgated by the Department of Public Instruction

Mr. McCarthy provided a brief explanation of the bill and discussed changes made to the bill relative to the version discussed at the committee's meeting on August 18, 2022.

Mr. Awonohopay asked for clarification as to whether the bill would give tribes the ability to determine whether a particular teacher is knowledgeable before DPI provides licensure. Mr. McCarthy confirmed this.

The committee approved a motion to recommend introduction of the bill draft.

PART III | RECOMMENDATIONS

This Part of the report provides background information on, and a description of, the bills as recommended by the Special Committee on State-Tribal Relations and introduced by the Joint Legislative Council.

2023 ASSEMBLY BILL 215 AND 2023 SENATE BILL 204

Background

The bill is similar to 2021 Assembly Bill 428/Senate Bill 421, which were recommended by the special committee last session. Assembly Bill 428 was amended during the 2021-22 legislative session, and passed the Assembly as amended. The Senate, however, took no action on the bill. The bill is identical to the amended version of Assembly Bill 428 as passed by the Assembly.

HEAB is a part-time independent policy-making board that, among other responsibilities, administers a number of state student aid programs. The board, however, does not include voting members that represent the interests of the state's tribal colleges. During the committee's discussion of the bill, HEAB staff noted their support for the bill, and stated that tribal colleges are not currently represented on the board because they did not exist when the board was originally created by statute.

Under current law, HEAB consists of 11 members representing public institutions of higher education; private, nonprofit institutions of higher education; and the general public. Members include the superintendent of public instruction, members of the Board of Regents of the University of Wisconsin System and the Technical College System Board, a member of the board of trustees of an independent college or university, financial aids administrators, students, and a member representing the general public. Members are appointed for three-year terms except that student members are appointed for two-year terms. Members are appointed by the Governor without Senate confirmation.

Description

The bill adds one member to HEAB to represent the state's tribal colleges. The HEAB member representing the state's tribal colleges must be alternating appointees consisting of one member of the governing body of the Lac Courte Oreilles Ojibwe University for a two-year term, followed by one member of the governing body of the College of Menominee Nation for the next two-year term, and continuing this alternation of two-year terms thereafter.

2023 ASSEMBLY BILL 209 AND 2023 SENATE BILL 198

Background

The bill combines three bills recommended by the special committee in 2018, with various changes to the bills' language. Specifically, the bill incorporates, with modification, the language of 2019 Assembly Bill 105, relating to model academic standards for American Indian studies; 2019 Assembly Bill 106, relating to informational materials related to a school board's obligation to provide instruction on American Indians; and 2019 Assembly Bill 107, relating to the American Indian studies requirement for teacher licensure.

During the 2019-20 legislative session, the three bills noted above received a public hearing in the Assembly Committee on Education. However, no further action was taken on any of the bills.

Description

The provisions of the bill, and their relationship to current law, are described below.

Model Academic Standards

Under current law, the state superintendent of public instruction oversees a process of developing, approving, and revising academic standards. These standards serve as models for possible incorporation by a local school district.

The bill requires the state superintendent to incorporate American Indian studies into the model academic standards. These standards must address certain historical and contemporary information that pupils are expected to know. At a minimum, this information must include significant events, tribal sovereignty, and culture relating to the federally recognized tribes and bands located in Wisconsin.

The standards are to be developed in consultation with the Wisconsin Indian Education Association, Inc.

Informational Materials Related to a School Board's Obligation to Provide Instruction on American Indians

Current law requires that a school board provide pupils with the following:

- An instructional program that is designed to give pupils at all grade levels an understanding of human relations, particularly with regard to American Indians, Black Americans, and Hispanics.
- As part of the social studies curriculum, instruction in the history, culture, and tribal sovereignty of the federally recognized American Indian tribes and bands located in Wisconsin at least twice in the elementary grades and at least once in the high school grades.

The bill requires that DPI develop informational materials related to the requirements described above for distribution to school boards annually. The materials must be developed and published on DPI's website by September 1, 2024. DPI must also update the materials in response to any changes to a school board's obligation to provide instruction related to American Indians.

The bill also requires that, beginning in the 2024-25 school year, school boards annually provide the informational materials to school board members, school district administrators, certain individuals responsible for curriculum or staff development, principals, and social studies teachers. School boards may provide the informational materials electronically, including by providing a link to the materials on the DPI website.

American Indian Studies Requirement for Teacher Licensure

Subject to several exceptions, current law generally prohibits the state superintendent of public instruction from issuing a teaching license to a person unless that person has received instruction in minority group relations, including instruction in the history, culture, and tribal sovereignty of the federally recognized American Indian tribes and bands located in Wisconsin. The bill modifies the instructional requirement, providing that a teacher license applicant must receive instruction in the culture, tribal sovereignty, and contemporary and historical significant events of the federally recognized American Indian tribes and bands located in Wisconsin.

2023 ASSEMBLY BILL 210 AND 2023 SENATE BILL 199

Background

Wisconsin law contains some general protections for a pupil's religious beliefs, ancestry, creed, race, and national origin. Specifically, schools must provide for the reasonable accommodation of a pupil's sincerely held religious beliefs with regard to all examinations and other academic requirements. Additionally, no student may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of race, religion, national origin, ancestry or creed. However, current law does not explicitly address an American Indian student's right to wear traditional tribal regalia at a graduation ceremony or school-sponsored event.

Description

The bill provides that school boards and charter schools may not prohibit a pupil who is a member of, a descendent of a member of, or eligible to be enrolled in, a federally recognized, whether currently or in the past, American Indian tribe or band from wearing traditional tribal regalia at a graduation ceremony or school-sponsored event. The bill defines "traditional tribal regalia" as a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, beads, and feathers.

2023 ASSEMBLY BILL 211 AND 2023 SENATE BILL 200

Background

Under current law, a financial institution, state agency, county department, Wisconsin Works agency, service office, or long-term care district or an employee of any of these entities is exempt from penalties that would otherwise apply for copying a certified copy of a vital record if the copy is for use by the authorized entity and the copy is marked "FOR ADMINISTRATIVE USE."

Description

The bill adds tribal governments of a federally recognized American Indian tribe or band in this state and employees of tribal governments to the list of entities and persons who are authorized to copy a certified copy of a vital record for administrative use by the authorized entity.

2023 ASSEMBLY BILL 212 AND 2023 SENATE BILL 201

Background

Under current law, the state superintendent of public instruction must conduct a statewide, biennial assessment of the need for American Indian language and culture education programs. Various information must be included in this assessment, including information on the numbers, ages, location, and tribal affiliation of American Indian pupils. While certain school districts began voluntarily reporting tribal affiliation data to DPI during the 2021-2022 academic school year, current law does not explicitly require school districts to collect this information and report it to DPI.

Current law also requires each school district to submit an annual school district report to DPI. This report must include various information related to the school district, including the number of children taught in the schools of the school district, the number of hours of direct

pupil instruction provided in each school of the school district, and the names of all teachers employed by the school district during the school year.

Description

The bill expands the requirements of the annual report that each school district must provide to DPI, requiring the report to include the numbers, ages, and tribal affiliations of American Indian children attending the schools of the school district.

2023 ASSEMBLY BILL 213 AND 2023 SENATE BILL 202

Background

Current law establishes a list of dates that must be “appropriately observed” if they fall on a day when school is held. If a specified date falls on a Saturday or Sunday, the day must be appropriately observed on a school day immediately following or preceding the respective day. The law allows schools to determine how to appropriately observe each day listed in the statute.

Various states, including Wisconsin, have recognized Indigenous Peoples’ Day through a proclamation by the state’s governor. However, states have also recognized the day through legislation.

Description

The bill adds Indigenous Peoples’ Day, designated as the second Monday of each October, to the list of days requiring appropriate observance in schools.

2023 ASSEMBLY BILL 214 AND 2023 SENATE BILL 203

Background

Under current law, an individual who holds any provisional teaching license is eligible for a tier III lifetime license upon successfully completing six semesters of teaching experience. One such provisional teaching license is for a teacher participating in American Indian language programs. Current law also requires DPI to establish standards certifying the abilities of these teachers. Those standards require, among other things, that the applicant for the license must be certified as competent in the American Indian language by the applicable tribal council, tribal language division, or local American Indian parent advisory committee.

Description

The bill provides an option for a federally recognized American Indian tribe or band to decide whether each applicant for a lifetime license to teach the American Indian language associated with the tribe or band in an American Indian language program is qualified to receive the lifetime license. To exercise this option, an American Indian tribe or band must notify DPI in writing. If an American Indian tribe or band exercises this option, DPI may not issue a lifetime license to teach the associated American Indian language to an individual unless the tribe or band notifies the department that it has determined that the individual is qualified for a lifetime license to teach the American Indian language in an American Indian language program.

Under the bill, if an American Indian tribe or band opts to review individual applicants for a lifetime license, DPI must notify the tribal government whenever an individual applies for a tier III lifetime license in the language that is associated with the tribal government. Upon receiving

the notice from DPI, the tribal government must determine whether the applicant is highly skilled in the language, and notify the department of one of the following:

- If the associated tribal government determines that the individual is highly skilled in the language, that the tribal government endorses the individual for a tier III lifetime license in the language.
- If the associated tribal government determines that the individual is not highly skilled in the language, that the tribal government does not endorse the individual for a tier III lifetime license in the language but does endorse the individual to renew a tier II license in the language.

The bill also provides that DPI may grant a tier III lifetime license in an American Indian language only if the applicant satisfies certain other requirements needed for a tier III lifetime license and is endorsed for the tier III lifetime license by the tribal government associated with that language.

PART IV | STUDY COMMITTEE VOTES

COMMITTEE VOTES

The Special Committee on State-Tribal Relations voted unanimously to recommend the following bill drafts for introduction by the Joint Legislative in the 2023-24 legislative session.

On November 2, 2022, the special committee voted to recommend the following bill drafts to the Joint Legislative Council for introduction in the 2023-24 session of the Legislature. The votes on the bill drafts were as follows:

- **LRB-6467/1**, relating to the membership of the Higher Educational Aids Board, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Boyd, Decorah, Greendeer, Jr., and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Daniels, Jr., Gouge, Holsey, and McGeshick).
- **LRB-0014/1**, relating to requiring school districts to report information related to American Indian children attending school in the school district, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Boyd, Decorah, Greendeer, Jr., and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Daniels, Jr., Gouge, Holsey, and McGeshick).

On December 13, 2022, the special committee voted to recommend the following bill drafts to the Joint Legislative Council for introduction in the 2023-24 session of the Legislature. The votes on the bill drafts were as follows:

- **LRB-0011/1**, relating to model academic standards related to American Indian studies, informational materials related to a school board's obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Decorah, Greendeer, Jr., Holsey, and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Boyd, Daniels, Jr., Gouge, and McGeshick).
- **LRB-0012/1**, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Decorah, Greendeer, Jr., Holsey, and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Boyd, Daniels, Jr., Gouge, and McGeshick).
- **LRB-0013/1**, relating to authorization for tribal governments to copy certified copies of vital records for administrative use, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Decorah, Greendeer, Jr., Holsey, and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Boyd, Daniels, Jr., Gouge, and McGeshick).
- **LRB-0393/1**, relating to Indigenous Peoples' Day, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public Members Awonohopay, Decorah, Greendeer, Jr., Holsey, and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Boyd, Daniels, Jr., Gouge, and McGeshick).
- **LRB-0573/1**, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction, passed by a vote of Ayes, 13 (Reps. Mursau, Bowen, Edming, Rozar, Tittl, and Vining; Sens. Bewley and Jacque; and Public

Members Awonohopay, Decorah, Greendeer, Jr., Holsey, and Liggins); Noes, 0; and Absent, 5 (Public Members Allen, Boyd, Daniels, Jr., Gouge, and McGeshick).

JOINT LEGISLATIVE COUNCIL VOTES

At its March 23, 2023 meeting, the Joint Legislative Council received the recommendations of the study committee and voted to approve all of the study committee's recommendations and introduce the following bills:

- **LRB-0011/1**, relating to model academic standards related to American Indian studies, informational materials related to a school board's obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0011/1 was introduced as 2023 Assembly Bill 209 and 2023 Senate Bill 198.]**
- **LRB-0012/1**, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0012/1 was introduced as 2023 Assembly Bill 210 and 2023 Senate Bill 199.]**
- **LRB-0013/1**, relating to authorization for tribal governments to copy certified copies of vital records for administrative use, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0013/1 was introduced as 2023 Assembly Bill 211 and 2023 Senate Bill 200.]**
- **LRB-0014/1**, relating to requiring school districts to report information related to American Indian children attending school in the school district, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0014/1 was introduced as 2023 Assembly Bill 212 and 2023 Senate Bill 201.]**
- **LRB-0393/1**, relating to Indigenous Peoples' Day, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0393/1 was introduced as 2023 Assembly Bill 213 and 2023 Senate Bill 202.]**
- **LRB-0573/1**, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps.

VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-0573/1 was introduced as 2023 Assembly Bill 214 and 2023 Senate Bill 203.]**

- **LRB-6467/1**, relating to the membership of the Higher Educational Aids Board, be approved for introduction by the Joint Legislative Council. The motion passed by a vote of Ayes, 21 (Sens. Kapenga, Agard, Felzkowski, Jagler, LeMahieu, Marklein, Quinn, Smith, Spreitzer, and Testin; and Reps. VanderMeer, August, Billings, Born, Duchow, Goyke, Haywood, Neubauer, Petersen, Plumer, and Vos); Noes, 0; and Excused, 1 (Sen. Johnson). **[LRB-6467/1 was introduced as 2023 Assembly Bill 215 and 2023 Senate Bill 204.]**

APPENDIX 1 | LIST OF COMMITTEE MEMBERS

Special Committee on State-Tribal Relations

Chair Jeffrey Mursau , Representative Crivitz, WI 54114	Vice Chair Janet Bewley , Senator Mason, WI 54856
Dee Ann Allen Lac du Flambeau Band of Lake Superior Chippewa Indians Lac du Flambeau, WI 54538	Joey Awonohopay , Secretary Menominee Tribal Legislature Keshena, WI 54135
David Bowen , Representative Milwaukee, WI 53209	Christopher D. Boyd , Chairman Red Cliff Band of Lake Superior Chippewa Indians Bayfield, WI 54814
Ned Daniels, Jr. , Chairman Forest County Potawatomi Community Crandon, WI 54520	Michael Decorah , Senior Intergovernmental Affairs Specialist St. Croix Chippewa Indians of Wisconsin Webster, WI 54893
James Edming , Representative Glen Flora, WI 54526	Lorraine Gouge , Vice-Chairwoman Lac Courte Oreilles Tribal Governing Board Hayward, WI 54843
Conroy Greendeer, Jr. Ho-Chunk Nation Black River Falls, WI 54615	Shannon Holsey , President Stockbridge-Munsee Community Bowler, WI 54416
André Jacque , Senator DePere, WI 54115	Lisa Liggins , Secretary Oneida Nation Oneida, WI 54155
Carmen McGeshick , Council Member Sokaogon Chippewa Community Crandon, WI 54520	Donna Rozar , Representative Marshfield, WI 54449
Paul Tittl , Representative Manitowoc, WI 54220	Robyn Vining , Representative Wauwatosa, WI 53212

STUDY ASSIGNMENT: The Special Committee is directed to study issues relating to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues. [s. 13.83 (3), Stats.]

18 MEMBERS: 6 Representatives; 2 Senators; and 10 Public Members.

LEGISLATIVE COUNCIL STAFF: Steve McCarthy Senior Staff Attorney, Ben Kranner, Staff Analyst, and Julie Learned, Administrative Staff.

APPENDIX 2 | LIST OF COMMITTEE MATERIALS

August 18, 2022 Meeting

- Memo No. 1, “Topics of Committee Discussion” (August 10, 2022).
- LRB-6467/P1, relating to the membership of the Higher Educational Aids Board.
- LRB-6468/P1, relating to adding a tribal representative to certain boards and councils in state government.
- LRB-6469/P1, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction.
- Memorandum from Ryan LeCloux, Legislative Analyst, Wisconsin Legislative Reference Bureau, “State agencies and statutory boards, committees, and councils in LRB-6468” (August 5, 2022).
- Minutes of the August 18, 2022 meeting.

September 27, 2022 Meeting

- LRB-0011/P1, relating to model academic standards related to American Indian studies, informational materials related to a school board’s obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure.
- LRB-0012/P1, relating to pupils wearing traditional tribal regalia at a high school graduation ceremony.
- LRB-0014/P1, relating to requiring school districts to report information related to American Indian children attending school in the school district.
- LRB-0265/P1, relating to Indigenous Peoples’ Day.
- College of Menominee Nation Library Location.
- Memo No. 2, “Items for Committee Discussion” (September 20, 2022).
- Handout, Comments on K-12 Education-Related Bill Drafts Under Committee Consideration, submitted by the Department of Public Instruction.
- Handout, Comments on K-12 Education-Related Bill Drafts Under Committee Consideration, submitted by Dan Rossmiller, Government Relations Director, Wisconsin Association of School Boards.
- Minutes of the September 27, 2022 meeting.

November 2, 2022 Meeting

- LRB-6467/1, relating to the membership of the Higher Educational Aids Board.
- LRB-0012/P2, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event.
- LRB-0013/P1, relating to authorization for tribal governments to copy certified copies of vital records for administrative use.
- LRB-0014/1, relating to requiring school districts to report information related to American Indian children attending school in the school district.
- LRB-0393/P1, relating to Indigenous Peoples’ Day.

- Memo No. 3, “Items for Committee Approval and Discussion” (October 26, 2022).
- Minutes of the November 2, 2022 meeting.

December 13, 2022 Meeting

- LRB-0011/1, relating to model academic standards related to American Indian studies, informational materials related to a school board’s obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure.
- LRB-0012/1, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event.
- LRB-0013/1, relating to authorization for tribal governments to copy certified copies of vital records for administrative use.
- LRB-0393/1, relating to Indigenous Peoples’ Day.
- LRB-0573/1, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction.
- Memo No. 4, “Items for Committee Approval” (December 6, 2022).
- Minutes of the December 13, 2022 meeting.

Recommendations to the Joint Legislative Council

- CR-2023-03, Special Committee on State-Tribal Relations (February 20, 2023).
- LRB-6467/1, relating to the membership of the Higher Educational Aids Board.
- LRB-0011/1, relating to model academic standards related to American Indian studies, informational materials related to a school board’s obligation to provide instruction on American Indians, and the American Indian studies requirement for teacher licensure.
- LRB-0012/1, relating to pupils wearing traditional tribal regalia at a graduation ceremony or school-sponsored event.
- LRB-0013/1, relating to authorization for tribal governments to copy certified copies of vital records for administrative use.
- LRB-0014/1, relating to requiring school districts to report information related to American Indian children attending school in the school district.
- LRB-0393/1, relating to Indigenous Peoples’ Day.
- LRB-0573/1, relating to a lifetime license that authorizes an individual to teach an American Indian language in an American Indian language program and modifying rules promulgated by the Department of Public Instruction.

Joint Legislative Council Recommendations to the 2023-24 Legislature

- RL-2023-03, Special Committee on State-Tribal Relations (April 25, 2023).
- 2023 Assembly Bill 209 and 2023 Senate Bill 198.
- 2023 Assembly Bill 210 and 2023 Senate Bill 199.
- 2023 Assembly Bill 211 and 2023 Senate Bill 200.
- 2023 Assembly Bill 212 and 2023 Senate Bill 201.
- 2023 Assembly Bill 213 and 2023 Senate Bill 202.

- 2023 Assembly Bill 214 and 2023 Senate Bill 203.
- 2023 Assembly Bill 215 and 2023 Senate Bill 204.

[Copies of documents are available at www.legis.wisconsin.gov/lc.]

Approve the travel request - Councilwoman Jennifer Webster - Indian Health Service's Tribal...

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Approve travel request - Councilmember Jennifer Webster-Indian Health Service's Tribal Self-Governance Advisory Committee Meeting-Washington D.C.-Aug. 29-Sept. 01, 2023

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other: OBC

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

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 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 type="checkbox"/> Budgeted – Tribal Contribution | <input type="checkbox"/> Budgeted – Grant Funded |
| <input type="checkbox"/> Unbudgeted | <input type="checkbox"/> Not Applicable |
| <input checked="" type="checkbox"/> Other: Tribal Self-Governance Advisory Committee, TSGAC, will provide Reimbursement | |

8. Submission:

Authorized Sponsor: Jennifer Webster, Councilwoman

Primary Requestor: (Name, Title/Entity)

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 8 / 2 / 23 e-poll requested

2. General Information:

Event Name: Indian Health Service's Tribal Self-Governance Advisory Committee Meetings

Event Location: Washington D.C Attendee(s): Jennifer Webster

Departure Date: 8/29/2023 Attendee(s):

Return Date: 9/01/2023 Attendee(s):

3. Budget Information:

Funds available in individual travel budget(s)

Unbudgeted

Grant Funded or Reimbursed

Cost Estimate: Reimbursed

[Tribal Self-Governance Advisory Committee, TSGAC, will provide reimbursement.](#)

4. Justification:

Describe the justification of this Travel Request:

Approve travel request - Councilmember Jennifer Webster- Indian Health Service's Tribal Self-Governance Advisory Committee Meetings-Washington D.C.-Aug. 29-Sept. 01, 2023

The Indian Health Service (IHS) Tribal Self-Governance Advisory Committee (TSGAC) provides a forum for Tribal and Federal officials to discuss issues related to Tribal administration of Federal programs and services, exchange ideas, and develop solutions intended to improve Self-Governance and enhance the Tribal-Federal partnership.

Agenda yet to be determined

All travel expenses are reimbursed

5. Submission

Sponsor: Jennifer Webster, Councilmember

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

From: selfgov_tribal@tribalselfgov.simplelists.com <selfgov_tribal@tribalselfgov.simplelists.com>
On Behalf Of Jay Spaan
Sent: Wednesday, July 19, 2023 10:49 AM
To: selfgov_tribal@tribalselfgov.simplelists.com
Subject: DOI SGAC and IHS TSGAC Meetings - August 2023

REMINDER:

The Department of the Interior's Self-Governance Advisory Committee and the Indian Health Service's Tribal Self-Governance Advisory Committee will meet in August 2023.

DOI SGAC Meeting:

Aug 29 (all day)

Aug 30 (AM)

IHS TSGAC Meeting:

Aug 30 (PM)

Aug 31 (all day)

Please submit [agenda requests](#) by July 28 for the August DOI SGAC and IHS TSGAC meetings to info@tribalselfgov.org or you can complete the web forms located at:

- DOI SGAC Meeting: <https://www.tribalseg.gov.org/advisory-committees/sgac/>
- IHS TSGAC Meeting: <https://www.tribalseg.gov.org/advisory-committees/tsgac/>

HOTEL ROOM BLOCK (Embassy Suites): <https://book.passkey.com/gt/219145167?gtid=d016bdb869a3e9de2c9c9d533d3a19c2>

REGISTER FOR THE MEETING: <https://www.tribalseg.gov.org/sgac-and-tsgac-members-register-for-the-doi-self-governance-advisory-committee-and-or-the-ihs-tribal-self-governance-advisory-committee-meetings-scheduled-for-august-2023/>

A virtual option will be available.

Jay Spaan | Executive Director

Self-Governance Communication & Education Tribal Consortium (SGCETC)

918.370.4258 | [tribalseg.gov.org](https://www.tribalseg.gov.org)

Connect with SGCETC on Twitter: [#TribalGovWorks](https://twitter.com/TribalGovWorks)

To unsubscribe from this list please go to <https://tribalseg.gov.simplelists.com/confirm/?u=x7eAKzYy5owzeq9rqPpw84OIaULJSTSQ>

Approve the travel request - Councilwoman Jennifer Webster - Dept. of Health & Human Services...

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Approve travel request - Councilmember Jennifer Webster- Department of Health & Human Services Secretary's Tribal Advisory Committee (STAC)-Rapid City, SD-Sept. 11-15, 2023

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other: OBC

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

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 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 type="checkbox"/> Budgeted – Tribal Contribution | <input type="checkbox"/> Budgeted – Grant Funded |
| <input type="checkbox"/> Unbudgeted | <input type="checkbox"/> Not Applicable |
| <input checked="" type="checkbox"/> Other: Department of Health and Human Services will provide Reimbursement | |

8. Submission:

Authorized Sponsor: Jennifer Webster, Councilwoman

Primary Requestor: (Name, Title/Entity)

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 8 / 2 / 23 e-poll requested

2. General Information:

Event Name: Department of Health & Human Services Secretary's Tribal Advisory Committee (STAC) Mtg.

Event Location: Rapid City, SD Attendee(s): Jennifer Webster

Departure Date: 9/11/2023 Attendee(s):

Return Date: 9/15/2023 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
 Unbudgeted
 Grant Funded or Reimbursed

Cost Estimate: Reimbursed
Dept. of Health & Human Services will provide reimbursement.

4. Justification:

Describe the justification of this Travel Request:

Approve travel request - Councilmember Jennifer Webster-STAC-Rapid City, SD-Sept. 11-15, 2023
During the STAC Mtg, there will be an overview of the HHS Budget, current updates on the budget process, and an overview of the current budget situation. It will include a broad overview, provide Tribal specific information. There will be an opportunity for STAC to engage with the NIH Acting Director, who will provide an overall update on the work of the NIH as it relates to Indian Country and to provide an opportunity for the STAC to engage with the SAMHSA Assistant Secretary, who will provide an overall update on the work of SAMHSA as it relates to Indian Country. There are sessions designed to provide an opportunity for the STAC to engage with the HRSA Administrator, who will provide an overall update on the work of HRSA regarding issues in Indian Country and to provide an opportunity for the STAC to engage with the ACF Assistant Secretary, who will provide an overall update on the work of ACF as it relates to Indian Country.
Department of Health and Human Services will provide Reimbursement

5. Submission

Sponsor: Jennifer Webster, Councilmember

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

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
SECRETARY'S TRIBAL ADVISORY COMMITTEE**

September 12-14, 2023

**All Times in Mountain Time*

Location: TBD

TUESDAY, SEPTEMBER 12

- 8:00 – 9:00 AM** **TRIBAL CAUCUS**
- 9:00 – 9:15 AM** **TRIBAL OPENING**
Ryman LeBeau, Chairman, Cheyenne River Sioux Tribe
- 9:15 – 10:00 AM** **MEETING WELCOME and LOGISTICS**
Victor Joseph, Chair, Secretary's Tribal Advisory Committee
Marvin Figueroa, Director, Office of Intergovernmental and External Affairs
1. Introductions
 2. Roll Call
 3. Approval of meeting minutes
 4. Logistical rundown of meeting and site visits
 5. Reminder of upcoming meeting dates
 - a. STAC: November 28-29, 2023
 6. 2024 meeting dates (*proposed*)
 - a. STAC meetings:
 - January XXX
 - March XXX
 - September XXX
 - November XXX
 - b. Annual Tribal Budget Consultation:
 - April XXX
 7. Tribal Consultation Policy Update
 8. Tribal Data Sharing Policy Update
- 10:00 – 11:00 PM** **HHS BUDGET UPDATES**
Purpose: This session is designed for the Office of Budget, Office of the Assistant Secretary for Financial Resources, to give a brief overview of the HHS Budget, current updates on the budget process, and an overview of the current budget situation. It will include a broad overview, provide Tribal specific information, and have time for question and answers.
Speaker: *Robert Gordon*, Assistant Secretary
- 11:00 – 12:00 PM** **NATIONAL INSTITUTES of HEALTH**
Purpose: This session is designed to provide an opportunity for the STAC to engage with the NIH Acting Director, who will provide an overall update on the work of the NIH as it relates to Indian Country.
Speaker: *Lawrence Tabak*, Performing the Duties of the Director
- 12:00 – 1:30 PM** **LUNCH**
- 1:30 – 2:30 PM** **SUBSTANCE ABUSE and MENTAL HEALTH SERVICE ADMINISTRATION**

Purpose: This session is designed to provide an opportunity for the STAC to engage with the SAMHSA Assistant Secretary, who will provide an overall update on the work of SAMHSA as it relates to Indian Country.

Speaker: *Miriam Delphin-Rittmon*, Assistant Secretary

1:30 – 2:30 PM

INDIAN HEALTH SERVICE

Purpose: This session is designed to provide an opportunity for the STAC to engage with IHS leadership, who will provide an overall update on the work of IHS.

Speaker: *Roselyn Tso*, Director

3:30 – 4:30 PM

SECRETARY REMARKS and DISCUSSION

Xavier Becerra, Secretary

4:30 PM

ADJOURN

5:30 – 8:30 PM

CULTURAL NIGHT RECEPTION: Event Details Forthcoming

WEDNESDAY, SEPTEMBER 13

8:00 – 9:00 AM

TRIBAL CAUCUS

9:00 – 9:15 AM

TRIBAL OPENING and REVIEW of PREVIOUS DAY

Victor Joseph, Chair, Secretary's Tribal Advisory Committee

9:15 – 10:15 AM

HEALTH RESOURCES and SERVICES ADMINISTRATION

Purpose: This session is designed to provide an opportunity for the STAC to engage with the HRSA Administrator, who will provide an overall update on the work of HRSA regarding issues in Indian Country.

Speaker: *Carole Johnson*, Administrator

10:15 – 11:15 AM

OFFICE of the ASSISTANT SECRETARY for HEALTH

Purpose: This session is designed to provide an opportunity for the STAC to engage with the OASH Assistant Secretary, who will provide an overall update on the work of OASH as it relates to Indian Country.

Speakers: *Rachel Levine*, Assistant Secretary

11:15 – 12:15 PM

ADMINISTRATION for CHILDREN and FAMILIES

Purpose: This session is designed to provide an opportunity for the STAC to engage with the ACF Assistant Secretary, who will provide an overall update on the work of ACF as it relates to Indian Country.

Speaker: *January Contreras*, Assistant Secretary

12:15 – 1:30 PM

LUNCH

1:30 – 2:30 PM

CENTERS for MEDICARE and MEDICAID SERVICES

Purpose: This session is designed to provide an opportunity for the STAC to engage with the CMS Administrator, who will provide an overall update on the work of CMS as it relates to Indian Country.

Speaker: *Chiquita Brooks-LaSure*, Administrator

2:30 – 3:30 PM **ADMINISTRATION for COMMUNITY LIVING**
Purpose: This session is designed to provide an opportunity for the STAC to engage with the ACL Administrator, who will provide an overall update on the work of ACL as it relates to Indian Country.
Speaker: *Alison Barkoff*, Acting Administrator

3:30 – 3:45 PM **BREAK**

3:45 – 4:00 PM **OFFICE of the INSPECTOR GENERAL**
Purpose: TBD

4:00 – 5:00 PM **CENTERS for DISEASE CONTROL and PREVENTION**
Purpose: This session is designed to provide an opportunity for the STAC to engage with the CDC Director, who will provide an overall update on the work of CDC as it relates to Indian Country.
Speaker: *Mandy Cohen*, Director and ATSDR Administrator

5:00 PM **ADJOURN**

THURSDAY, SEPTEMBER 14

8:00 AM – 9:00 PM **TRIBAL SITE VISITS DAY**
Agenda Forthcoming

James (OS/IEA) <James.Harris3@hhs.gov>

Subject: Secretary's Tribal Advisory Committee (STAC) Indian Country Meeting: September 11-15, 2023

Importance: High

Good Evening Everyone!

We hope this email finds you well. In gearing up for the Secretary's Tribal Advisory Committee (STAC) meeting that is scheduled September 11-15, 2023, in Rapid City, SD, we are reaching out with some preliminary details regarding the trip. This year, we are able to pay for delegates and alternates to attend, as well as technical advisors.

If this is your first time traveling for the STAC, we kindly ask that you fill out and return the attached forms to Patty Welch (Patricia.Welch@hhs.gov) NLT Wednesday, August 16, 2023. This will ensure we have enough time to create a travel profile for you in our system, prior to making any flight reservations.

Travel Dates

Arrival Date: Monday, September 11, 2023

Departure Date: Friday, September 15, 2023

Travel Arrangements

The HHS will reserve your flights and reimburse your hotel and per diem costs at the government rate of \$ 98.00 USD/night ONLY. Any hotel reservations over the per diem rate will not be reimbursed.

*Please note that HHS is no longer able to reimburse flights booked outside of our travel system, and if you would like HHS to cover the cost of your flight, HHS is required to book your flight through our system. As a reminder, HHS can only reimburse you for transportation (taxi, Lyft/Uber, etc.) related to the STAC meeting while you are in Rapid City, SD. Any transportation expenses outside and unrelated to the STAC Meeting are at the expense of the traveler.

Hotel Reservations

Below is the link to reserve your room at the Best Western Ramkota Hotel. We have 80 rooms available under this room block for \$ 98.00 USD/night.

Hotel Name:	Best Western Ramkota Hotel
Hotel Address:	2111 N LaCrosse Street Rapid City, South Dakota 57701
Rate:	\$ 98.00 USD / night
Link to Group Rate:	https://www.bestwestern.com/en_US/book/hotel-rooms.42048.html?groupId=8C3QV8D4
Check-In Date:	Monday, September 11, 2023
Check-Out Date:	Friday, September 15, 2023

****Last Day to Book: August 31, 2023****

Please feel free to reach out, if you have any questions, and we look forward to seeing all of you in September!

Thank you,

Brittainy A. Cortilet
(UmóꞤHoꞤ Tribe of Nebraska)

Office of the Secretary | Intergovernmental and External Affairs

Department of Health and Human Services

M: (202) 604 – 7116

Approve the travel request - Councilman Kirby Metoxen - State Tribal Consultation Department of...

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Approve travel request - Councilman Kirby Metoxen -State Tribal Consultation Department of Agriculture, Trade and Consumer Protection (DATCP) & Tourism-Madison, WI, Aug. 15-17, 2023.

4. Areas potentially impacted or affected by this request:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other: OBC

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

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 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 checked="" type="checkbox"/> Other: email request | | |

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: Kirby Metoxen, Councilman

Primary Requestor: (Name, Title/Entity)

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 8 / 2 / 23 e-poll requested

2. General Information:

Event Name: State Tribal Consultation DATCP & Tourism

Event Location: Madison, WI Attendee(s): Kirby Metoxen

Departure Date: 8/15/2023 Attendee(s):

Return Date: 8/17/2023 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
- Unbudgeted
- Grant Funded or Reimbursed

Cost Estimate: \$500

4. Justification:

Describe the justification of this Travel Request:

Approve travel request - Councilman Kirby Metoxen -State Tribal Consultation Department of Agriculture, Trade and Consumer Protection (DATCP) & Tourism- Madison, WI, Aug. 15-17, 2023.

Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) mission is to partner with all the citizens of Wisconsin to grow the economy by promoting quality food, healthy plants and animals, sound use of land and water resources, and a fair marketplace. Department of Workforce Development (DWD) efficiently delivers effective and inclusive services to meet Wisconsin's diverse workforce needs, and advocates for the protection and economic advancement of all Wisconsin workers, employers, and job seekers.

Agenda being determined

5. Submission

Sponsor: Kirby Metoxen, Councilmember

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

From: Vick, Dawn - DOA <dawn.vick@wisconsin.gov>

Sent: Wednesday, July 19, 2023 1:23 PM

To: Tana D. Aguirre <taguirre@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>

Subject: Upcoming Consultations

August – Location WHEDA Headquarters Madison, 908 E. Main Street. Next door to Hotel Indigo.

15 – DATCP 10 am

15 – Tourism 1 pm

16 – DWD 8:30 am

16 – DFI/DSPS 11 am

16 – PSC

Sept. 13 – DNR, location TBD

Sept. 19 – DOT, Mole Lake



Dawn Vick | Administrator
Department of Administration
Division of Intergovernmental Relations
dawn.vick@wisconsin.gov
Direct: (608) 266-7043 | Fax: (608) 267-6917



Kristal E. Hill

From: Tana D. Aguirre
Sent: Monday, July 24, 2023 8:53 AM
To: Kirby W. Metoxen
Cc: Kristal E. Hill
Subject: State Tribal Consultation

Hello,

Would you be interested in attending consultation in Madison August 15-17 for August 15 – DATCP and Tourism and August 16 – DWD, DFI & DSPS, and PSC? Please let me know if you can attend.

Thank you
Tana

Tana Aguirre
Oneida Nation Intergovernmental Affairs & Communications



A good mind. A good heart. A strong Fire.

office: 920.869.4239
cell: 920.819.0692
Email: taguirre@oneidanation.org

Oneida Business Committee Travel Request

Enter the e-poll results into the record regarding the approved travel for Secretary Lisa Liggins to attend...

1. OBC Meeting Date Requested: ___ / ___ / ___ e-poll requested

2. General Information:

Event Name: Assembly Democratic Campaign Committee Fundraiser

Event Location: Wisconsin Dells, WI Attendee(s): Lisa Liggins

Departure Date: Jul 25, 2023 Attendee(s):

Return Date: Jul 26, 2023 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
- Unbudgeted
- Grant Funded or Reimbursed

Cost Estimate: \$250.00

4. Justification:

Describe the justification of this Travel Request:

Please see attached email from Government Policy Solutions, LLC.

Intergovernmental Affairs inquired on July 17, 2023, if I would be able to attend. By attending this fundraiser, the Oneida Nation shows its support financially for the democratic assembly, it also allows for the Nation to network and develop rapport with individual legislators while sharing our concerns, issues, and resolves for legislative items which is important in my role as the appointee to the Special Committee on State/Tribal Relations.

These types of events are attended on both sides of the house to balance the political outreach.

5. Submission

Sponsor: Lisa Liggins, Secretary

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

Fawn J. Billie

From: Secretary
Sent: Wednesday, July 19, 2023 4:31 PM
To: Secretary; Tehassi Tasi Hill; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Lisa A. Liggins; Daniel P. Guzman; David P. Jordan; Kirby W. Metoxen; Jennifer A. Webster
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; BC_Agenda_Requests; Debbie J. Melchert
Subject: E-POLL RESULTS #3: Approve the travel request - Secretary Lisa Liggins - The Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-26, 2023
Attachments: BCTR Approve the travel request - Secretary Lisa Liggins - Assembly Democratic Campaign Committee Fundraiser - July 25-26, 2023.pdf

E-POLL RESULTS # 3

The e-poll to approve the travel request - Secretary Lisa Liggins - The Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-26, 2023, **has carried**. Below are the results:

Support: Daniel Guzman King, David P. Jordan, Lisa Liggins, Brandon Stevens, Jennifer Webster

Aliskwet Ellis

Senior Information Management Specialist
 Government Administrative Office

From: Secretary <TribalSecretary@oneidanation.org>
Sent: Tuesday, July 18, 2023 3:02 PM
To: Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@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 #3: Approve the travel request - Secretary Lisa Liggins - The Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-26, 2023

E-POLL REQUEST #3**Summary:**

Intergovernmental Affairs inquired on July 17, 2023, if Secretary Lisa Liggins would be able to attend. By attending this fundraiser, the Oneida Nation shows its support financially for the democratic assembly, it also allows for the Nation to network and develop rapport with individual legislators while sharing the Nation's concerns, issues, and resolves for legislative items which is important in her role as the appointee to the Special Committee on State/Tribal Relations. These types of events are attended on both sides of the house to balance the political outreach.

Justification for E-Poll:

Notification timing for the event prevents this request from being placed on the next regular BC agenda for consideration.

Requested Action:

Approve the travel request - Secretary Lisa Liggins - The Assembly Democratic Campaign Committee Fundraiser - Wisconsin Dells, WI - July 25-26, 2023

Deadline for response:

Responses are due no later than **4:30 p.m., Wednesday, July 19, 2023.**

Voting:

Use the voting button above, if available; OR

Reply with "Support" or "Oppose".

Aliskwet Ellis

Senior Information Management Specialist

Government Administrative Office

O: 920.869.4408 • E: cellis1@oneidanation.org

P.O. Box 365 • Oneida, WI • 54155



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

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From: forbes wis-gps.com <forbes@wip-gps.com>
To: Tana D. Aguirre <taguirre@oneidanation.org>
Subject: ADCC Fundraiser

ADCC Events

- **RSVPs needed by July 19th at the latest. If you have not provided the names of your golfers please send them to ethan@assemblydemocrats.com ASAP.**
- -----
- **ADCC Golf Outing**
- Invitation embedded here
- Wednesday, July 26
- Wild Rock Golf Club
- 856 Canyon Rd, Wisconsin Dells, WI 53965
- **Registration begins at 8:30 am**
- **Breakfast begins at 9:00 am**
- **Shotgun start: 10:00 am**
- **Reception begins at conclusion of golf, likely 4:00 pm**
- Sponsor Levels:
- **\$12,000 Presenting Sponsorship**
 - Two golf foursomes with a member + logo and name on day of event materials + tee off hole sponsorship + lunch/reception sponsor
- **\$9,000 Leader Sponsorship**
 - Golf foursome with a member + hole sponsorship
- **\$6,000 Hole-In-One Sponsorship**
 - Golf Foursome + Hole Sponsorship
- **\$5,000 Eagle Sponsorship**
 - Golf Foursome
- **\$3,000 Birdie Sponsorship**
 - Lunch or Reception Sponsor
- **\$1,500 Par Sponsorship**
 - Individual Golfer or Hole Sponsorship
- All PAC, Corporate, Conduit, and Individual Contributions are accepted.
- All golfers invited to attend reception after their round concludes.

Forbes D. McIntosh

Government Policy Solutions, LLC
 30 W. Mifflin St., Ste. 501
 P.O. Box 5057
 Madison, Wisconsin 53705-0057
 (608) 255-0029 (office)
 (608) 332-5205 (mobile)
 forbes@wis-gps.com



ONEIDA NATION
TRAVEL AUTHORIZATION REQUEST

General Travel Information

Name of Traveler	Lisa Liggins		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Wisconsin Dells		
Departure date	07/25/2023	Return date	07/26/2023
Purpose of travel	Assembly Democratic Campaign Committee Fundraiser		
Charged GL Account			

GSA Rate Information for the destination

Per Diem rate per day	\$ 59	Lodging rate per day	\$ 132
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Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 59	0.75	1	\$ 44.25
Per Diem full day at destination	\$	1.00		\$ 0.00
Per Diem return travel date	\$ 59.00	0.75	1	\$ 44.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 137.35		1	\$ 137.35
Airfare	\$			\$ 0.00
Private Car Mileage	\$			\$ 0.00
Taxi or car rental	\$			\$ 0.00
Luggage Fees	\$			\$ 0.00
Registration – accept VISA? Yes / No	\$			\$ 0.00
Allowable price adjustment If travel arrangements exceed the Total Cost Estimate re-approval is required				\$ 200.00
Total Cost Estimate				\$ 425.85

Using
corporate
credit card
no advance
needed

Advance for
Per diem only:
\$88.50

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, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler			
Program Director			Not needed
General Manager			Not needed

Oneida Business Committee Travel Request

Enter the e-poll results into the record regarding the approved travel for Councilwoman Jennifer Webster.

1. OBC Meeting Date Requested: 07 / 18 / 23 e-poll requested

2. General Information:

Event Name: _____ National Tribal Opioid Summit _____

Event Location: _____ Seattle, WA _____ Attendee(s):

Departure Date: Attendee(s):

Return Date: Attendee(s):

3. Budget Information:

Funds available in individual travel budget(s)

Unbudgeted

Grant Funded or Reimbursed

Cost Estimate: _____ \$2235.50 _____

4. Justification:

Describe the justification of this Travel Request:

On July 17, 2023, Councilwoman Jennifer Webster received an invitation from the National Indian Health Board to attend and present at the National Tribal Opioid Summit on August 22-24 in Seattle, WA. They are requesting participation in a Data Session: Facilitator of "Best Practices to Access, Own and Protect Tribal AI/An MH and SUD Data," on August 23rd from 1:00pm – 2:30pm.

Attached is the invitation and the NIHB needs a response by Friday, July 21, 2023.

Requested action: Approve Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023

5. Submission

Sponsor:

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

Fawn J. Billie

From: Secretary
Sent: Wednesday, July 19, 2023 4:31 PM
To: Secretary; Tehassi Tasi Hill; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Lisa A. Liggins; Daniel P. Guzman; David P. Jordan; Kirby W. Metoxen; Jennifer A. Webster
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; BC_Agenda_Requests; Debbie J. Melchert
Subject: E-POLL RESULTS # 2: Approve the travel request - Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023
Attachments: BCAR Approve Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023.pdf

E-POLL RESULTS # 2

The e-poll to approve the travel request - Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023, **has carried**. Below are the results:

Support: Daniel Guzman King, David P. Jordan, Lisa Liggins, Brandon Stevens, Jennifer Webster

Aliskwet Ellis

Senior Information Management Specialist
 Government Administrative Office

From: Secretary <TribalSecretary@oneidanation.org>
Sent: Tuesday, July 18, 2023 1:53 PM
To: Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@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 # 2: Approve the travel request - Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023

E-POLL REQUEST # 2**Summary:**

On July 17, 2023, Councilwoman Jennifer Webster received an invitation from the National Indian Health Board (NIHB) to attend and present at the National Tribal Opioid Summit on August 22-24 in Seattle, WA. They are requesting participation in a Data Session: Facilitator of "Best Practices to Access, Own and Protect Tribal AI/An MH and SUD Data," on August 23rd from 1:00pm – 2:30pm.

Justification for E-Poll:

The NIHB needs a response by Friday, July 21, 2023.

Requested Action:

Approve Councilwoman Jennifer Webster - National Tribal Opioid Summit - Seattle, WA - August 22-25, 2023

Deadline for response:

Responses are due no later than **4:30 p.m., Wednesday, July 19, 2023.**

Voting:

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

Aliskwet Ellis

Senior Information Management Specialist

Government Administrative Office

O: 920.869.4408 • E: cellis1@oneidanation.org

P.O. Box 365 • Oneida, WI • 54155



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

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ONEIDA NATION
TRAVEL AUTHORIZATION REQUEST

General Travel Information

Name of Traveler	Jennifer Webster		
<i>Legal name as it appears on Travelers Driver's License or State ID, no nicknames</i>			
Employee Number			
Destination City	Seattle, Washington State		
Departure date	08/22/2023	Return date	08/25/2023
Purpose of travel	National Tribal Opioid Summit		
Charged GL Account	001.4272000.009.701000.000		

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

Per Diem rate per day (meals)	\$ 79.00
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Cost Estimate Information

Personal Automobile Mileage Expenses

Total miles		Multiply by the Mileage rate	\$.625	\$ 0.00
Description	Rate	Factor	Days	Total
Per Diem for initial travel date	\$ 79.00	0.75	1	\$ 59.25
Per Diem full day at destination	\$ 79.00	1.00	2	\$ 158.00
Per Diem for return travel date	\$ 79.00	0.75	1	\$ 59.25
Included meals total				\$ 1.00
Miscellaneous expenses: taxi, parking, fees, etc.				
Sub-Total = Travel Advance				\$ 275.50
Lodging including room, taxes, fees, and hotel parking				\$ 750.00
Airfare				\$ 852.40
Luggage Fees				\$ 60.00
Car Rental				\$ 400.00
Registration				\$ 0.00
Allowable price adjustment				\$ 500.00
Sub-Total = Virtual Card				\$ 1,960.00
Total Cost Estimate				\$ 2,235.50

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	Jennifer Webster	7/18/2023
Supervisor		

Send all travel related items to: CentralAccounting_Travel@oneidanation.org

2023 NATIONAL TRIBAL OPIOID SUMMIT



HEALING OUR NATIONS TOGETHER

July 17th, 2023

Dear Councilwoman Jennifer Webster:

On behalf of the Northwest Portland Area Indian Health Board (NPAIHB) and our national and regional partners, we cordially invite you to attend and present at the [National Tribal Opioid Summit](#) on August 22-24, 2023 in Tulalip, Washington.

We request your participation in a:

- Data Session: Facilitator of “Best Practices to Access, Own and Protect Tribal AI/An MH and SUD Data,” on August 23rd from 1:00pm – 2:30pm.

At the Summit, we will be taking a stand to collectively address the fentanyl crisis. This Summit will be a large working meeting with plenaries and breakout sessions structured to gather input from Tribal leaders, front line providers and responders, and community members. The first day of the Summit will address fentanyl issues within communities, the second day will highlight Tribal solutions, and the third day will focus on Tribal priorities to address the fentanyl crisis to federal officials.

Tribal leaders will lead discussions with federal representatives in four different tracks during this 3-day Summit. The Tracks include:

- Culturally-Specific Prevention Initiatives
- Culturally-Specific Care, Treatment and Support Services
- Tribal Data
- Law & Justice

A memorable cultural night will be hosted by the Tulalip Tribes and several surrounding Tribes. It will be a night to remember!

We look forward to confirmation of your participation in the Summit no later than Friday, July 21, 2023. Please email summit@npaihb.org to confirm your availability. Also, let us know if your tribe or organization cannot cover your travel.

In good health,

Laura Platero (Navajo)
NPAIHB Executive Director

Nickolaus D. Lewis (Lummi)
Lummi Indian Business Council Member
NPAIHB Chair



National Indian
Health Board



National
Congress of
American
Indians



tribalsegov.org



Approve the CIP # 21-104 Gaming Commission Relocation project cancellation request

Business Committee Agenda Request

1. Meeting Date Requested: 07/26/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

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:

Mark A. Powless – Gaming Commission

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: *Describe*

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: 2023.07.13 16:26:34 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager

Primary Requestor: Paul J. Witek – Engineering Director/Senior Architect

June 28, 2023

Business Committee Agenda Request - Memo

Project No.: 21-104 **Project Title:** Gaming Commission Relocation

Purpose:

The project client, the Oneida Gaming Commission (OGC), is requesting to cancel the project. Cancelling an approved and funded project has not been done before, but Business Committee approval of the cancellation has been deemed appropriate.

Background:

The project scope was to remodel the Employee Services Building (1940 W. Mason St.) to create an office suite to house the OGC. The project was approved and funded. The Schematic Design work was completed, and a cost estimate based on the design prepared.

The project has an approved FY2022 CIP budget of \$745,000. The budget estimate based upon the current design is \$ 1,298,246 for a Total Project Budget shortfall of \$ 553,000.

Due to the budget shortfall, the Engineering Department identified options for the project:

1. Revise the scope of the project to reduce the cost.
 - a. With the amount of the difference in budget, we do not feel we could reduce the scope to get the project in budget and still be a viable, functional space for OGC.
2. Request additional funding through the Capital Improvement Process (CIP) Budget.
 - a. CIP Budget funding could be requested in FY2024. That would extend the project timelines and would increase the amount needed to account for the inflation during the extended time.
3. Cancel the project.
 - a. Project expenditures to date are approximately \$ 58,000. Final expenditures will be finalized if project is cancelled.

These options were presented to the client (OGC), and they supported option 3, Cancel Project. OGC provided a letter explaining their decision, see Attachment. OGC's reasons are summarized as:

1. The goal of OGC is to be located on the casino site. Gaming Operations is proposing an expansion project on that property and space for OGC is included in the project.
 - a. If the relocation project (#21-104) would proceed, OGC would move out of the remodeled space within a few years.
2. Gaming Operations does not support this project for several reasons including the disruption to their staff at the building.
3. OGC Leases current space from 1822 Land & Development, LLC. 1822 has noted that they are amenable to reducing the current lease rate to keep OGC in their current space, see Attachment from 1822.
 - a. 1822 noted that if OGC moves out of the current space they anticipate the space being vacant for a long duration due to lack of tenants looking for that type of space.
4. One of the original intentions of the project was to save costs on OGC's lease and generate revenue from an external entity which would lease the current space.
 - a. It is estimated that OGC would save approximately \$60,000 per year in lease payments if the relocation project would be completed.
 - b. Revenue to 1822 leasing the current OGC space is estimated at \$ 80,000 per year. Assuming a 50% occupancy rate (per 3.a above) for first year.
 - c. With a Total Project Budget of \$ 1,298,246 it would take approximately 10 years to break even (without including inflation) when combining the OGC lease savings and 1822 external lease revenue.

With the OGC decision to request cancellation of the project, Gaming Operations asked if the unexpended project funds could be reallocated to a project for them to renovate the Employee Services Building. The proposed Gaming Operations renovation would entail creating a large training space, additional offices, and revisions to reception area and conference rooms.

The Engineering Department reviewed the request to reallocate the unexpended funding to a new project and felt it appropriate to request input from the Law Office. We submitted this question to the Law Office: *“Per Chapter 121 Budget and Finances law, paragraph 121.6-6, are the unobligated funds on project CIP #21-104 allowed to be used for the revised project scope?”*

The reply from Chief Counsel to that question was: *“The answer is no; the CIP funding was obligated for a specific purpose for which an analysis was conducted identifying it was the best use of the funds. To change the fund use, you would have to submit a revision to the CIP approval.”*

It is the opinion of the Engineering Department, with the support of the Division of Public Works Director, that the proposed Gaming Operations project is not a “revision” to the previously approved project but is instead a new project with a different scope and purpose. The only commonality is both projects are in the same building.

Recommendations:

The Engineering Department and the Division of Public Works support the decision of OGC to cancel the project and feel it is in the best interests of the Oneida Nation for the reasons they noted.

Per Chapter 121 Budget and Finances law, unexpended CIP funds are to be returned to the General Fund:

121.6-6. Unexpended Funds.

(a) Unexpended Capital Improvement Funds. Unexpended capital improvement funds shall carry over to the next fiscal year’s budget, provided that such funds are required to remain appropriated for the same purpose as originally budgeted until the project is complete. Once a capital improvement project is complete, any remaining unexpended funds shall be returned to the General Fund.

The Engineering Department will finalize all project expenditures and confirm with Accounting before sending the unexpended budget value to the Finance Department.

If Gaming Operations desires to pursue their renovation project, they can do so within the Capital Improvement Process (CIP) by having the Engineering Department remove project CDC #17-010 1940 W Mason Building Renovation from “hold” status and continuing it through the approval process.

Attachments:

- Letter from OGC – Relocation Response, 4/25/23

Action Requested:

1. Approve the cancellation of CIP #21-104 Gaming Commission Relocation project and direct unexpended CIP funds to be returned per Chapter 121 Budget and Finances law.



Gaming Commission Relocation Response

Oneida
Gaming
Commission

To: Paul Witek, Engineering Department
From: Oneida Gaming Commission
Date: 04/25/23

Mr. Witek,

The Gaming Commission is in receipt of your email regarding the Gaming Commission relocation. In your email you state that the cost estimates for the renovation have increased from \$745,000 to \$1,298,000. As a solution to this increase in price, you offered the following solutions;

1. Revise the scope of the project to reduce the cost.
 - a. With the amount of the difference in budget, I do not feel we could reduce the scope to get us in budget and still be a viable, functional space for OGC.
2. Request additional funding through the Capital Improvement Process (CIP) Budget or identify a different funding source for the additional budget needed, potentially Tribal Contribution Savings (TCS) funds.
 - a. CIP Budget funding can be requested in FY 2024. That would extend the project timelines and increase the amount needed to account for inflation during the extended time.
 - b. I am unsure what TCS funding is available, that will need to be confirmed if we want to take this approach.
3. Cancel the project.
 - a. To date we haven't ever cancelled an approved, funded project, so I am unsure of the process.
 - b. I would think we would bring the request to cancel back to the OBC and the unobligated CIP funding would be returned to the General Fund.
 - c. I am aware that not all the commissioners were fully supportive of the project, and gaming wasn't supportive of the project with the disruption to their staff in the building.

The Gaming Commission has reviewed the options presented and believe the best option is Option 3; Cancel the project.

The goal of the Gaming Commission has always been to be located on site of the Gaming Operation. The Gaming Operation is in the process of submitting a proposal the General Tribal Council for an expansion, which would include space for the Gaming Commission.

The Gaming Commission has had discussions with Gaming Operations regarding moving into the old Circuit City building, and they are not in favor of the Gaming Commission moving there for several reasons.

The Gaming Commission has had discussions with 1822, the landlord of the Oneida Gaming Commission's current location, regarding the possibility of the Gaming Commission relocating. 1822 has stated that they would be willing to renegotiate the lease. A reason the lease is the rate that it is at is because of the amount 1822 pays in lease to Land Management and to the city for property taxes. 1822 pays Land Management \$40,000 per year for the lease and pays approximately \$30,000 per year for property taxes.

All entities that are involved with the lease are controlled by Oneida. If the lease rate is truly the issue, then the Gaming Commission, 1822, and Land Management could work out a lease rate that is amenable to all entities involved.

The new proposed cost of \$1,298,000, not including the cost of inflation or the physical moving of the Gaming Commission, would need at least 10 years to break even. That timeline could be extended longer if the lease paid by the Gaming Commission is reduced, which 1822 is has said they are open to those discussions. The thought is that the Gaming Operation will have built an expansion within that time frame, which would include space for the Gaming Commission and Gaming employees that are housed in the old Circuit City building.

If you have any further questions, please contact the Oneida Gaming Commission.

cc: OGC

Tamara Van Schyndel, Executive Director
Bill Cornelius, Legal Counsel



April 3, 2023

Dear Mr. Cornelius:

Thank you for reaching out to 1822 Land and Development Company of Oneida (1822) regarding the lease with the Gaming Commission at 2673 West Mason St. Green Bay WI 54313. The Gaming Commission is a long and good tenant of 1822, and we would wish to continue that relationship.

Over the course of the Gaming Commission's tenure, 1822 has made several improvements to the building and parking lot, the most notable were the new parking lot in 2011, new roof and new HVAC units in 2016 and new flooring in 2019.

1822 is interested in maintaining the commission and are willing to work with the commission to find a lease rate that works for the Gaming Commission, Oneida Land Division, 1822 and the Oneida Nation. If the Gaming Commission were to move we anticipate this space could be vacant for a long duration; as we do not have any potential tenants looking for a space this size.

Please feel free to reach out to 1822 when you would like to discuss the lease rate.

Regards,

Jeffrey S House

Digitally signed by Jeffrey S House
DN: cn=Jeffrey S House, o=Oneida ESC
Group, ou, email=jhouse@oescgroup.com,
c=US
Date: 2023.04.03 14:28:32 -05'00'

Jeff House

Post one (1) vacancy - Oneida Youth Leadership Institute Board

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

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: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)


Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1



Memorandum

TO: Oneida Business Committee

FROM: Brooke Doxtator, BCC Supervisor 

DATE: July 25, 2023

RE: Post one (1) vacancy – Oneida Youth Leadership Institute Board of Directors

Background

There is a vacancy on the Oneida Youth Leadership institute – Board of Directors that needs to be posted. The vacancy is due to the resignation of Jeffrey House effective July 15, 2023. The vacancy is for term ending June 30, 2024.

Action requested:

Post one (1) vacancy for the Oneida Youth Leadership institute – Board of Directors.

Post one (1) vacancy - Oneida Community Library Board

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

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: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1



Memorandum

TO: Oneida Business Committee

FROM: Brooke Doxtator, BCC Supervisor

DATE: July 25, 2023

RE: Post one (1) vacancy – Oneida Community Library Board

Background

There is a vacancy on the Oneida Community Library Board that needs to be posted. The vacancy is due to the resignation of Michelle Sawyer on June 27, 2023. The vacancy is for term ending March 31, 2024.

Action requested:

Post one (1) vacancy for the Oneida Community Library Board.

Enter the e-poll results into the record regarding to cancel the July 26, 2023, regular Business Committee

Business Committee Agenda Request

1. Meeting Date Requested: 07/18/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

Approve an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023

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:

Name, Title/Entity OR Choose from List

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 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: Lisa Liggins, Secretary

Primary Requestor: Aliskwet Ellis, Senior Information Management Specialist



Business Committee Agenda Request – Cover Memo

From: Aliskwet Ellis, Senior Information Management Specialist

Date: July 18, 2023

Re: Exception to resolution # BC-01-12-22-A – July 26, 2023, regular BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023

PURPOSE

Business Committee (BC) action is needed to change the schedule adopted by resolution # BC-01-12-22-A.

BACKGROUND

At the July 18, 2023, BC Work Session, the BC has agreed to cancel the July 26, 2023, regular BC meeting, including canceling the July 25, 2023 executive session. It was also agreed to reschedule the August 9, 2023, regular BC meeting to August 2, 2023, and executive session from August 8, 2023, to August 1, 2023.

This decision is based on having a General Tribal Council meeting on July 24, 2023, and the Business Committee has made various obligations to support the Bicentennial events on July 25-29, 2023. Additionally, there is a GTC meeting on August 7, 2023, and the Great Law Recital will be taking place August 7-10, 2023.

Therefore, the BC meeting scheduled for July 26, 2023, will need to be canceled, as there will not be a quorum. The August 9, 2023, regular BC meeting will be moved up a week early to August 2, 2023. Any items that need to be addressed can be sent to the following agenda for approval, or be processed via epoll (if the item is time sensitive). Notice will go out informing the organization of the cancellation and reschedule with new deadlines.

REQUESTED ACTION

Approve an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023

Fawn J. Billie

From: Secretary
Sent: Wednesday, July 19, 2023 4:31 PM
To: Secretary; Tehassi Tasi Hill; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Lisa A. Liggins; Daniel P. Guzman; David P. Jordan; Kirby W. Metoxen; Jennifer A. Webster
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; BC_Agenda_Requests
Subject: E-POLL RESULTS: Approve an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, regular BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023
Attachments: BCAR Approve an exception to resolution # BC-01-12-22-A to cancel the 07 26 23 and reschedule 08 09 23 BC meeting.pdf

E-POLL RESULTS

The e-poll to approve an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, regular BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023, **has carried**. Below are the results:

Support: Daniel Guzman King, David P. Jordan, Lisa Liggins, Brandon Stevens, Jennifer Webster

Aliskwet Ellis

Senior Information Management Specialist
Government Administrative Office

From: Secretary <TribalSecretary@oneidanation.org>
Sent: Tuesday, July 18, 2023 12:15 PM
To: Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@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 an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, regular BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023

E-POLL REQUEST**Summary:**

At the July 18, 2023, BC Work Session, the BC has agreed to cancel the July 26, 2023, regular BC meeting, including canceling the July 25, 2023 executive session. It was also agreed to reschedule the August 9, 2023, regular BC meeting to August 2, 2023, and executive session from August 8, 2023, to August 1, 2023.

This decision is based on having a General Tribal Council meeting on July 24, 2023, and the Business Committee has made various obligations to support the Bicentennial events on July 25-29, 2023. Additionally, there is a GTC meeting on August 7, 2023, and the Great Law Recital will be taking place August 7-10, 2023.

Therefore, the BC meeting scheduled for July 26, 2023, will need to be canceled, as there will not be a quorum. The August 9, 2023, regular BC meeting will be moved up a week early to August 2, 2023. Any items that need to be

addressed can be sent to the following agenda for approval, or be processed via epoll (if the item is time sensitive). Notice will go out informing the organization of the cancelation and reschedule with new deadlines.

Justification for E-Poll:

The action is requesting to cancel the next meeting and to reschedule the first August meeting. E-poll is necessary to ensure there is adequate time for communication to the organization.

Requested Action:

Approve an exception to resolution # BC-01-12-22-A to cancel the July 26, 2023, regular BC meeting and reschedule the August 9, 2023, regular BC meeting to August 2, 2023

Deadline for response:

Responses are due no later than **4:30 p.m., Wednesday, July 19, 2023.**

Voting:

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

Aliskwet Ellis

Senior Information Management Specialist
Government Administrative Office
O: 920.869.4408 • E: cellis1@oneidanation.org
P.O. Box 365 • Oneida, WI • 54155



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

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Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 1-12-22-A

Setting the Oneida Business Committee Regular Meeting and Executive Session Discussion Schedule

- 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,** Article III, Section 3 of the Tribal Constitution provides that “Regular meetings of the Business Committee may be established by resolution of the Business Committee”; and
- WHEREAS,** the Oneida Business Committee (OBC) has established and modified their regular meeting schedule by resolutions # BC-07-7-87-A, # BC-03-25-88-B, # BC-04-26-91-A, # BC-02-11-04-A, # BC-12-10-08-A, # BC-06-23-10-E, # BC-11-23-16-C, # BC-12-27-16-A, # BC-09-27-17-D, # BC-01-22-20-D, and # BC-09-23-20-C; and
- WHEREAS,** the OBC has determined that there are no changes needed to the schedule for regular meetings of the OBC; and
- WHEREAS,** the OBC has established a quarterly reporting expectation in the Executive Session section of the regular meeting agenda for the Gaming General Manager, the Retail General Manager, and the Executive HR Director; and
- WHEREAS,** the OBC has determined that holding periodic, separate discussions on items submitted to the Executive Session section of the regular meeting agenda is the best use of resources available and would better serve the membership of the Oneida Nation and the OBC.

Regular Meetings

NOW THEREFORE BE IT RESOLVED, regular meetings of the OBC shall continue to be held the second and fourth Wednesday each month, at 8:30 a.m.

OBC Direct Report Quarterly Reports – Executive Session Discussion

BE IT FURTHER RESOLVED, for the first regular meeting of February, May, August, and November, the discussion on the Executive Session section of the regular meeting agenda shall be held on Tuesday at 8:30 a.m. starting on February 8, 2022.

Executive Session Discussion

BE IT FURTHER RESOLVED, for the second regular meeting of each month, the discussion on the Executive Session section of the regular meeting agenda shall be held on Tuesday at 8:30 a.m. starting on January 25, 2022.


BC Resolution # 1-12-22-A
Setting the Oneida Business Committee Regular Meeting and Executive Session Discussion
Schedule
Page 2 of 2

Superseding Prior Schedules

BE IT FINALLY RESOLVED, this resolution shall supersede all prior motions, practices, or resolutions regarding the subject of regular meetings of the Oneida Business Committee.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 8 members were present at a meeting duly called, noticed and held on the 12th day of January, 2022; that the forgoing resolution was duly adopted at such meeting by a vote of 7 members for, 0 members against, and 0 members not voting*; and that said resolution has not been rescinded or amended in any way.



Lisa Liggins, Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."

Enter the e-poll results into the record regarding the approved OBC SOP Approve the Hiring, Negotiating,

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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: [Secretary](#); [Tehassi Tasi Hill](#); [Brandon L. Yellowbird-Stevens](#); [Cristina S. Danforth](#); [Lisa A. Liggins](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Kirby W. Metoxen](#); [Jennifer A. Webster](#)
Cc: [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#); [BC Agenda Requests](#)
Subject: E-POLL RESULTS: Approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff
Date: Wednesday, July 26, 2023 11:55:47 AM
Attachments: [BCAR Approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff.pdf](#)
[DJ comment beyond vote.pdf](#)
[KM comment beyond vote.pdf](#)

E-POLL RESULTS

The e-poll to approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff, **has carried**. Below are the results:

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

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

[Aliskwet Ellis](#)
Senior Information Management Specialist
Government Administrative Office

From: Secretary <TribalSecretary@oneidanation.org>
Sent: Monday, July 24, 2023 1:05 PM
To: Secretary <TribalSecretary@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@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 OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff

E-POLL REQUEST

Summary:

The attached SOP has been reviewed and commented on by OBC and staff. It has updated from comments and is ready for OBC approval.

Justification for E-Poll:

BC agreed at the last work session to process via e-poll for upcoming OBC elect meetings after review/comments. OBC meeting was moved to 8/2 and SOP needs to be approved prior.

Requested Action:

Approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff

-

Deadline for response:

Responses are due no later than **4:30 p.m., Tuesday, July 25, 2023.**

Voting:

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

Aliskwet Ellis

Senior Information Management Specialist
Government Administrative Office
O: 920.869.4408 • E: cellis1@oneidanation.org
P.O. Box 365 • Oneida, WI • 54155



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

CONFIDENTIALITY NOTICE: This message and any included attachments are intended only for the addressee. This message may contain privileged, confidential, or proprietary information. Unauthorized forwarding, printing, copying, distribution, or use of such information is strictly prohibited and may be unlawful. If you have received this message in error, please inform us promptly by reply e-mail, then delete the e-mail and destroy any printed copy.

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

2. Session:

Open Executive – must qualify under §107.4-1.

Justification: *Choose or type justification.*

3. Requested Motion:

Accept as information; OR

To Approve the Hiring, Negotiating and Termination of Political Appointment Staff SOP

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:

Kristine Hill, Govt Operations Manager

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 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 checked="" 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: Tehassi Hill, Chairman

Primary Requestor: Kristine Hill



Memorandum

TO: Oneida Business Committee

FROM: Kristine Hill, Operations Manager

DATE: 7/24/23

RE: Hiring, Negotiating and Terminating of Political Appointment SOP

Summary:

The attached SOP has been reviewed and commented on by OBC and staff. It has updated from comments and is ready for OBC approval.

Justification for E-Poll:


BC agreed at the last work session to process via e-poll for upcoming OBC elect meetings after review/comments. OBC meeting was moved to 8/2 and SOP needs to be approved prior.

Requested Action:

Approve Hiring, Negotiating and Terminating of Political Appointment Staff SOP

Deadline for response:

12:00pm Tuesday 7/25/23

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Hiring, Negotiating and Termination of Political Appointment Staff</p>	<p>ORIGINATION DATE: July 2006 REVISION DATE: November 29, 2021 June 15, 2023 EFFECTIVE DATE: After Last Signature</p>
<p>DIVISION: <i>Non-Divisional</i></p>	<p>APPROVED BY: OBC</p>	<p>DATE:</p>
<p>DEPARTMENT: <i>Oneida Business Committee</i></p>	<p>COMPLIANCE REVIEW BY: <i>EEO Director</i></p>	<p>DATE:</p>
<p>AUTHOR: <i>Kristine Hill, Operations Manager – Gov't & Lisa Summers, OBC Area Manager</i></p>	<p>APPROVED BY: <i>Executive Human Resources Director</i></p>	<p>DATE:</p>
<p>EEO Reference #: 70</p>	<p>PAGE NO: 1 of 5</p>	

1.0 PURPOSE

- 1.1 To set standards for the hiring, negotiating and termination processes of all Political Appointment Staff to the Oneida Business Committee.

2.0 DEFINITIONS

- 2.1 **HR Representative:** Human Resources employee who conducts the hiring, negotiating and termination processes.
- 2.2 **Job Descriptions:** A document defining duties and responsibilities and standard qualifications for a position.
- 2.3 **Nepotism:** Nepotism includes legally recognized family members that establish the following relationships, including “step” relations - husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, son, daughter, grandparent, grandchild, great-grandparents, great-grandchildren, spouse’s great grandparents, spouse’s grandparent, spouse’s great-grandchildren, son-in-law, daughter-in-law, brother-in-law and sister-in-law.
- 2.4 **OBC Members:** Nine (9) Oneida Business Committee members responsible or designated to directly oversee the work and performance of an employee.
- 2.5 **OBC Officers:** Chairman, Vice Chairman, Treasurer and Secretary of the Committee.
- 2.6 **GOM: Government Operations Manager** is the position that supports the OBC in all personnel matters relating to Direct Reports and Political Appointee Staff, including HR-related functions and processing Direct

Report complaints.

- 2.7 **OBC Sub-team:** members assigned to participate in the hiring process.
- 2.8 **Political Appointment:** the process by which a person is appointed or designated for an office or position by an elected official and whose employment is coterminous with the elected official.
- 2.9 **TOE:** Table of Equivalency, which is a tool used to create a larger pool of applicants by allowing hiring supervisors to utilize more experience and/or education in the Screening process.
- 2.10 **BC Area Manager:** Manages the Government Administrative Office and areas that support government functions.

3.0 WORK STANDARDS

- 3.1 All positions must be posted as Oneida only.
- 3.2 An applicant for a vacant Political Appointee Staff position will be disqualified for hire when the applicant creates a nepotistic supervisor circumstance with the elected OBC member.
- 3.3 All newly created or updated job descriptions must be approved by the OBC and documented as approved through OBC minutes, prior to an applicant filling a Political Appointee Staff position.
- 3.4 In the event the GOM is unavailable or has a conflict-of-interest, options to facilitate the processes in this SOP may be considered:
 - 3.4.1 OBC Sub-team
 - 3.4.2 OBC Sub-team + HR Representative
 - 3.4.3 OBC Area Manager + HR Representative
 - 3.4.4 OBC Area Manager + OBC Sub-team
 - 3.4.5 Any combination of the above.
- 3.5 Political Appointments are coterminous with the OBC member position.
- 3.6 Start date for Political Appointment positions may begin no sooner than the first day of scheduled orientation for the OBC Members, and is completed the last day the OBC member is in office, provided that Political Appointment can be relieved of the designated position, with or without cause, at any time during service in the designated position.
- 3.7 Political Appointments are required to complete and pass the Oneida Nation's standard background check and drug test prior to beginning employment.
- 3.8 Individual OBC members are directly responsible to supervise, lead and oversee the work and performance of the Political Appointment designee.
- 3.9 The OBC may hire up to nine (9) Political Appointment Support Staff each term to provide either individual office support, or be assigned to provide team support for essential services in the government, positions available for selection are in accordance with the OBC resolution titled "Setting

Supervision and Management of Direct Reports to the Oneida Business Committee,” and have the following titles and job codes.

3.8.1	Administrative Assistant	-	03340
3.8.2	Executive Assistant	-	03113
3.8.3	Gov’t Relations Specialist	-	03341
3.8.4	Legislative Assistant	-	03342
3.8.5	Project Coordinator	-	03104

4.0 Hiring Procedures

NOTE: These procedures are consistent with the OBC Direct Report Hiring Checklist.

- 4.1 Each OBC member is authorized to designate or appoint one (1) full-time Political Appointment Support Staff position. Positions descriptions available are identified in Section 3.8.1 to 3.8.5
- 4.2 All applicants must meet the qualifications and requirements of the respective job description to negotiate wages as identified in 5.0.
 - 4.2.1 The T.O.E. may be used when screening an applicant who has less or more than the minimum required education or experience required in the selected job description.
 - 4.2.1.1. The T.O.E. must be determined prior to the OBC Member beginning the chosen selection process and must be on file with the GOM for proper personnel file auditing purposes, transparency and employee file.
 - 4.2.2. If an applicant does not meet the qualifications and requirements of the job description or the OBC member’s identified T.O.E., the applicant cannot be appointed or designated to the selected position.
- 4.3 Each OBC member has four (4) options to hire a political appointee:
 - 4.3.1. No posting - choose a qualified applicant,
 - 4.3.2. Pool - choose a qualified applicant form a pool on file at HRD,
 - 4.3.3 Use the Nation’s posting process by contacting the GOM or BC Area Manager to coordinate the process with HRD.
 - 4.3.4. Choose not to hire a Political Appointment
- 4.4 All applicants are required to pass the Nation’s standard background check and drug test prior to being installed as a Political Appointment Staff designee.
 - 4.4.1 An applicant’s failure to pass the pre-employment drug and alcohol test and/or background check shall be automatically disqualified.
 - 4.4.2 A notification of results for both the background check and drug test shall be submitted to the GOM for verification of hiring and employee file.

- 4.5. Each OBC member has the option to indenture the Political Appointment Staff through an employment contract, including the minimum following requirements:
 - 4.5.1 Employment contracts shall be coterminous with the OBC member.
 - 4.5.2. Employment contracts shall identify negotiated wage and eligibility for wage adjustments or other increases such as COLA, performance-based activities or bonuses.
 - 4.5.2.1 any adjustments associated with Political Appointment Staff wages must also be supported in the respective fiscal year budget from which the adjustment is expended.
 - 4.5.3. Performance expectations between both the Political Appointment designee and the OBC Member.
 - 4.5.4. Notice provisions to end employment relationship prior to the end of the term of office, i.e., condition with or without cause, two (2) week notice or thirty-day notice, by either party, etc.
- 4.6 Upon selection of a qualified applicant, the OBC member shall submit the selection to the BC Area Manager and the GOM for processing and coordination with HRD.
 - 4.6.1. the OBC Member, and GOM or BC Area Manager shall coordinate to ensure HRD has all needed application or personal information from the applicant, to generate the necessary systems information. Information may include application, conflict of interest disclosure, social media policy acknowledgement, computer resource/use, or other required new hire employment forms.

5.0 Salary and Wages

- 5.1 The BC Area Manager will provide available wage fund information to the OBC-Elect or Incumbent member prior to the start of each OBC three-year term.
 - 5.1.1 Wage fund information will provided be based on the OBC member selected job description.
 - 5.1.1 the BC Area Manager will budget appropriately for the selected positions each fiscal year; during inaugural years, funds may vary based on selected job descriptions at the start of each term.
- 5.2 The negotiated salary cannot exceed the determined grade for each approved job description.
 - 5.2.1 the OBC member will be notified of the wage funds available in accordance with the Oneida Nation's approved grade scale.
- 5.3. Designees who may be reassigned into another Political Appointment Staff job description after beginning the term under a different job code number, are subject to wage renegotiations or hiring procedures in section 4.0 and

5.0.

5.4. Bonuses are permissible by an approved budget and standard operating procedure.

6.0 Transfers and Reassignments

6.1 Employees are eligible for transfers, promotions and job reassignments after one year of continuous service as a Political Appointment Staff for the OBC.

6.1.1. Transfers and Reassignments will be processed in accordance with the Oneida Nation's approved processes.

7.0 Separating a Political Appointment Staff (Voluntary and Involuntary)

7.1 the OBC Member will provide notice of separation to the GOM and BC Area Manager.

7.2 The GOM or BC Area Manager will process all HRD paperwork ending employment of a Political Appointment Staff.

7.2 the GOM or BC Area Manager will coordinate to provide proper notification to all appropriate areas such as DTS, HRD, Liaison Areas, etc., and complete access notice and equipment collection, in accordance with the most current and approved HRD employee separation checklist.

8.0 FORMS

8.1 Request to Post Form (HRD)

8.2 Table of Equivalencies Form (HRD)

8.3 Employee Separation Form (HRD)

9.0 REFERENCES

9.1 Onboarding Direct Reports SOP (OBC)

9.2 OBC Direct Report Hiring Checklist (OBC)

9.3 OBC Resolution titled Setting Supervision and Management of Direct Reports to the Oneida Business Committee.

9.4 Restricting Access to Employees on Leave or Separation of Employment SOP (OBC)

9.5. HR Interpretation of Nepotism dated 08-13-2012. <https://oneida-nsn.gov/wp-content/uploads/2018/04/Nepotism-8-13-2012.pdf>

9.6 Oneida Nation Definitions - Political Appointment. https://oneida-nsn.gov/wp-content/uploads/2021/03/Oneida-Tribe-Definitions-3_17_21.pdf

9.7 5 Job Descriptions:

Administrative Assistant	-	03340
Executive Assistant	-	03113
Gov't Relations Specialist	-	03341
Legislative Assistant	-	03342

Project Coordinator - 03104

DRAFT 07-01-2023

From: [David P. Jordan](#)
To: [Secretary](#); [Tehassi Tasi Hill](#); [Brandon L. Yellowbird-Stevens](#); [Cristina S. Danforth](#); [Lisa A. Liggins](#); [Daniel P. Guzman](#); [Kirby W. Metoxen](#); [Jennifer A. Webster](#); [David P. Jordan](#)
Cc: [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#)
Subject: RE: E-POLL REQUEST: Approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff
Date: Monday, July 24, 2023 1:25:28 PM

Support With one miss spelling in 4.3.2 it reads "Pool -choose a qualified applicant form a pool on file at HRD," Should be "from" not form. Thank you

From: [Kirby W. Metoxen](#)
To: [Brandon L. Yellowbird-Stevens](#); [Secretary](#); [Tehassi Tasi Hill](#); [Cristina S. Danforth](#); [Lisa A. Liggins](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Jennifer A. Webster](#)
Cc: [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#)
Subject: Re: E-POLL REQUEST: Approve OBC SOP Approve the Hiring, Negotiating, and Termination of Political Appointment Staff
Date: Tuesday, July 25, 2023 11:19:23 AM

Support. 1 question Is this position hourly or salaried

Get [Outlook for Android](#)

Accept the Big Bear Media FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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:

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Shane Archiquette, Michelle Danforth-Anderson,



Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,



Nicole Rommel, Jacqueline Smith, Cheryl Stevens,

Shannon Stone, Leslie Doxtater



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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 Quarter 3 Report

GENERAL MANGER / BIG BEAR MEDIA (PRINT/MAIL/TOURISM/KALI)

Status report of Outcomes/Goals

1. Print/Mail Operations continue to turn out high volumes of print requests. Current FY Count general Mail out 226,439 pieces out-going & 11 GTC Mailers 148,971 pieces.
2. The top accomplishments: Average Print jobs 76/mon up 2 from FY22 with less staff.
*Note this does not include digital store front completed invoices. Latex printer printed first 34' banner and all pow wow banners did not have to be outsourced.

Outcome/Goal # 1

Operational Sustainability BBM: Print Operation, Mail Center, Tourism & Kalihwisaks

STAFF: PRINT 4.40 MAIL 3 TOURISM 2.50 KALI 1.10 (DIRECTOR ASSISTS ALL AREAS)

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

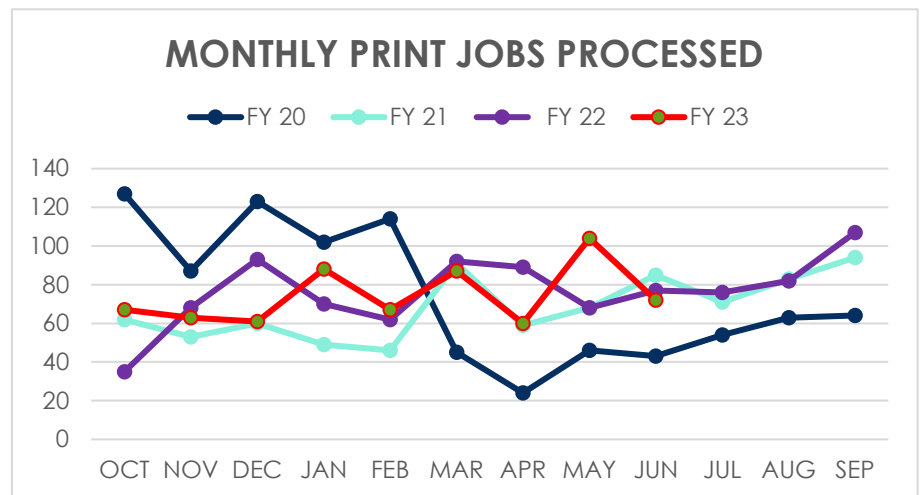
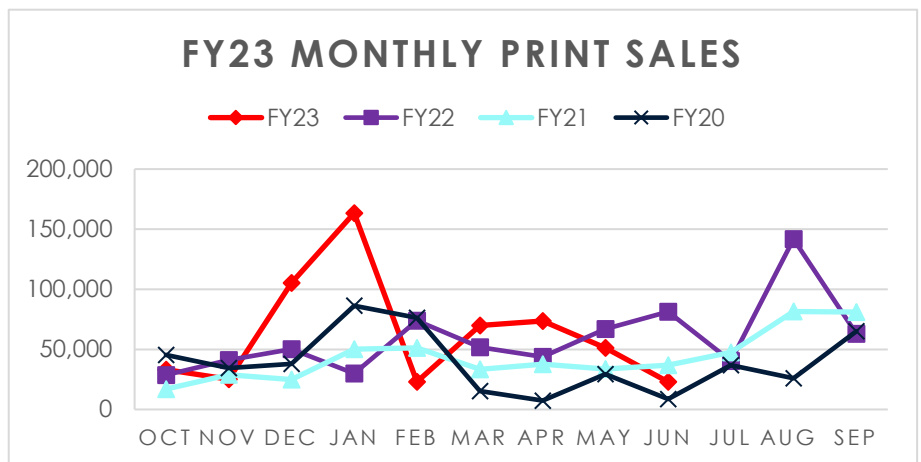
NOTE: June numbers are less than actual due to Admin working with Pow Wow and increased amount of I8 data entry for the event.

Quarter 2 FY23 Print YTD Sales projection was \$490,000 actual \$541,222 (I8 through May 2023) All staff continues to produce quality work under some short time deadlines.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

In Progress digital store implementation rolling out in no work completed in Q3, moving to Q4, but may be pushed to FY24.

GOAL CHALLENGES: The following remains the same. Managing with limited staff. The digital store front is ready to roll out but is being delayed due to other work priorities that don't allow time for 2 employees to focus on training. No admin assistance hired. Mail area short 1 FTE.



Outcome/Goal # 2

Advancing On^yote?a.ka Principles

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Veterans Memorial – Still seeking out quality commercial strip lighting for the wall.

\$2.6M obligated for the Amelia Cornelius Culture Park –

Contract review continued on the ACCP project. Purchase orders should be completed in July/Aug. Visitor Center and DPW shed layout nearing completion.

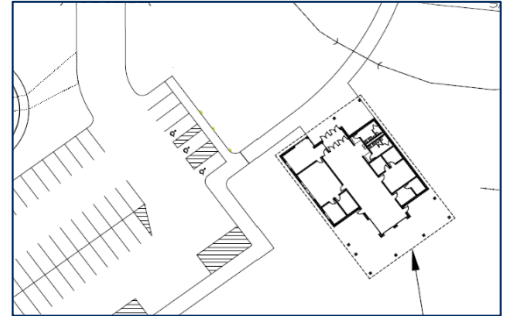
Tourism & Events – Tourism hosted 12 tours / 271 guest.

- May 22 Evening was An Evening with Native Writers. Dr. Patty Loew will be the MC/Hosted roughly 140 people at the Radisson.
- 49th Annual Pow Wow coordination is in full swing to begin June 30th.
- Miss Oneida Pageant
- Tourism Coordinator working with Indigenous games.
- 200 Year Bicentennial - Staff working to complete all logistics, emergency mgmt./land use plans. Entertainment contract set with musical and comedic acts and more. Contract completed with Carter King to continue work on the long house and create (4) 1820s women's outfits. Plans continue on Pow Wow arbor for FY24.

3 Sisters Teaching Resource – Work continued to seek out a date for a training with the teachers before they returned to school. Currently, looking at other options.

Gordon McLester Collection – Work continues on the vast paper collection of Gordon McLester. PT contracted assistant completed the review of scanning and numbering of 8 boxes previously scanned by modified duty worker. Working towards the 2nd goal of the video database being rolled out in July or early August.

Kalihwisaks – Large scale layout completed for the July edition featuring all the 200 year events. This was a large undertaking of staff time. Staff also worked to scan all Kalihwisaks that were not previously on the network. Stephen Kercher, UW-Oshkosh History Professor began assisting by getting a scanner loaned by the college. He began the tedious work of scanning and processing pdfs through an optical character recognition software. This process is ongoing.



EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Continue work with the Wildlife Sanctuary advertisement/panel project. Planning will continue on the 200-year calendar of events and 2023 pow wow.

GOAL CHALLENGES: We could accomplish more with more staff.

Outcome/Goal # 3

Advance Forward using Technology

MEASUREMENT:

Project #1 New – Digital Store Front – FY23 Q3 not completed – push to Q4 due to lack of time.

Project #3 – Q4 – exploreoneida.com/culture/teacher-resources/ was loaded with 3 Sisters children's book. Will look towards the future to create more components for the project.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

BBM Staff continues to step up and learn new areas.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

BBM will continue to work towards pushing media and technology forward.

GOAL CHALLENGES:

The greatest impact continues to be limited staff time to work with new technology that advances Oneida media, video and research.

Contact Info

CONTACT: Michelle Danforth Anderson
TITLE: Marketing & Tourism Director
PHONE NUMBER: 920.496.5624
E-MAIL: mdanfor8@oneidanation.org
MAIN WEBSITE: ExploreOneida.com FB: Oneida Tourism

Exciting Future for Oneida's Past! The Great Law Recital. By Mark Francisco, General Manager. Includes agenda for Monday, April 10, 2023.

49th Annual ONEIDA Pow Wow. Honoring our Past, Present, and our Future. Public Welcome! June 30-July 2, 2023. Includes ticket prices and event details.

STEVENS' Moving Gaming Forward. ONEIDA EMPOWERS COMMUNITY with Employment & Resource Fair. Includes details about the fair and contact information.

ORIGINS of the Oneida Pow Wow. FOOD SOVEREIGNTY, Personified. CORNELIUS Steps Down from Councilwoman position. Includes photos and text about the events.

Accept the Comprehensive Health Division FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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"/> MIS |
| <input type="checkbox"/> Gaming/Retail | <input type="checkbox"/> Boards, Committees, or Commissions |
| <input type="checkbox"/> Other: | |

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

- Shane Archiquette, Michelle Danforth-Anderson,
- Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,
- Nicole Rommel, Jacqueline Smith, Cheryl Stevens,
- Shannon Stone, Leslie Doxtater

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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd quarter report

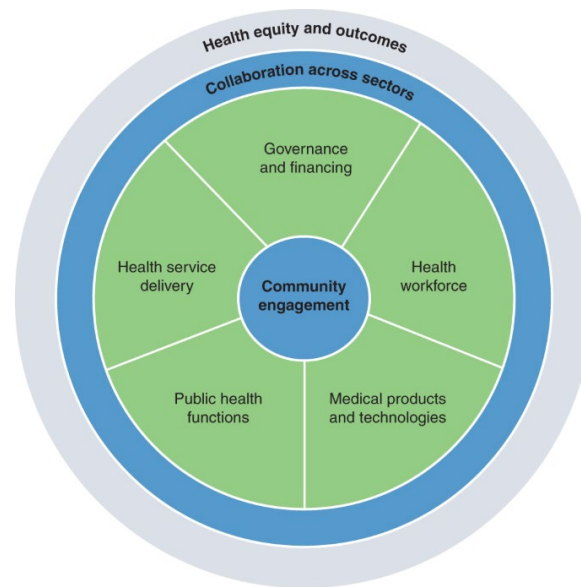
ONEIDA COMPREHENSIVE HEALTH DIVISION

Our vision is to provide the highest quality, holistic health care to ensure the wellness of OUR Oneida Community. A health system positioned to respond to current and future health challenges while protecting and promoting the holistic health and well-being of our Oneida Community. Services are provided to all members of Federally recognized Tribes in accordance with our Multi-Year Funding Agreement with the Department of Health and Human Services-Indian Health Service.

Outcome/Goal # 1

Strengthening a comprehensive provision of care.

MEASUREMENT:



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

A: To develop a process for routine review of OCHD access to care data at Executive Management Team meeting by 09/30/23. Working with Digital Technology Systems to identify where improvements can be made to capture data reports to identify industry standards for access to care data within our present systems for the health division and to

identify trends in our current access for all areas of the Division. B.: Obtain formal approval from the Oneida Business Committee to move the expansion project forward by 09/30/23. OCHD is meeting with our project team to finalize the Capital Improvement Project package to submit to the Oneida Business Committee by 7/30/23. C.: Review of Human Resources Department processes to create efficiencies where OCHD has control by 9/30/23.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Addressing improvement in access to care will result in improved access to appointments and identify where improvements can be made within the appointment schedules. The need to move this project forward is to meet the growing health and wellness needs of the Oneida Community, more building space is needed to provide a comprehensive provision of care. Timely recruitment of staff to fill vacancies within OCHD will support a comprehensive provision of care.

Outcome/Goal # 2

Advocating and influencing for sustainable financial planning

MEASUREMENT: To Review the processes within the Business Operations areas (PAR, Billing, Medical Records, PRC, AJRCCC Finance, Business Operations) and areas with like processes (Behavioral Health, Optical, Dental, Physical Therapy) to determine improvements for efficiency.



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Business Process Redesign for all areas within business operations was completed and presented to the Executive Management Team with recommendations for implementation approved to proceed. Job description changes for specific positions have been completed and are in process of being implemented with the assistance of HRD.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Improved efficiencies within the Business Operations Departments will result in cross training for various departments within the area and improved customer focus and increased efficiencies for the customers served. Budget Process Improvement for OCHD will incorporate the Strategic Plan and will begin with the development of the FY 2025 budget process.

Outcome/Goal # 3**Engaging & developing an inclusive and empowered workforce**MEASUREMENT:ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

A.: Updated the Oneida Comprehensive Health Division quarterly report template by 9/30/23. B.: Development of an approved Oneida Comprehensive Health Division recognition policy by 9/30/23. To incorporate new strategic directions from updated OCHD strategic plan, integrate mind garden burn out survey into quarterly reporting, and improve ability for departments to tell their story. Routine recognition of OCHD workforce will improve employee morale through the development and implementation of a Division wide Standard Operating Procedure.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Implementation of the departmental Mind Garden Burn survey results to address the departmental goals and objectives developed by the departments to address employee concerns will result in improved employee morale resulting in happier more customer focused, more productive employees within the work force.

Outcome/Goal # 4

Advancing customer focused experience

MEASUREMENT:



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

We are working to develop a baseline of customer satisfaction and a process to assess the patient's experience from the patient's perspective for all areas of the Health Division conduct secret patient walk throughs throughout the division to document the entire patient experience by 10/01/23. The group determined that a secret patient walk thru survey was not the process that the group wanted to focus our attention on. Research was conducted on existing examples of secret patient walk thru activities within health care to make this determination. The group determined that a separate survey process and tool would be developed and presented back to the group and then to our Executive Management Team for review and approval.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The purpose of developing this process to seek customer feedback is to improve our processes by seeing them through the patients' perspective.

Contact Info

CONTACT: Debra Danforth RN, BSN Operations; Jay Kennard MD, Interim Medical Director

TITLE: OCHD Division Directors
PHONE NUMBER: 920-869-2711
E-MAIL: ddanfort@oneidanation.org
MAIN WEBSITE: <https://oneida-nsn.gov/resources/health/>

Photos (optional):



Debra Danforth RN, BSN, Division Director



Capt. Jay Kennard MD, Interim Medical Director



Oneida Comprehensive Health Division



Three Year By Quarter No Show/Cancellation Summary Oneida Health Center Medical Clinic





Three Year By Quarter No Show/Cancellation Summary

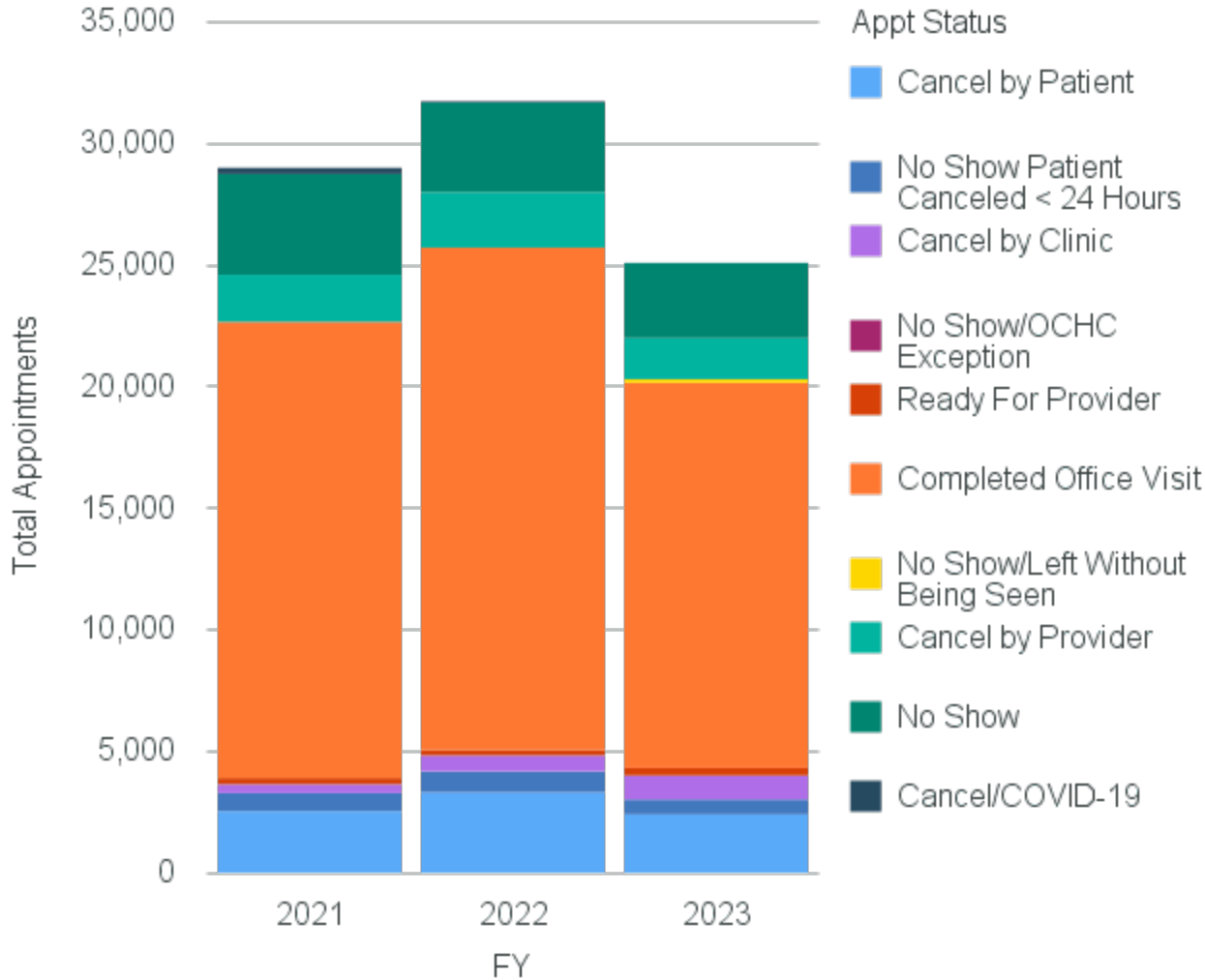
Oneida Health Center Medical Clinic

FY	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	No Show / OCHC Exception	%	No Show LWBS	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	Cancel COVID-19	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2023	Q3	638	9.4%	102	1.5%	45	0.7%	3	0.0%	549	8.1%	155	2.3%	108	1.6%	7	0.1%	1,407	5,392	6,799	5,423	3,514
	Q2	669	9.3%	88	1.2%	113	1.6%	8	0.1%	625	8.7%	226	3.2%	249	3.5%	13	0.2%	1,652	5,512	7,164	5,581	3,748
	Q1	703	8.7%	105	1.3%	123	1.5%	0	0.0%	739	9.1%	236	2.9%	92	1.1%	28	0.3%	1,667	6,415	8,082	6,476	4,341
2023 - Summary		2,010	9.1%	295	1.3%	281	1.3%	11	0.0%	1,913	8.7%	617	2.8%	449	2.0%	48	0.2%	4,726	17,319	22,045	17,480	6,633
2022	Q4	732	9.4%	123	1.6%	100	1.3%	0	0.0%	707	9.1%	275	3.5%	119	1.5%	26	0.3%	1,707	6,097	7,804	6,169	4,208
	Q3	598	8.0%	97	1.3%	73	1.0%	0	0.0%	735	9.9%	216	2.9%	266	3.6%	11	0.1%	1,707	5,736	7,443	5,813	4,035
	Q2	696	8.6%	88	1.1%	85	1.0%	0	0.0%	806	9.9%	305	3.7%	89	1.1%	34	0.4%	1,713	6,425	8,138	6,517	4,426
	Q1	672	6.3%	94	0.9%	90	0.8%	0	0.0%	901	8.5%	223	2.1%	116	1.1%	45	0.4%	1,828	8,795	10,623	8,881	5,510
2022 - Summary		2,698	7.9%	402	1.2%	348	1.0%	0	0.0%	3,149	9.3%	1,019	3.0%	590	1.7%	116	0.3%	6,955	27,053	34,008	27,380	8,815
2021	Q4	759	8.2%	122	1.3%	82	0.9%	0	0.0%	906	9.7%	236	2.5%	112	1.2%	8	0.1%	1,907	7,389	9,296	7,473	4,853
	Q3	716	7.1%	117	1.2%	39	0.4%	0	0.0%	1,079	10.7%	246	2.4%	107	1.1%	6	0.1%	2,025	8,045	10,070	8,099	5,286
	Q2	667	5.5%	116	1.0%	7	0.1%	0	0.0%	1,043	8.6%	203	1.7%	180	1.5%	28	0.2%	2,034	10,078	12,112	10,140	5,905
	Q1	692	8.4%	112	1.4%	9	0.1%	0	0.0%	713	8.7%	159	1.9%	139	1.7%	57	0.7%	1,713	6,514	8,227	6,564	4,459
2021 - Summary		2,834	7.1%	467	1.2%	137	0.3%	0	0.0%	3,741	9.4%	844	2.1%	538	1.4%	99	0.2%	7,679	32,026	39,705	32,276	9,997
Overall - Summary		7,542	7.9%	1,164	1.2%	766	0.8%	11	0.0%	8,803	9.2%	2,480	2.6%	1,577	1.6%	263	0.3%	19,360	76,398	95,758	77,136	12,323



Three Year By Quarter No Show/Cancellation Summary

Behavioral Health Services





Three Year By Quarter No Show/Cancellation Summary

Behavioral Health Services

FY	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	No Show / OCHC Exception	%	No Show LWBS	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	Cancel COVID-19	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2023	Q1	836	11.4%	168	2.3%	2	0.0%	0	0.0%	709	9.7%	610	8.3%	488	6.6%	0	0.0%	2,811	4,530	7,341	4,131	1,652
	Q2	1,048	12.0%	203	2.3%	4	0.0%	90	1.0%	846	9.7%	527	6.1%	366	4.2%	0	0.0%	3,080	5,618	8,698	4,918	1,703
	Q3	1,076	13.4%	204	2.5%	1	0.0%	50	0.6%	735	9.2%	486	6.1%	116	1.4%	0	0.0%	2,667	5,341	8,008	3,086	1,632
	Q4	142	13.6%	31	3.0%	0	0.0%	9	0.9%	113	10.8%	66	6.3%	15	1.4%	0	0.0%	376	671	1,047	141	636
2023 - Summary		3,102	12.4%	606	2.4%	7	0.0%	149	0.6%	2,403	9.6%	1,689	6.7%	985	3.9%	0	0.0%	8,934	16,160	25,094	12,276	2,473
2022	Q1	901	12.1%	210	2.8%	0	0.0%	0	0.0%	867	11.7%	435	5.8%	139	1.9%	16	0.2%	2,568	4,873	7,441	4,748	1,641
	Q2	891	10.9%	206	2.5%	1	0.0%	0	0.0%	887	10.8%	674	8.2%	129	1.6%	19	0.2%	2,806	5,378	8,184	5,207	1,698
	Q3	937	11.7%	209	2.6%	0	0.0%	0	0.0%	773	9.6%	548	6.8%	247	3.1%	7	0.1%	2,721	5,299	8,020	5,038	1,686
	Q4	974	12.0%	239	3.0%	2	0.0%	0	0.0%	778	9.6%	619	7.6%	140	1.7%	0	0.0%	2,750	5,349	8,099	5,089	1,696
2022 - Summary		3,703	11.7%	864	2.7%	3	0.0%	0	0.0%	3,305	10.4%	2,276	7.2%	655	2.1%	42	0.1%	10,845	20,899	31,744	20,082	2,765
2021	Q1	1,075	15.6%	220	3.2%	2	0.0%	0	0.0%	533	7.8%	422	6.1%	92	1.3%	103	1.5%	2,445	4,427	6,872	4,422	1,404
	Q2	921	12.5%	157	2.1%	1	0.0%	0	0.0%	638	8.6%	484	6.6%	64	0.9%	75	1.0%	2,339	5,043	7,382	5,048	1,453
	Q3	1,105	14.4%	210	2.7%	0	0.0%	0	0.0%	678	8.8%	423	5.5%	63	0.8%	51	0.7%	2,530	5,159	7,689	5,163	1,515
	Q4	1,055	14.9%	160	2.3%	0	0.0%	0	0.0%	679	9.6%	606	8.6%	142	2.0%	21	0.3%	2,663	4,401	7,064	4,350	1,548
2021 - Summary		4,156	14.3%	747	2.6%	3	0.0%	0	0.0%	2,528	8.7%	1,935	6.7%	361	1.2%	250	0.9%	9,977	19,030	29,007	18,983	2,491
Overall - Summary		10,961	12.8%	2,217	2.6%	13	0.0%	149	0.2%	8,236	9.6%	5,900	6.9%	2,001	2.3%	292	0.3%	29,756	56,089	85,845	51,341	4,250

Comprehensive Health

Ethnicity by BU

DIV	BU 	Employee Count	Ethnicity	Indian Preference
AJNH	ACTIV	1	CAUCASIAN	NON NOT ENROLLED IN FED
	ADMIN	1	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	ADMIN	4	CAUCASIAN	NON NOT ENROLLED IN FED
	DIETA	1	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	DIETA	5	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	DIETA	4	CAUCASIAN	NON NOT ENROLLED IN FED
	DIETA	2	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	NURSE	2	ASIAN	NON NOT ENROLLED IN FED
	NURSE	2	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	NURSE	10	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	NURSE	1	AFRICAN AMERICAN	NON NOT ENROLLED IN FED
	NURSE	28	CAUCASIAN	NON NOT ENROLLED IN FED
	NURSE	1	AMERICAN INDIAN/ALASKAN NATIVE	1ST GENERATION ONEIDA DESCENT
	NURSE	1	TWO OR MORE RACES	1ST GENERATION ONEIDA DESCENT
	NURSE	4	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	NURSE	1	AMERICAN INDIAN/ALASKAN NATIVE	NON NOT ENROLLED IN FED
	NURSE	2	TWO OR MORE RACES	NON NOT ENROLLED IN FED
AJNH		70		
MEDIC	ADMIN	1	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	BHLTH	2	ASIAN	NON NOT ENROLLED IN FED
	BHLTH	1	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	BHLTH	16	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	BHLTH	24	CAUCASIAN	NON NOT ENROLLED IN FED
	BHLTH	1	TWO OR MORE RACES	1ST GENERATION ONEIDA DESCENT
	BHLTH	5	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	BHLTH	3	TWO OR MORE RACES	NON NOT ENROLLED IN FED
	EEHLT	5	CAUCASIAN	NON NOT ENROLLED IN FED
	EEHLT	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	NURSE	19	CAUCASIAN	NON NOT ENROLLED IN FED
	NURSE	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	NURSE	2	AMERICAN INDIAN/ALASKAN NATIVE	NON NOT ENROLLED IN FED
	NURSE	1	ASIAN	NON NOT ENROLLED IN FED
	NURSE	10	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	NURSE	2	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	PROVI	12	CAUCASIAN	NON NOT ENROLLED IN FED
MEDIC		106		
OPERA	ADMIN	1	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	ADMIN	5	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	ADMIN	1	CAUCASIAN	NON NOT ENROLLED IN FED
	BILNG	2	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	BILNG	2	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	BILNG	3	CAUCASIAN	NON NOT ENROLLED IN FED
	BUSOP	11	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	BUSOP	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	CMHLT	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
	CMHLT	1	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
	CMHLT	14	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
	CMHLT	24	CAUCASIAN	NON NOT ENROLLED IN FED
	CMHLT	1	AMERICAN INDIAN/ALASKAN NATIVE	1ST GENERATION ONEIDA DESCENT

DENTL	6	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
DENTL	1	HISPANIC OR LATINO	NON NOT ENROLLED IN FED
DENTL	1	CAUCASIAN	1ST GENERATION ONEIDA DESCENT
DENTL	1	AFRICAN AMERICAN	NON NOT ENROLLED IN FED
DENTL	15	CAUCASIAN	NON NOT ENROLLED IN FED
DENTL	5	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
DENTL	1	TWO OR MORE RACES	NON NOT ENROLLED IN FED
LAB	8	CAUCASIAN	NON NOT ENROLLED IN FED
LAB	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
LTCAS	2	CAUCASIAN	NON NOT ENROLLED IN FED
MDREC	1	CAUCASIAN	ONEIDA NATION ENROLLED
MDREC	5	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
MDREC	2	CAUCASIAN	NON NOT ENROLLED IN FED
OPTIC	2	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
OPTIC	13	CAUCASIAN	NON NOT ENROLLED IN FED
PHRMC	1	ASIAN	NON NOT ENROLLED IN FED
PHRMC	11	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
PHRMC	17	CAUCASIAN	NON NOT ENROLLED IN FED
PHRMC	1	AMERICAN INDIAN/ALASKAN NATIVE	1ST GENERATION ONEIDA DESCENT
PHRMC	1	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
PRC	2	CAUCASIAN	NON NOT ENROLLED IN FED
PRC	3	AMERICAN INDIAN/ALASKAN NATIVE	OTHER NATIVE AMERICAN DESCENT
PRC	1	TWO OR MORE RACES	ONEIDA NATION ENROLLED
PRC	5	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
PTRPY	5	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
RDLGY	1	AMERICAN INDIAN/ALASKAN NATIVE	ONEIDA NATION ENROLLED
RDLGY	4	CAUCASIAN	NON NOT ENROLLED IN FED
OPERA	183		
Summary	359		

Jul 1, 2023

- 1 -

1:00:03 PM

Accept the Comprehensive Housing Division FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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"/> MIS |
| <input type="checkbox"/> Gaming/Retail | <input type="checkbox"/> Boards, Committees, or Commissions |
| <input type="checkbox"/> Other: | |

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Shane Archiquette, Michelle Danforth-Anderson,



Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,



Nicole Rommel, Jacqueline Smith, Cheryl Stevens,

Shannon Stone, Leslie Doxtater



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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd quarter report

COMPREHENSIVE HOUSING DIVISION/LISA RAUSCHENBACH,
DIVISION DIRECTOR

Status report of Outcomes/Goals

1. Which outcome/goal(s) does the Division wish to report on?
2. What metric is being used to measure the outcome/goal?
3. What are the accomplishments (i.e. positives, things for which the Division is proud, brags) have occurred over the reporting period that reflect the Division's progress for reaching the outcome/goal?
4. What can the community expect to see in the future (i.e. 6 months; next year; 18 months) from the Division related to the outcome/ goal?

Outcome/Goal # 1

Increase and enhance housing opportunities in FY 23 by reducing vacant unit turnaround times, improving, and upgrading existing rental unit conditions, fulfilling planned residential development projects and providing Home Building Opportunities.

MEASUREMENT: $\text{Occupancy Rate} = \frac{\text{Number of Occupied Units}}{\text{Number of Total Units}}$



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Comprehensive Housing services 458 units (357 income based, 101 general rentals, 22 Income-Based Rent to Own, 29 Elder rental units) of which 36 are currently vacant. Transferring 4 elder tenants to new elder units from single/adult couples. There were 6 homes completed and 3 homes are occupied, the last 3 will be occupied by August/September 2023.

Maintenance/Rehabilitation Area: Hired an Inventory specialist to help with the inventory module in the Housing Data System. Started the process for having a Vacant Unit Property

Evaluation for Vacant Units. Implementing the annual inspections again, a lot of coordination with maintenance/rehab crews and resident services staff to complete these. This process includes the HDS upgraded system that puts inspections and work orders electronically into the system.

Residential Sales & Realty Area: Had a tour with WHEDA in June. Leasing and Loans are working on creating new SOPs for their respective areas. There were some staffing changes, their newest loans collections specialist transferred to another position within the Division, and they are in the process of reposting for the position. Their Title Examiner position was filled, and the new hire begins this week. Area Manager is participating in the Great Law prep meetings, as CHD is providing the port-a-potties.

Uskah Village Apartments –Building #6 is 40% complete, framing continues on building#7 and framing will begin on Buidling#5 in August 2023

Elder Village Cottages – Construction is finished on 6 homes and 3 homes are occupied, the last 3 will be occupied by August/September 2023. Exterior landscaping and seeding will began in July. Project will complete the infill of the available infrastructure.

Multi-Family Housing Project:

- Re-Zoning - complete 2/13/23.
- Wetlands - Army Corps of Engineers has determined that mitigation for the wetland impacts will be accomplished through the purchase of Wetland Mitigation Bank Credits.
- Design - Schematic floor plans and elevations continue to be refined based upon input from team.

Schedule:

- Approvals - complete 7/27/22
- Design - 10/2022– 09/2023
- Construction - 10/2023 - 12/2024
- Substantial Completion - 11/2024

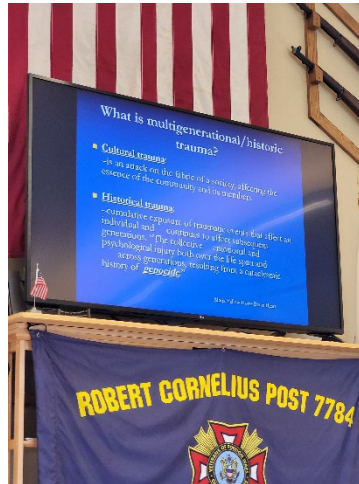
EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

For the 4th quarter, there will be more focus on one on one training with the maintenance staff on the inspections and inventory modules. We are sending two system administrators to the Annual Housing Data System Training in Denver, Colorado in the fourth quarter too. There will be two homes for sale, the first home is located at 1329 Onu-U-Sla Way, Green Bay and the Open House is on Tuesday August 1st, from 4-6pm and Wednesday August 2, 11:30am-1:30pm. The second home is located at 602 Florist Drive, De Pere and that Open House will be Tuesday August 29th 11:30am-1:30pm and Wednesday August 30th from 4-6pm.

Outcome/Goal # 2

Increase communication with employees, customers, and the Community by focusing on improved relationships that promote trust, teamwork, and growth.

MEASUREMENT: Increased awareness by the community, tenants, lessees and employees on CHD's activities. Staff that will feel valued, trusted and work together for increased productivity, enhanced services and have overall better health. Employees that have a desire to grow individually and as a team.



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

DiSC Leadership Training was held at NWTC with all of CHD's Management Team to include frontline managers, supervisors, and Executive Assistant. There were 5 total sessions lasting 3 hours each on Tuesday mornings all of June. The goal and purpose of the training was to learn how to better work together and with those we manage, explore personal leadership styles, and effectively communicate with one another.

On June 8th all of Comprehensive Housing's employees attended an Intergenerational Trauma Training with Dr. Darryl Tonemah, PhD. Dr. Tonemah focused on behavioral methods of change, health, wellness, and trauma informed care. The purpose of the training was to promote a better understanding of historical trauma and how it affects the individual and community as CHD deals with a wide array of situations in their day-to-day operations. On June 9th, specific individuals within Housing along with some other employees of the Nation were invited to attend a second day of training that focused on group session brainstorming involving community empowerment. The second day was intended to focus on policy and programs and how to integrate a trauma informed care approach to these policies however, the training did not get to that point in discussion. Feedback from staff: They really enjoyed Dr. Tonemah's training style and engagement and found the first day informative. It was suggested by several that this training be offered to all tribal employees as it would benefit individuals.

CHD reached out to Al Wysocki, Narcotics Investigator, Brown County Drug Task Force to seek information and education for Unit Drug Testing. Officer Wysocki held a presentation, as well as a show and tell demonstration on June 5th, 2023 at 9:00 a.m. CHD is gathering information so that a process for drug testing units can be started. It is hard to predict at this point what that process looks like for CHD. Our reaching out to this resource as well as a few others is to look for identification and indicators of drug use both past and present in both our vacant and occupied units. Frontline staff that enter units are invited to the presentation so that they can also provide any valuable input and see the presentation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

CHD plans to continue to consistently share information with all staff and the community on CHD related news or upcoming events. Continuing regularly scheduled monthly staff meetings with each area to share information, work on division goals and to work on career paths for employees. Future goals include having quarterly/semi-annual all staff meetings. There are future plans for CHD employees is to incorporate more team building activities to engage staff.

Outcome/Goal # 3

Promoting strong & safe neighborhoods by integrating cultural awareness, providing supportive resources, and administering policies and procedures that encourage healthy family values.

MEASUREMENT: Stronger & safer neighborhoods based on principles that are backed by healthy family values. Neighborhoods interested in keeping them crime free. CHD pro-actively providing information on supportive resources for those families needing services.



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Virtual Webinar on Hoarding: Identifying, Assessing, and Addressing. Part 1 was on May 6 from 9am - 4 pm. This in-depth training provided participants with a solid foundation for compassionately and effectively working with individuals struggling with hoarding. The training used lecture, videos, case studies, breakout sessions, group discussions and frequent question and answer periods to provide an interactive learning experience. Part 2 was held on May 23, from 9:00 am - 4:00 pm. This intensive training provided participants with foundational information, guidance and resources needed to develop a community wide support system and approach to hoarding. Feedback on the training was very positive.

On June 7, Comprehensive Housing is excited to host guest speaker, Ceci Garrett (as featured on A&E's 'Hoarders' and Ted X)! Ceci presented virtually on 'How and when to help a loved one who hoards'. Light snacks/refreshments were provided. Registration was limited.

Get Organized Workshop - Tuesday June 20, 2023 - 5:30 p.m. - 7:30 p.m @ Three Sisters Community Center - CHD sponsored workshop for tenants and community members designed to provide tips for organized living. Limited to 25 participants.

LGBTQ+/2 Spirit Parent/Guardian Connection - April 17, May 15, June 19, 2023 (being held the 3rd Monday of the month) Flying Leaf Building 5:00 p.m. - 6:30 p.m. - To connect parents and guardians and LGBTQ+2 spirit youth in a safe and welcoming environment by creating dialogue and providing information, education, and resources.

Eagle 3 Rescue Helicopter Landing - May 2, 2023 - 2:30 p.m. - 4:00 pm NWTC Unified Driving Facility; Youth Ages 10-16; Students were able to learn about this service career, watch the helicopter land, take off, talk to the pilots, tour Eagle 3, and get an informational talk from the Eagle 3 Rescue Staff; Sponsors: NWTC Public Safety & CHD outreach.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

CHD will continue to place a high emphasis on promoting strong and safe neighborhoods by providing information on supportive services where needed and creating an environment where our tenants & lessees have opportunities to learn more about the Oneida culture and our relationships with one another. CHD will continue to partner with other departments and other areas of the Nation to better educate all community members on the Oneida culture.

Contact Info

CONTACT: Lisa Rauschenbach
 TITLE: Division Director
 PHONE NUMBER: 920-869-6174
 E-MAIL: lrausche@oneidanation.org
 MAIN WEBSITE: <https://oneida-nsn.gov/resources/housing/>

Photos (optional):



Before Bathroom Repairs



After Bathroom repairs

Accept the Digital Technology Services FY-2023 3rd quarter report

Business Committee Agenda Request

1. **Meeting Date Requested:** 7/26/23

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:**

Finance

Programs/Services

Law Office

MIS

Gaming/Retail

Boards, Committees, or Commissions

Other:

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

Name, Title/Entity OR Choose from List

Shane Archiquette, Michelle Danforth-Anderson,



Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,



Nicole Rommel, Jacqueline Smith, Cheryl Stevens,

Shannon Stone, Leslie Doxtater



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:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd Quarter Report

Public Works Division/Shannon Stone

Public Works currently includes the following areas/departments:

Public Works Operations – Administration, Automotive/Fleet Management, Facilities, Wells/Septic & Plumbing, Utilities, Custodial, Groundskeeping/Parks, Indian Preference

Community Development Area – Engineering, Zoning, GIS/Planning, Tribal Transportation

Outcome/Goal # 1

Develop operational workforce plans within each department and area of Public Works. The plans will address critical issues including staffing requirements, employee retention and development, and succession planning.

Retention of existing employees and recruitment of new employees has been a challenge for DPW leadership, especially the positions of custodians and groundskeepers. Several managers and essential positions are becoming critical as they approach retirement in most of the Public Works departments. Additional tools will become available with the development of Global Human Resources (GHR) over the next 1 to 5 years.

MEASUREMENT:

1. Skill and knowledge requirements identified for each position.
2. Position Descriptions are current, identifying competencies and scope of the position.
3. Career paths are identified and communicated to the employees.
4. Training is identified for position development and advancement in three areas:
 - a. Mandatory Training required by position, policy, or law.
 - b. Continuing Education for employees to stay current in their area of expertise.
 - c. Developmental Training including education and developmental tasks.
5. Training programs are provided that include identifying the competencies required for each position and a mechanism to evaluate progress of employees learning them.
6. Succession planning is in place identifying pools of interested employees in the event a strategic or essential position is vacated. Succession Planning will provide opportunities to potential candidates to gain knowledge and skills transfer from experienced employees to prepare them advancement into these positions.
7. Supervisors are engaged with employee employees through recognition and retention planning.
8. Staffing Plans are developed to identify staff levels and staff level requirements.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

During the third quarter, Public Works hired a new Indian Preference coordinator, Stephanie Metoxen. A revisioning of this position was done to better fit our community and goals. The Indian Preference Coordinator will become more focused on creating stronger partnerships with skills bank participants, vendors, and other governments.

To enhance youth opportunities, Public Works Division will look to engage high school students to introduce them to career paths. Many of the current positions within Public Works have not been updated for over 20 years. These positions are not meeting the expectations of the organization and community. As such, Public Works is struggling to remain competitive so we can attract and retain people into these roles. Through redesign, and introduction of modern technology, employees will learn new ways to better serve our customers.

Public Works also hired a new Lab Coordinator Trainee, Becky Stevens. This is part of a succession plan in preparation for the retirement of our current Lab Coordinator in the Utilities Department. Additional opportunities within DPW can be expected as we continue to work through our strategic plans.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

- Utilize the new HR system to assign and track required training by position based on competencies identified for the jobs. We are anticipating the launch of a new Learning and Development module in April or May. This will be the first step toward meeting this outcome (Ongoing).
 - Continue working with HR to complete the workforce planning process (Ongoing).
 - Complete permanent reassignments for employees that are interim once they meet the minimum requirements of the position (Ongoing).
 - Rewrite position descriptions. In each area there are positions that are changing due to technology and the labor market. We also have under skilled staff that were retained from passed reorganizations but were not retrained to be optimized for their current positions. As a result, their position descriptions were also scaled back but do not meet the needs of the organization. These need to be corrected (Ongoing).
 - Plans and initiatives have been delayed due shortage of staff and not having available time to dedicate for training, delays in implementing new systems to plan and track training, and the need to repost jobs that do not have applicants (Ongoing).
 - Annual training budgets need to be established to commit a reasonable amount of training per month or quarter for each position (Future).
-

Outcome/Goal # 2

Create efficiencies, optimize the use of limited resources, enhance capabilities, and improve Customer Service by evaluating current processes. The focus is on utilizing technology, increasing collaboration, and creating new streamlined process flows to achieve this goal.

MEASUREMENT:

1. Evaluate DPW processes to streamline them for efficiencies
 - a. Develop and communicate an online Land use review process that can be used by all reviewers and create the various reports needed by Land Management, Development, Housing and the Land Commission.
 - b. Reduce time to process outstanding invoices to less than 45 days. (Maintaining)
 - c. Evaluate technology and software to reduce technology deficit.
 - d. Integrate DPW systems into the main Enterprise Resource Processes (ERP).
2. Expand the access and use of GIS data.
 - a. Identify the long-term staffing needs of this area based on what data needs to be updated and maintained.
 - b. Utilize GIS to create the layers of information that will be useful to the varied users of the system.
3. Identify and incorporate other technologies.
 - a. Road and Parking lots can be monitored using software that can use cell phones to view and record deficiencies and attributes such as signage conditions, or lines in the parking lot (Evaluating).
 - b. Incorporation of data intelligence from services such as Pacer.ai to assist with strategic planning of infrastructure and business.
 - c. Modernize water utility technologies.
4. The number of GPS systems installed in Oneida Nation vehicles
 - a. The installation of GPS system in Oneida Nation vehicles will provide real time information on vehicle locations, documentation on driver use of vehicles to improve safety, data for optimizing scheduling, and vehicle data to track overall usage of the vehicle and maintenance need.
 - b. GPS is budgeted to be installed on 52 additional DPW vehicles in FY23.
 - c. Hire a Fleet Manager and establish new operating procedures.
5. Enhance communication.
 - a. Find opportunities to reach out to the Oneida community.
 - b. Develop informative packets for services to the community.
 - c. Provide opportunities for the community to give feedback to DPW.
 - d. Work to build internal cooperation and transparency to the organization.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

A position Public Works hopes to be able to fill in the next fiscal year would be a technology position to administrate all the division's software. We anticipate introducing safety management software this year. Our current software for facilities management is greatly underutilized and several generations of updates behind.

DTS has completed its evaluation for the options to update the Archibus system and have determined it would be best to wait until the Finance area has updated their software. To update the current software and equipment, and train then employees would be in the hundreds of thousands of dollars. We are not sure Archibus is the right tool for the future. In discussion with DTS, we have cooperatively determined Public Works will need a technology position to support administration of all Public Works software due to the industry specific knowledge needed to support Public Works.

We are planning a demonstration of the current capabilities of Archibus to better understand it. Our long-range visions would be to marry facilities management tools to GIS capabilities. In essence, to create a digital duplication of the real Oneida facilities, roads, and lands to manage the care and costs efficiently and strategically. Done properly, we would be able to account for every hour of labor, and every dollar spent on every building. This would enable us to assess where to best invest our limited resources.

Outcome/Goal # 3

Public Works is committed to provided excellent customer service internally and to the community at large. This will include developing lines of communication for two-way communications so we can hear and share what is important. Then develop action and monitoring plans to supplement current processes.

MEASUREMENT:

1. Develop an overall communication plan.
 - a. Determine who our various audiences are, their primary interests, how to communicate this information.
 - b. Develop listening plans to hear from different audiences.
2. Establish regular schedule for communications. For example, place a monthly article in the Kalihwisaks to highlight each DPW department over the year.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

This quarter we filled the position of Fleet Manager with Chris Danforth. Chris is currently looking into ways to improve customer service with the Nation's fleet. One improvement we hope to implement is the installation of GPS into all our vehicles. Doing this will allow us to evaluate the routes being driven with fleet vehicle and recommendations to reduce costs with shorter routes. Shorter routes mean less gas, fewer miles, and less maintenance. It also means, we will be able to improve communications with drivers when their vehicles are approaching maintenance periods because we will know the milage of every vehicle.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

1. Complete the communication plan by the end of summer.
2. Begin a review of the information on DPW web pages on the Nation's website and update the information.
3. Work with boards/committees/commissions to keep them informed of projects and initiatives with Public Works.

4. Establish baselines and monitoring processes for customer service.

Outcome/Goal # 4

Energy Management is another area we are working on. We are working to create a long-range vision and plan for the Nation's energy management.

MEASUREMENT:

1. Complete a review of past plans and accomplishments.
2. Update the most recent plan to current.
3. Open discussions on seven generation plan.
4. Develop plan and timeline.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The big news is on May 19, 2023, FEMA announced the Building Resilient Infrastructure and Communities (BRIC) grant program initial round of selections for the tribal set-aside and the state and territory allocations. The Oneida Nation was selected to construct an innovative microgrid and safe room for its healthcare campus. The grant for nearly \$10 million will not only provide a green energy source, it also is another way Oneida is able to enhance its sovereignty to care for its members. Planning will continue for this project and construction will likely begin in 2025.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

1. Develop a goal statement for energy management in 2045.
2. Work with Community Development to determine the future energy needs.
3. Work with Retail, and Gaming to determine strategies for incorporating electric vehicles.
4. Share information with the community and get their thoughts.
5. Work with Engineering, Facilities, and division leaders as we plan construction of campuses and other structures.
6. Coordinate with boards, committees, and commissions on infrastructure development.

Accept the Education and Training FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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:

- Finance Programs/Services
 Law Office MIS
 Gaming/Retail Boards, Committees, or Commissions
 Other:

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

- Shane Archiquette, Michelle Danforth-Anderson,
Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,
Nicole Rommel, Jacqueline Smith, Cheryl Stevens,
Shannon Stone, Leslie Doxtater

6. Supporting Documents:


- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
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7. Budget Information:

- Budgeted – Tribal Contribution
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8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd Quarter Report

EDUCATION & TRAINING AREA

Status report of Outcomes/Goals

1. Which outcome/goal(s) does the Division/Direct Report wish to report on?
2. What metric is being used to measure the outcome/goal?
3. What are the accomplishments (i.e. positives, things for which the Division/Direct Report is proud, brags) have occurred over the reporting period that reflect the Division/Direct Report's progress for reaching the outcome/goal? Include initial outcomes--answers the question of what difference did this program make—what new knowledge, changed attitudes, new skills, change behaviors, altered conditions, changed status—what changes in knowledge, skills, attitudes, and opinions were achieved during Q1—should be able to match up with scorecard and/or grant evaluation design
4. What can the community expect to see in the future (i.e. 6 months; next year; 18 months) from the Division/Direct Report related to the outcome/ goal?

Outcome/Goal # 1

Early Childhood Goal: Support Kindergarten readiness through curricula focused on cognitive, social-emotional, and physical domains.

PROGRAMS WORKING ON OUTCOME:

- CHILD CARE
- EARLY HEAD START
- HEAD START

MEASUREMENT:

Child Care:

This will be measured by staff observation and by using the Teaching Strategies Gold Child Assessment Portfolio. These tools and methods will help staff understand child interactions, knowledge, and skills to support the child's development and make appropriate referrals for further evaluations. Provided child care and developed thirty-eight (38) children portfolios thru June 2023 with teacher observations recorded for each child and weekly lesson plans to meet developmental needs.

Head Start/Early Head Start:

All Head Start/Early Head Start children's progress are tracked in an early education teaching database. Classrooms use Teaching Strategies Gold and Childplus software to track classroom and parental interactions.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

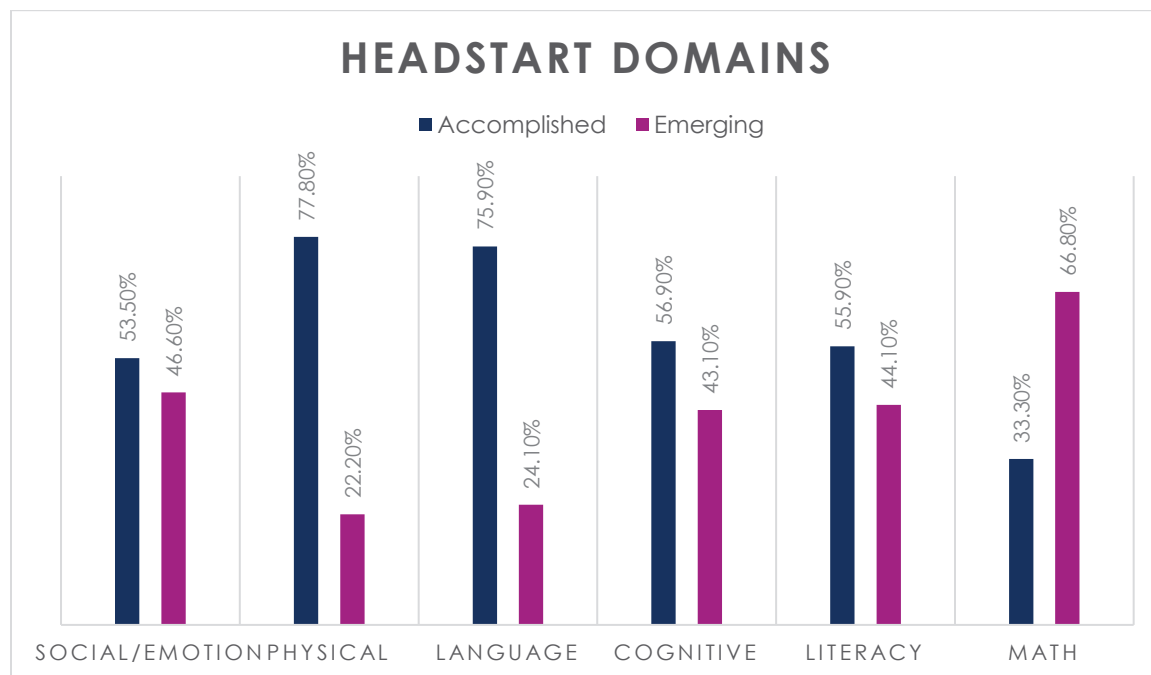
Child Care:

We currently have 4 classrooms open with 38 children attending. We are unable to open more classrooms due to teacher recruitment issues.

Ten (10) children transitioned during the 3rd quarter. Transitions occur when children are age and developmentally ready for new challenges and with the parent's support. Lesson plans are completed weekly by each classroom, they incorporate opportunities and experiences that children need to meet developmental expectations.

Head Start:

Kindergarten Readiness-Spring



An average of 58.87% of students have met/accomplished the level of developmental milestones needed for succeeding in kindergarten while an average of 41.13% of students are still emerging to meet the developmental milestones needed for succeeding in kindergarten.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Child Care:

We will continue to update the children's portfolios each month as teachers observe new skills. Teachers will contact parents to report their child/children's progress.

We will continue to work with HRD to screen applicants for our vacant positions to fill our positions as quickly as possible.

Head Start:

HS/EHS will work with the Office of Head Start Education Training & Technical Assistant Specialist to continue staff training in Literacy, Math, and Cognitive domains. This training will further support teaching staff in preparing children for kindergarten. Collaboration with Oneida Behavioral Health will continue for the Social-Emotional domain. The program is assessing the possible use of a classroom aide who would focus on behavioral issues. It is expected there will continue to be concerns for students due to limited social interactions caused by COVID. Attendance will be another area of focus as there were increased absences due to strict COVID health screening. Low attendance rates contributed to lower accomplished scores.

Outcome/Goal # 2

Implement Individual Education Plans (IEPs) for children with educational disabilities

PROGRAMS WORKING ON OUTCOME:

- ONEIDA EARLY INTERVENTION
- EARLY HEAD START
- HEAD START

MEASUREMENT:

Early Intervention:

Early Intervention implements Individual Education Program goals and outcomes for children with educational disabilities. The Program also evaluates children who are referred to the program by health care providers and other community childhood programs. These services include developmental screens, evaluations and therapy services for disabled infants, toddlers, and young children.

Head Start:

Head Start/Early Head Start will strive to comply with the 10% of total enrollment slots being filled by children eligible for services under Individuals with Disabilities Education Act (IDEA).

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Early Intervention:

During 3rd quarter Early Intervention received 14 referrals from our collaborating agencies which include Oneida Health Center, Head Start, Social Services and Child Care Centers.

All therapy services are in-person at Early Intervention or at the child's preschool center. Children receive services twice each week at the preschool centers, or once a week at Early Intervention for a longer session.

Head Start:

Head Start/Early Head Start had 17 children on an Individual Education Plan (IEP) or Individual Family Service Plan (IFSP) for third quarter.

Head Start continues to work collaboratively with Oneida Early Intervention to refer children with suspected disabilities for evaluation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Early Intervention:

Therapist are finishing up their caseloads. They will be updating all files and sending Kindergarten student files to their new schools.

Head Start/Early Head Start:

Oneida Early Intervention will continue to provide speech, occupational and physical therapy services to enrolled HS/EHS student with disabilities or they will refer them out to local school district if the needs of the child exceed what they can offer. Continued identification and assessment of children suspected of having disabilities will occur. HS/EHS staff will individualize lesson planning for students on an IEP/IFSP.

Outcome/Goal # 3

Students eligible for Youth Enrichment Services in elementary, middle, and high school are on track to graduate and Higher Education Scholarships are awarded for post-secondary education

PROGRAMS WORKING ON OUTCOME:

- YOUTH ENRICHMENT SERVICES

- HIGHER EDUCATION

MEASUREMENT:

Youth Enrichment Services:

YES staff educate, advocate, and provide mentoring services to American Indian students in grades Kindergarten to 12th in a school setting. The number of contacts made with students ensure they are on track to graduate as measured by attendance, grades, and social behaviors.

Higher Education:

Award Oneida Higher Education Scholarship to eligible tribal members attending accredited colleges in the United States:

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Youth Enrichment Services:

Y.E.S. Program Month - FY 2022	Unduplicated Count	Contacts	JOM Eligible Students	Non-JOM Eligible Students
April	507	3,821	332	176
May	467	3,538	284	183
June	293	869	180	113

Class of 2023 - Oneida Nation Y.E.S. Program Graduate Summary by School			
High School	Total Number of Seniors	Total Number of Graduates	Percentage of Graduates by School
Green Bay Southwest High School	29	28	97%
Seymour High School	20	18	90%

West De Pere High School	16	16	100%
Totals	65	62	
		95%	

Higher Education:

Students receiving the Higher Education Scholarship are at the following academic levels:

Freshman	205
Sophomore	150
Junior	87
Senior	79
Graduate	87
Law	3
Doctorate	37
Medical	1

Higher Education Scholarships are funding the following degrees:

Certificates	12
Technical Diploma	41
Associate	154
Bachelor's	312
Master's	86
Doctorate	37
Law	3
Medical	1

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Youth Enrichment Services:

We will be working on consistency of meeting with students for development plans

Outcome/Goal # 4

Provide culturally sensitive vocational rehabilitation (VR) services to Native Americans with disabilities who reside on or near the Oneida reservation leading to gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice to build individual self-sufficiency.

PROGRAMS WORKING ON OUTCOME:

- Oneida Vocational Rehabilitation

MEASUREMENT:

The Oneida Vocational Rehabilitation Program implements Individual Plans for Employment (IPE) goals and outcomes for adults and students with disabilities. With the outcome that all disabled young adults will investigate careers and adults with disabilities will be gainfully employed.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

We had several new referrals from our collaborating agencies which include Oneida Health Center, Oneida Behavioral Health, local and private school district and Social Service Programs. There were 60 referrals and 20 IPEs developed during the 3rd quarter

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Manager will continue to attend meet with different service agencies to promote VR Services Program and develop collaborative relationships to be awareness of the program.

Contact Info

CONTACT: Jacqueline Smith
TITLE: Area Manager Education & Training
PHONE NUMBER: 920-869-4037
E-MAIL: jsmith@oneidanation.org



Digitally signed by Jacqueline Smith
Date: 2023.07.17 13:26:10 -05'00'

Accept the Environmental, Health, Safety, Land, & Agriculture Division FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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"/> MIS |
| <input type="checkbox"/> Gaming/Retail | <input type="checkbox"/> Boards, Committees, or Commissions |
| <input type="checkbox"/> Other: | |

5. Additional attendees needed for this request:

Name, Title/Entity OR Choose from List

Shane Archiquette, Michelle Danforth-Anderson,	<input type="checkbox"/>
Debra Danforth, Tina Jorgensen, Lisa Rauschenbach,	<input type="checkbox"/>
Nicole Rommel, Jacqueline Smith, Cheryl Stevens,	
Shannon Stone, Leslie Doxtater	<input type="checkbox"/>

6. Supporting Documents:

- Bylaws
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- Petition
- Travel Documents
- Other:

7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd quarter report

ENVIRONMENTAL HEALTH, SAFETY, LAND, AND AGRICULTURE

Outcome/Goal # 1

Implement the Oneida Nation Food Sovereignty Strategic Plan using the action planning tools to identify areas needed for the outcomes of each objective, identify responsible staff, and create timelines to complete objectives.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

April 4 and 5, 2023 -15 Food and Ag area staff and approximately 25 community members completed a two-day comprehensive regenerative ag workshop. Seed and Plant Distribution on May 13, 2023. Tsyunhehkwa gave away 200 households 3 plant varieties and 10 different seed types. It was to run from 10 am till 2pm and the shares were gone by 11:30 am. Oneida Cannery held a booth at the 2023 Pow-wow selling three types of juices. The juices were healthy alternatives to other drinks. Staff had the idea and did all the planning, prep work, and production. They worked all weekend and it was a great way to showcase the Oneida Cannery and what they can offer the community. Great job to the Cannery Staff!!

3rd Quarter FY 2023 Animal Count	
Cows	220
Calves	100
Feeders	140
Bison	180
Calves	40
3rd Quarter FY 2023 Crops Planted	
	<u>Acres</u>
Soybeans	2,150
Corn	1,850
Winter Wheat	320
Pasture	750
Hay	850
	<u>5,920</u>

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

July 4, 2023: 2-minute broadcast on Tsyunhehkwa, Orchard, and Indigenous Ag. by Zoe Sullivan will air on NPR, Marketplace Morning Report. Will be available for listening after broadcast: <https://www.marketplace.org/shows/marketplace-morning-report/>. July 12, 2023: Youth Ag Workshops, 5:30pm - 7:00pm, @ Oneida 4-H land on County H. July 20, 2023: Oneida Farmers Market Bash, Noon - 6:00pm, Oneida Business Park

Outcome/Goal # 2

Update the Integrated Resource Management Plan (Live, Sustain, Grow Plan) identifying goals and objectives and including the Rights of Nature Proclamation.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

EHSLA staff and 1 WTCAC intern, picked over 400 lbs. of invasive garlic mustard from the Oneida Museum trail. Over the last 6 years, over 5,000 lbs. has been picked. Received 32 trees from the annual First Down for Trees giveaway. 8 went to the Oneida Elder Village to replace dead or damaged trees, remaining will be planted at Silver Creek restoration project. Wood Turtle update: A new female wood turtle has been located. There are now 5 females and 2 males with trackers. This year we have identified at least 3 of the females with eggs before the laying season. There is one more female that was being tracked, but her tracker died last year before it could be replaced. On May 31, 2023, Cory Gritzmacher and Tilia from Mequon Nature Preserve came to help find nesting turtles. In the photo attached, a female wood turtle was confirmed carrying eggs.

Data on June 2023 Fish Survey (by shocking the lakes) at the Oneida Lakes:

Oneida Lake Fish Species	Smallest Length (inches)	Largest Length (inches)
Bluegill (highest abundance) (206 caught)	1.18	8.86
Largemouth Bass (47 caught)	6.73	15.32
Black Crappie (11 caught)	5.79	7.48
Walleye (19 caught)	6.61	20.32
Yellow Perch (11 caught)	3.54	8.86

Osnuhsa Lake Fish Species	Smallest Length (inches)	Largest Length (inches)
Bluegill (21 caught)	1.22	8.46
Largemouth Bass (18 caught)	3.39	14.37
Rainbow Trout (one caught)		350
Walleye (16 caught)	6.69	15.59
Yellow Perch (highest abundance) (85 caught)	1.73	10.75

Quarry Lake Fish Species (Highest Diversity)	Smallest Length (inches)	Largest Length (inches)
Bluegill (26 caught)	1.97	6.34
Largemouth Bass (34 caught)	4.53	16.85
Pumpkinseed (16 caught)	4.49	11.61
Walleye (4 caught)	7.56	9.68
Black Bullhead (17 caught)	4.06	8.98
White Sucker (signs of reproduction in Quarry Lake) (50 caught)	5.75	19.69
Black Crappie (17 caught)	5.39	6.85
Green Sunfish (6 caught)	3.50	6.10

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

For the first time, there is evidence that trout are reproducing in Trout Creek. Environmental Quality was there with Community members as part of an article for the Milwaukee Journal Sentinel and they saw young trout. Another search was completed, and the stream was beautiful, plenty of fish, but no brookies, yet. They are going to try another part of Trout Creek in the next few weeks. Planning a tour with Congressman Gallagher in July 2023 also with UWGB, Great Lakes Audubon, and NEW Audubon. Focus of the tour: Show the partnerships that help protect hundreds of bird species that rely on Wisconsin's habitats to thrive, while offering countless benefits to other wildlife, Oneida citizens, ecological health, and many other communities in the 8th Congressional district.

Outcome/Goal # 3

Acquire and manage Oneida Nation land for the benefit of the community and to strengthen the Oneida Nation's sovereignty.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

Completed a DRAFT of the Land Use License Rule to present to Land Commission in July 2023. Completed concepts for a revised Agricultural Rule to present to Land Commission in July 2023. Continue work on the Duck Creek Trail and the West Mason/Packerland roundabout easement. Meeting with Green Bay staff once a month. Continue monthly meetings with the BIA on the BIA's progress made on Oneida's transactions. Acquired 32.15 acres this quarter. Own 28,271.16 or 43.22% of the reservation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

August 2023: Land Management will be hosting Wisconsin Judicare Legal Aid for the 1st time since the pandemic. Judicare will be helping Tribal members create wills for free. All spots are full. Training new Fee-to-Trust staff on the application process. They have submitted one application so far, with more to come. There are 7 confirmed property closings. scheduled for the rest of FY 2023, with 7 more properties that the Nation will be making offers on or there are pending offers.

Contact Info

CONTACT: Nicole Rommel
TITLE: Environmental Health, Safety, Land, and Agriculture Division Director
PHONE NUMBER: 920-869-4590
E-MAIL: nrommel@oneidanation.org
MAIN WEBSITE: <https://oneida-nsn.gov/resources/environmental>

Photos (optional):

Tilia finding a Wood Turtle that was confirmed to be carrying eggs.



Jodi and Lindsey at the 2023 Pow-Wow Cannery Booth.



Mike Arce and Walleye completing fish survey. This was the largest Walleye in all three lakes.



Youth Ag. Workshop Planting

Accept the Governmental Services Division FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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 |
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| <input type="checkbox"/> Other: | |

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Name, Title/Entity OR Choose from List

Shane Archiquette, Michelle Danforth-Anderson,

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6. Supporting Documents:


- Bylaws
- Fiscal Impact Statement
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7. Budget Information:

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

8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd quarter report

GOVERNMENTAL SERVICES DIVISION

Status report of Outcomes/Goals

1. Which outcome/goal(s) does the Division wish to report on?
2. What metric is being used to measure the outcome/goal?
3. What are the accomplishments (i.e. positives, things for which the Division is proud, brags) have occurred over the reporting period that reflect the Division's progress for reaching the outcome/goal?
4. What can the community expect to see in the future (i.e. 6 months; next year; 18 months) from the Division related to the outcome/ goal?

Outcome/Goal # 1

Develop an engaged and successful workforce.

MEASUREMENT:

- 360' evaluations (COMPLETE)
- Succession planning
- Competency-based job descriptions linked to employee evaluations
- Improved employee morale – recognition/employee incentive (COMPLETE)

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

1. Consensus on GSD Leadership Competencies: Attention to Communication, Results Orientation, Managing Performance, Personal Accountability, Flexibility, and Building Collaborative Relationships. Meetings are being set up with each GSD direct report to revise the job descriptions using the leadership competencies.
2. Leadership Development: Three GSD departments have employees with an interest in leadership development. A plan template has been created. The employees will use the template to develop their plan and the Director will work with them to set up experiences.
3. Succession planning: All GSD Director direct reports are working with the Talent Alignment Project Coordinator to have succession plans with an expected completion date of 8/31/23.
4. This year is the final implementation year for 360' evaluations. All employees in GSD are now getting a 360' evaluation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The community can expect a compassionate, understanding employee base that provides excellent customer service. GSD employees are more engaged. Employee retention will improve.

Outcome/Goal # 2

Strengthen our efficiencies and effectiveness.

MEASUREMENT:

- Performance Standards for each department
- Quality improvement study outcomes

PERFORMANCE MANAGEMENT SYSTEM



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

1. Performance Management – GSD departments have identified their performance standards. These categories are: customer satisfaction, employee morale, and internal process.
2. Quality Improvement
 - a. Recreation – Increase cultural activities for youth. Implementing for FY24 calendar.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The community can expect program accountability and quality improvement. The Performance Management system will help Directors and Managers improve their services, determine the impact of their programs and services, and make data driven decisions to services and programs.

Outcome/Goal # 3

Prioritize excellent customer service.

MEASUREMENT:

- Assessment of services from customer feedback
- Marketing Plan (COMPLETE)

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

1. GSD overall customer satisfaction score is 4.63 out of 5.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The community can expect the best customer service from GSD departments and employees. Customer Service SOP is in place. Customer Service model/training needs to be created in e-Learning and assigned to all GSD employees. Implement annual GSD Customer Service Training for all GSD employees.

Outcome/Goal # 4

Create financial stability.

MEASUREMENT:

- Waivers for cash/in-kind match
- New grant resources/renewal approvals
- Revenue generation

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

- Family Services was awarded \$50,000 grant for supportive services for Sexual Assault Survivors.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

We expect to use less tribal funds in GSD.

Contact Info

CONTACT:	Tina Jorgensen, MS, RDN		
TITLE:	Governmental Services Division Director		
PHONE NUMBER:	920-490-3904		
E-MAIL:	tjorgens@oneidanation.org		
MAIN WEBSITE:	https://oneida-nsn.gov/divisions/governmental-services-division-2/		

Digitally signed by Tina Jorgensen, MS, RDN
Date: 2023.07.17 12:15:55 -05'00'

Photos (optional):



Stacy Coon, Oneida Nation Museum, providing tours and gaining input for a new cultural center.



Family Services employees participating in leadership development.

Accept the Grants FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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.

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Nicole Rommel, Jacqueline Smith, Cheryl Stevens,
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8. Submission:

Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd Quarter Report

GRANTS OFFICE

Status report of Outcomes/Goals

Outcome/Goal # 1

Enhance tribal services with external grant funding of \$5 million dollars per year.

MEASUREMENT: We use an excel spreadsheet to track our denied, approved, and pending grants and the amount of grant dollars that this office works with in either development, uploading, budgeting, modifications, or reporting requirements.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL #1:

2020	FUNDED	DENIED
Funded Grants:		
TOTAL:	\$10,032,083.33	\$11,819,796.00

2021	FUNDED	DENIED
Funded Grants:		
TOTAL:	\$16,173,541.98	\$17,571,374.78

2022	FUNDED	DENIED
Funded Grants:		
TOTAL:	\$16,287,331.21	\$14,025,484.00

2023	FUNDED	DENIED
Funded Grants:		
TOTAL:	\$14,252,371.00	\$4,592,442.00

2024	FUNDED	DENIED
Funded Grants:		
TOTAL:	\$7,439,246.00	\$1,662,400.00

2020	\$10,032,083.33
2021	\$17,444,584.41
2022	\$16,287,331.21
2023	\$14,252,371.00
2024	\$7,439,246.00
5 Year TOTAL:	\$65,455,615.95

EXPECTATIONS/FUTURE PLANS With a staff of 3, by end of this 3rd quarter we continue to show just over \$14 million in 2023 grant funded dollars that this office worked on in some capacity. We have another \$7.4 funded for 2024 already as well. Our annual goal has been set at \$5 million/year and we have exceeded our goal in the first quarter. We also have another \$7.6 million pending, and \$4.6 in denied.

REGARDING THE OUTCOME/GOAL #1:

Continue to provide grant writing services that bring in new and/or enhanced services to community members, as well as additional grand-funded job opportunities for the nation/community members.

Outcome/Goal # 2

To increase Oneida Nation staff knowledge by providing grants training to programs/departments in need. The Grants Office will be meeting to update our goals and strategic plan as the Nation progresses. We hope to provide on-line training modules or presentations that focus on the on-line grant applications, submissions, and reporting to assist programs in their grant writing activities. Multiple on-line systems are used and are continually being updated. These systems can be confusing and therefore we found that we need to focus on this.

MEASUREMENT:ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL #2:

We have training tools that we have developed over the years and have also applied for a Post Graduate position that we will train to assist in meeting our goals, as well as put in a request for an additional staff person for FY 24.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL #2:

Current workloads and limited staff have put stress at a high level for staff. However, our top priority continues to be bringing in external grant dollars for the Nation. We are looking at our Succession Plan as all the current staff are nearing retirement age.

Outcome/Goal # 3

Provide administrative support to the Oneida Youth Leadership Institute (OYLI) as the Executive Manager (until a fulltime Manager can be hired): The Oneida Youth Leadership Institute is a 7871 charitable organization of the Oneida Nation located in Oneida, Wisconsin.

MEASUREMENT:

Administrative duties are accomplished through organization of board activities that assists the board in making tax-deductible contributions to youth organizations and provide funding opportunities that will help develop young Oneida leaders.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL #3:

Schedule, organize, and take minutes at monthly meetings. Although board members workloads remain full, the Board has been meeting in-person this past

quarter with renewed enthusiasm. OYLI board member, Jeff House stepped down due to other obligations. We have a board of 6, with 1 vacancy, the board continues to meet on a regular basis again as they work on updating/revising our by-laws and charter.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL #3:

Continue to provide support to the OYLI until at which time a fulltime Executive Manager can be hired through self-sufficiency fundraising efforts of the board.

Contact Info

CONTACT: Cheryl Stevens
TITLE: Executive Manager
PHONE NUMBER: 920-496-7331
E-MAIL: cstevens@oneidanation.org
MAIN WEBSITE: <https://oneida-nsn.gov/>

PICTURES OF GRANT FUNDED PROJECTS



The Farmers Market Promotion Program grant provided OCIFS Oneida Farmers Market with a new sign.



The ATALM - Association of Tribal Archives, Libraries and Museums grant provided for a basket class for community youth.

Accept the Public Works Division FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

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:

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|--|---|
| <input type="checkbox"/> Finance | <input type="checkbox"/> Programs/Services |
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Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd Quarter Report

Public Works Division/Shannon Stone

Public Works currently includes the following areas/departments:

Public Works Operations – Administration, Automotive/Fleet Management, Facilities, Wells/Septic & Plumbing, Utilities, Custodial, Groundskeeping/Parks, Indian Preference

Community Development Area – Engineering, Zoning, GIS/Planning, Tribal Transportation

Outcome/Goal # 1

Develop operational workforce plans within each department and area of Public Works. The plans will address critical issues including staffing requirements, employee retention and development, and succession planning.

Retention of existing employees and recruitment of new employees has been a challenge for DPW leadership, especially the positions of custodians and groundskeepers. Several managers and essential positions are becoming critical as they approach retirement in most of the Public Works departments. Additional tools will become available with the development of Global Human Resources (GHR) over the next 1 to 5 years.

MEASUREMENT:

1. Skill and knowledge requirements identified for each position.
2. Position Descriptions are current, identifying competencies and scope of the position.
3. Career paths are identified and communicated to the employees.
4. Training is identified for position development and advancement in three areas:
 - a. Mandatory Training required by position, policy, or law.
 - b. Continuing Education for employees to stay current in their area of expertise.
 - c. Developmental Training including education and developmental tasks.
5. Training programs are provided that include identifying the competencies required for each position and a mechanism to evaluate progress of employees learning them.
6. Succession planning is in place identifying pools of interested employees in the event a strategic or essential position is vacated. Succession Planning will provide opportunities to potential candidates to gain knowledge and skills transfer from experienced employees to prepare them advancement into these positions.
7. Supervisors are engaged with employee employees through recognition and retention planning.
8. Staffing Plans are developed to identify staff levels and staff level requirements.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

During the third quarter, Public Works hired a new Indian Preference coordinator, Stephanie Metoxen. A revisioning of this position was done to better fit our community and goals. The Indian Preference Coordinator will become more focused on creating stronger partnerships with skills bank participants, vendors, and other governments.

To enhance youth opportunities, Public Works Division will look to engage high school students to introduce them to career paths. Many of the current positions within Public Works have not been updated for over 20 years. These positions are not meeting the expectations of the organization and community. As such, Public Works is struggling to remain competitive so we can attract and retain people into these roles. Through redesign, and introduction of modern technology, employees will learn new ways to better serve our customers.

Public Works also hired a new Lab Coordinator Trainee, Becky Stevens. This is part of a succession plan in preparation for the retirement of our current Lab Coordinator in the Utilities Department. Additional opportunities within DPW can be expected as we continue to work through our strategic plans.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

- Utilize the new HR system to assign and track required training by position based on competencies identified for the jobs. We are anticipating the launch of a new Learning and Development module in April or May. This will be the first step toward meeting this outcome (Ongoing).
 - Continue working with HR to complete the workforce planning process (Ongoing).
 - Complete permanent reassignments for employees that are interim once they meet the minimum requirements of the position (Ongoing).
 - Rewrite position descriptions. In each area there are positions that are changing due to technology and the labor market. We also have under skilled staff that were retained from passed reorganizations but were not retrained to be optimized for their current positions. As a result, their position descriptions were also scaled back but do not meet the needs of the organization. These need to be corrected (Ongoing).
 - Plans and initiatives have been delayed due shortage of staff and not having available time to dedicate for training, delays in implementing new systems to plan and track training, and the need to repost jobs that do not have applicants (Ongoing).
 - Annual training budgets need to be established to commit a reasonable amount of training per month or quarter for each position (Future).
-

Outcome/Goal # 2

Create efficiencies, optimize the use of limited resources, enhance capabilities, and improve Customer Service by evaluating current processes. The focus is on utilizing technology, increasing collaboration, and creating new streamlined process flows to achieve this goal.

MEASUREMENT:

1. Evaluate DPW processes to streamline them for efficiencies
 - a. Develop and communicate an online Land use review process that can be used by all reviewers and create the various reports needed by Land Management, Development, Housing and the Land Commission.
 - b. Reduce time to process outstanding invoices to less than 45 days. (Maintaining)
 - c. Evaluate technology and software to reduce technology deficit.
 - d. Integrate DPW systems into the main Enterprise Resource Processes (ERP).
2. Expand the access and use of GIS data.
 - a. Identify the long-term staffing needs of this area based on what data needs to be updated and maintained.
 - b. Utilize GIS to create the layers of information that will be useful to the varied users of the system.
3. Identify and incorporate other technologies.
 - a. Road and Parking lots can be monitored using software that can use cell phones to view and record deficiencies and attributes such as signage conditions, or lines in the parking lot (Evaluating).
 - b. Incorporation of data intelligence from services such as Pacer.ai to assist with strategic planning of infrastructure and business.
 - c. Modernize water utility technologies.
4. The number of GPS systems installed in Oneida Nation vehicles
 - a. The installation of GPS system in Oneida Nation vehicles will provide real time information on vehicle locations, documentation on driver use of vehicles to improve safety, data for optimizing scheduling, and vehicle data to track overall usage of the vehicle and maintenance need.
 - b. GPS is budgeted to be installed on 52 additional DPW vehicles in FY23.
 - c. Hire a Fleet Manager and establish new operating procedures.
5. Enhance communication.
 - a. Find opportunities to reach out to the Oneida community.
 - b. Develop informative packets for services to the community.
 - c. Provide opportunities for the community to give feedback to DPW.
 - d. Work to build internal cooperation and transparency to the organization.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

A position Public Works hopes to be able to fill in the next fiscal year would be a technology position to administrate all the division's software. We anticipate introducing safety management software this year. Our current software for facilities management is greatly underutilized and several generations of updates behind.

DTS has completed its evaluation for the options to update the Archibus system and have determined it would be best to wait until the Finance area has updated their software. To update the current software and equipment, and train then employees would be in the hundreds of thousands of dollars. We are not sure Archibus is the right tool for the future. In discussion with DTS, we have cooperatively determined Public Works will need a technology position to support administration of all Public Works software due to the industry specific knowledge needed to support Public Works.

We are planning a demonstration of the current capabilities of Archibus to better understand it. Our long-range visions would be to marry facilities management tools to GIS capabilities. In essence, to create a digital duplication of the real Oneida facilities, roads, and lands to manage the care and costs efficiently and strategically. Done properly, we would be able to account for every hour of labor, and every dollar spent on every building. This would enable us to assess where to best invest our limited resources.

Outcome/Goal # 3

Public Works is committed to provided excellent customer service internally and to the community at large. This will include developing lines of communication for two-way communications so we can hear and share what is important. Then develop action and monitoring plans to supplement current processes.

MEASUREMENT:

1. Develop an overall communication plan.
 - a. Determine who our various audiences are, their primary interests, how to communicate this information.
 - b. Develop listening plans to hear from different audiences.
2. Establish regular schedule for communications. For example, place a monthly article in the Kalihwisaks to highlight each DPW department over the year.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

This quarter we filled the position of Fleet Manager with Chris Danforth. Chris is currently looking into ways to improve customer service with the Nation's fleet. One improvement we hope to implement is the installation of GPS into all our vehicles. Doing this will allow us to evaluate the routes being driven with fleet vehicle and recommendations to reduce costs with shorter routes. Shorter routes mean less gas, fewer miles, and less maintenance. It also means, we will be able to improve communications with drivers when their vehicles are approaching maintenance periods because we will know the milage of every vehicle.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

1. Complete the communication plan by the end of summer.
2. Begin a review of the information on DPW web pages on the Nation's website and update the information.
3. Work with boards/committees/commissions to keep them informed of projects and initiatives with Public Works.

4. Establish baselines and monitoring processes for customer service.

Outcome/Goal # 4

Energy Management is another area we are working on. We are working to create a long-range vision and plan for the Nation's energy management.

MEASUREMENT:

1. Complete a review of past plans and accomplishments.
2. Update the most recent plan to current.
3. Open discussions on seven generation plan.
4. Develop plan and timeline.

ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

The big news is on May 19, 2023, FEMA announced the Building Resilient Infrastructure and Communities (BRIC) grant program initial round of selections for the tribal set-aside and the state and territory allocations. The Oneida Nation was selected to construct an innovative microgrid and safe room for its healthcare campus. The grant for nearly \$10 million will not only provide a green energy source, it also is another way Oneida is able to enhance its sovereignty to care for its members. Planning will continue for this project and construction will likely begin in 2025.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

1. Develop a goal statement for energy management in 2045.
2. Work with Community Development to determine the future energy needs.
3. Work with Retail, and Gaming to determine strategies for incorporating electric vehicles.
4. Share information with the community and get their thoughts.
5. Work with Engineering, Facilities, and division leaders as we plan construction of campuses and other structures.
6. Coordinate with boards, committees, and commissions on infrastructure development.

Accept the Tribal Action Plan FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 7/26/23

2. Session:

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

3. Requested Motion:

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Mark W. Powless Digitally signed by Mark W. Powless
Date: 2023.07.18 16:17:32 -05'00'

Authorized Sponsor: Mark W. Powless, General Manager 

Primary Requestor: Lori Hill, GM Office Manager

FY-2023 3rd Quarter Report

ONEIDA TRIBAL ACTION PLAN

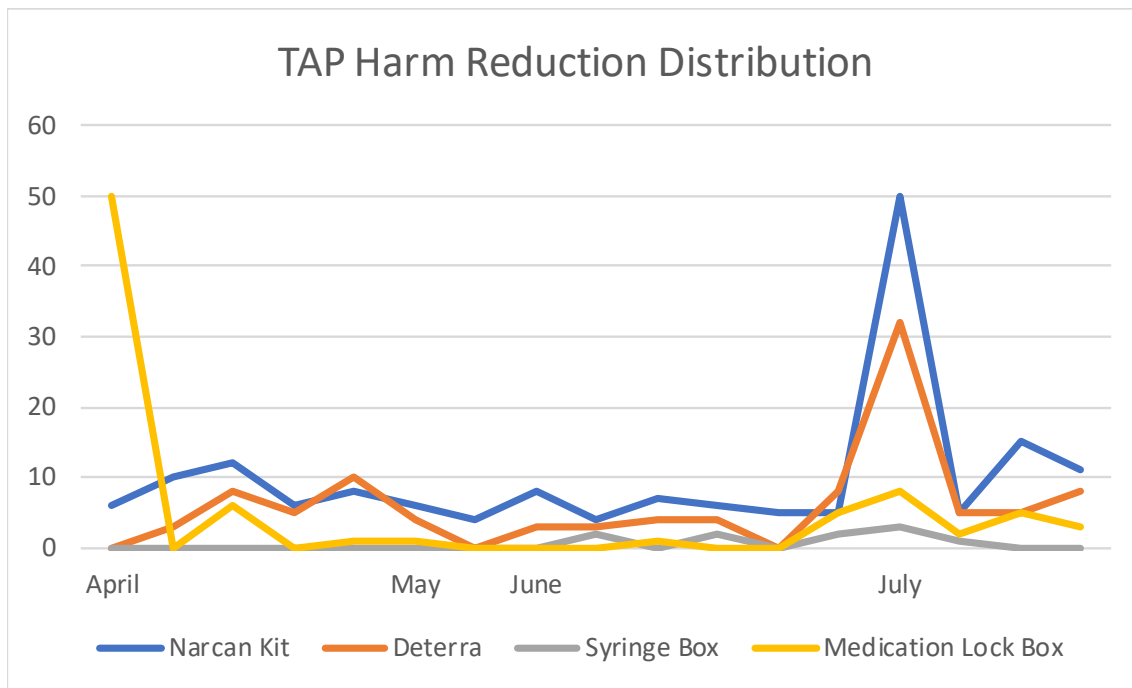
Status report of Outcomes/Goals

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4. What can the community expect to see in the future (i.e. 6 months; next year; 18 months) from the Division related to the outcome/ goal?

Outcome/Goal # 1

Harm Reduction Awareness

MEASUREMENT:



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

In an effort to save community member's lives, the TAP staff will continue to distribute Harm Reduction materials to the community to include Narcan (Naloxone) kits, Deterra drug

deactivation pouches, syringe boxes, medication lock boxes and newly added fentanyl testing strips. The TAP staff is State Certified to train Narcan administration. April to June of 2023, the TAP staff have distributed 168 Narcan kits (2 doses per kit), 94 Deterra pouches, 10 syringe boxes, and 79 medication lock boxes.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Our goal is to continue to improve Harm Reduction awareness within the Oneida Community. We distribute Harm Reduction materials bi-monthly at our Narcan Distributions, which is a continued collaboration with OneStop Retail. TAP will continue to provide Harm reduction materials at events. Upon request, TAP will facilitate Narcan Training with large groups. One life lost to an opioid overdose is too much as opioid overdose is preventable. Planning to expand our Harm Reduction efforts with more materials such as fentanyl testing strips.

Outcome/Goal # 2

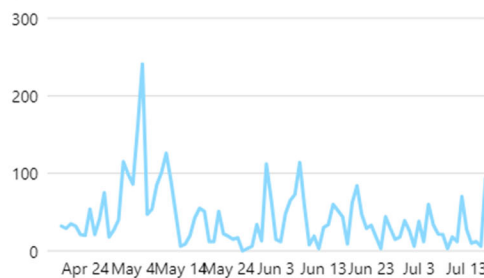
Increase Communication and Collaboration

MEASUREMENT:

Page and profile visits

Facebook visits ⓘ

3,799 ↑ 12.7%



Instagram profile visits ⓘ

175 ↑ 12.9%



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

TAP engages the community through communications on social media, website, events, and meetings. Since January, the TAP Facebook page has 55 new likes/follows and TAP Instagram has 37 new followers. Our reach has increased 24.5% to 15,815 on Facebook and increased 42.5% with a reach of 557 on our Instagram.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

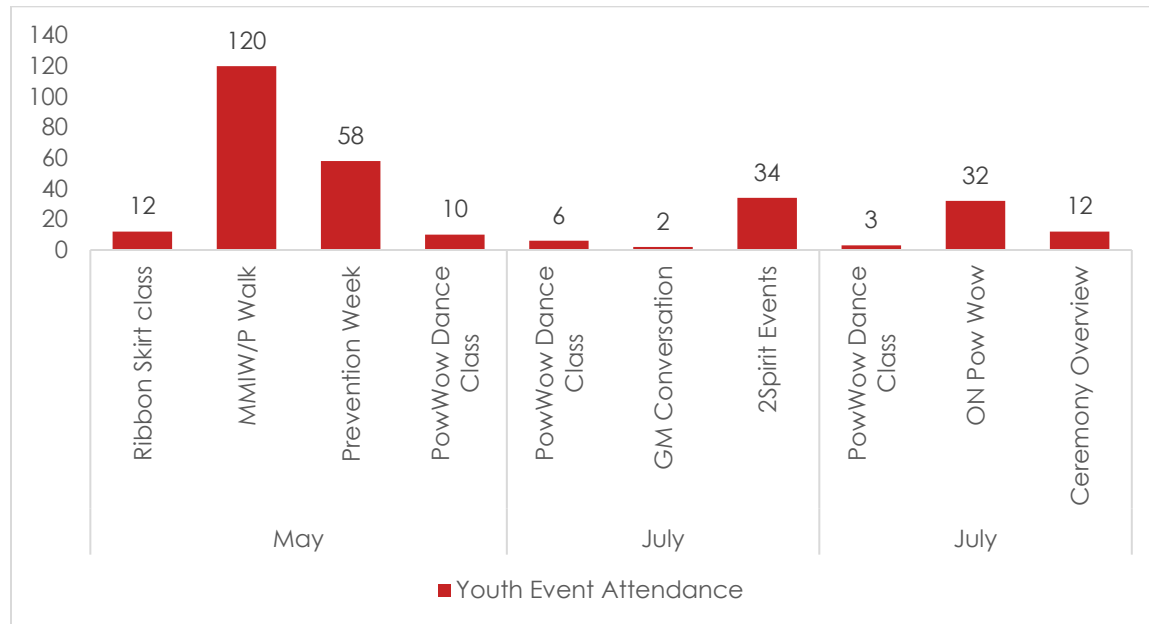
Continue to engage and educate the community on the drug and alcohol epidemic with TAP social media accounts. In the future, we're hoping to utilize platforms such as TikTok and Snapchat to reach a younger audience as most of our current audience is over 35

years old. In 2023 TAP has collaborated with numerous internal and external agencies to include; Oneida Comprehensive Housing, Cultural Heritage, Oneida Family Services, Oneida Behavioral Health, Economic Support, Rites of Passage, Wise Women Gathering, Man Clan, Mandolin Foundation, Oneida Library, Oneida Recreation, Recovery Nest, DarJune, National Indian Health Board, Oneida Child Support, and Brown County Health and Human Services. TAP will continue to extend our network with agencies to encourage collaboration on future endeavors as well as keep the TAP staff abreast of current trends in the drug epidemic.

Outcome/Goal # 3

Prevention Awareness

MEASUREMENT:



ACCOMPLISHMENTS RELATED TO THE OUTCOME/GOAL:

TAP staff collaborates with various departments to host youth events. At these events, we provide age-appropriate drug and alcohol prevention information and/or activities. The youth in the Recreation after school programs, can now identify the TAP team and know what TAP is. In collaboration with Comprehensive Housing Outreach, Recreation, and Oneida Community Advocates we've coordinated events to include Park Olympics events, Ceremony Education events, and Two Spirit Youth group & events. TAP will continue to monitor attendance and gathered verbal feedback to improve future programming.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

TAP's continued presence with youth will ensure youth have a safe space to engage in healthy activities with culture to reinforce TAP's mission and goals. Culture is prevention. TAP's current collaboration efforts include the upcoming 200 Year celebration, Family Fun Day, The Great Law, National Night Out, Back to School event, a Youth Lacrosse Clinic, and more. In the future, we hope to provide a toolkit for parents to reference for guidance.

Contact Info

CONTACT: Leslie Doxtater
TITLE: Tribal Action Plan Manager
PHONE NUMBER: 920.490.3916
E-MAIL: ldoxtat1@oneidanation.org
MAIN WEBSITE: [Oneida Nation | Tribal Action Plan \(oneida-nsn.gov\)](http://Oneida Nation | Tribal Action Plan (oneida-nsn.gov))

Photos (optional):

MMIW/P Walk – May 6th, 2023



TAP resource table at Oneida Nation Pow Wow

Accept the Anna John Resident Centered Care Community Board FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Jeanette Ninham, Chair/Anna John Resident Centered Care Community Board

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/26/23

Submitted by: Jeanette Ninham, Chair

OBC Liaison: Jennifer Webster

OBC Liaison: Daniel Guzman-King

ANNA JOHN RESIDENT CENTERED CARE COMMUNITY BOARD

Purpose:

The purpose of the Anna John Resident Centered Care Community (AJRCCC) Board is to serve in an advisory capacity ensuring operations of AJRCCC are within the guidelines and policies of the Oneida Nation and within all regulations, rules, policies governing the operation of a nursing home.

The Board ensures the AJRCCC maintains a safe and sanitary environment while providing quality care and services to residents of the facility and as ordered by each resident's attending physician.

BCC Members

Beverly Anderson

Vice-Chair

07/31/2023

Brenda VandenLangenberg

Board Member

07/31/2025

Kristin Jorgenson-Dann

Board Member

07/31/2023

Valerie Groleau

Board Member

07/31/2026

Patricia Moore

Board Member

07/31/2024

Lorna Skenandore

Board Member

07/31/2026

Jeanette Ninham

Chair

07/31/2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

Meetings

Held every 2nd Wednesday of the month at 5:00 p.m. and are held virtually via Microsoft Teams and in person at the Congregate Meal Site.

Emergency Meetings: Zero (0)

Contact Info

CONTACT: Jeanette Ninham
 TITLE: AJRCCC Board Chair
 E-MAIL: ajc-jnin@oneidation.org

Status report of Two-Year Outcomes/Goals

Outcome/Goal # 1

Community and organizational buy-in will be formed and economic sustainability will be promoted.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Board continues to meet monthly and attend the Resident Council meetings when able. By attending the latter, the Board can hear concerns directly from the residents and can attempt to solve issues or bring up concerns to other areas such as the OBC.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Board hears the concerns of the residents and then finds ways to address them. Also make sure that the residents are aware that the Board is there for them.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Board continues meeting in person, COVID restrictions (masking and temperature checks) in the nursing home were lifted in June 2023. We will be requesting a tour a walkthrough of the facility in quarter 4.

Outcome/Goal # 2

Continue and update the education of the AJRCCC Board members.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

It is important for the Board members to be knowledgeable on the latest health topics, treatments, initiatives, facility procedures, etc. Attending trainings, requesting monthly updates from AJRCCC administration can assist with this education.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Currently the Board receives monthly updates from Administration about what is happening at the nursing home and provide feedback to any questions that come up from the Board if they have any additional questions.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Board would like to attend trainings to receive the education, whether it be in person or virtual. We will be working with the Director to see what trainings are available.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.

Budget Information

FY-2023 BUDGET:

Line item in AJRCCC Budget

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD:

\$3,975

FY2023 3rd Quarter Budget was stipends only

Requests

None for Q3

Other

Posted for two (2) vacancies for expiring terms in July 2023.

Accept the Oneida Environmental Resources Board FY-2023 3rd quarter memorandum

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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, Boards, Committees and Commissions Supervisor on behalf of the Environmental Resources Board 

DATE: July 25, 2023

RE: Oneida Environmental Resources Board FY-2023 3rd Quarter Report

The Government Administrative Office is asking the Oneida Business Committee to accept this memorandum in place of the Oneida Environmental Resource Board FY-2023 3rd Quarter Report.

Membership:

ERB consists of nine (9) members. There are currently nine (9) vacancies with three (3) year terms.

Background:

- On September 28, 2022, the OBC made a motion to accept the Environmental, Health, Safety, Land, and Agriculture Environmental Resource Board assessment; to recommend the dissolution the Environment Resource Board; and to direct Chief Counsel to bring back a report in 45 days on actions that need to take place in order to complete the dissolution of the Environmental Resource Board including amendments to laws and addressing any background material.
- On December 7, 2022, the Legislative Operating Committee added several laws to the Active Files List to addresses amendments needed for the dissolution of the Environmental Resources Board and transition of responsibilities

Accept the Oneida Nation Arts Board FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Cody Cottrell, Chair/Oneida Nation Arts Board

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/26/2023

Submitted by: Cody Cottrell, Chair

OBC Liaison: Kirby Metoxen

OBC Liaison: Jennifer Webster

ONEIDA NATION ARTS BOARD - FY23 Q2 REPORT

Purpose:

The purpose of the Oneida Nation Arts Board is to provide guidance and support to the Oneida Nation Arts Program. The Oneida Nation Arts Board performs the responsibilities granted to the Board under the Dollars for Arts Program.

BCC Members

Kelli Strickland
Member
03/31/2023

Mary Lopez
Member
03/31/2025

Kent Hutchison
Member
03/31/2023

Stacie Cutbank
Member
03/31/2025

Harmony Hill
Vice-Chair
03/31/2024

Christine Klimmek
Member
03/31/2025

Cody Cottrell
Chair
03/31/2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS:

Zero (0)

Meetings

2nd Tues of December, March, June, and September. Meetings begin at 5:00 PM via Microsoft Teams until further notice

Emergency Meetings: Zero (0)

Contact Info

CONTACT: Sherrole Benton

TITLE: Arts Program Supervisor

PHONE NUMBER: 920-490-3832

E-MAIL: Sbenton@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/resources/arts-program/>

Status report of Two-Year Outcomes/GoalsOutcome/Goal # 1

Successful management of the annual Wisconsin Regranting program, that involves Dollars for Arts (DAP) and Planting Seeds of Knowledge (SEEDS) grants.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Nation Arts Board (ONAB) was established to provide advisory guidance and support to the Oneida Nation Arts Program (ONAP), and to oversee the WI Regranting Program, funds from the Wisconsin Arts Board, Dollars for Arts Project ("DAP") in accordance with the DAP Law: "Title 1. Government and Finances – Chapter 128." The Board also oversees the Planting Seeds of Knowledge Program which is also funded by the WAB under the same grant. The Board was further established to assist in the promotion of a community that embraces art as a pathway to sovereignty, where traditional and contemporary arts are woven into the fabric of everyday life and embolden a sense of belonging, according to ONAB By-laws.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Arts Board completed the new Standard Operating Procedure for the "Planting Seeds of Knowledge" grant funded by the Wisconsin Arts Regranting Program of the

Wisconsin Arts Board. The Arts Program received a grant of \$10,930 dollars from the WAB Regranting Program in FY22. This grant requires a cash match of \$10,930 dollars. The grant funds were applied to the Dollars for Art Program (DAP) and the Planting Seeds of Knowledge program. ONAP has successfully managed this grant and grant activities and will be submitting a final grant report to WAB in February of 2023.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Moving forward the Arts Board will look at finding new ways to do fund raising and finding ways to expand grant matching.

Outcome/Goal # 2

Review the Dollars for Arts law (Title 1. Government and Finances – Chapter 128) and clarify guidelines for applicants to the grant programs.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term.

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Reviewing the DAP Law to ensure the Regranting Program guidelines are clear, valid, and applicable to arts grant applicants.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Arts Board members formed sub-committee to review the tribe's DAP law and will continue working on it during the next year.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

A continuation of reviewing their By-Laws and SOPs to ensure the boards alignment with all policies, laws and governing documents of Boards, Committees and Commissions.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$0

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$900

No budget information for Q3

Requests

None for Q3

Other

None for Q3

Accept the Oneida Community Library Board FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Bridget John, Chair/Oneida Community Library Board

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/10/2023

Submitted by: Bridget John, Chair

OBC Liaison: Tehassi Hill

OBC Liaison Alternate: David Jordan

ONEIDA COMMUNITY LIBRARY BOARD

Purpose:

The purpose of the Board is to administer and oversee the administration of the Oneida Community Library in accordance with the laws of the Nation. Chapter 43 of the Wisconsin Statutes, and any policies adopted pursuant thereto.

BCC Members

Bridget John
Chair
03/31/2026

Carmen Escamea
Vice-Chair
03/31/2025

Vacant
School Administrator
03/31/2025

Kathleen Cornelius
Member
03/31/2024

Michelle Sawyer
Member
03/31/2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

Meetings

2nd Monday of each month at 12:00 pm at the Oneida Community Library 201 Elm Street, Oneida, WI. 54155.

Emergency Meetings: 0

Contact Info

CONTACT: Bridget John
 TITLE: Chair
 PHONE NUMBER: 920-869-4324
 E-MAIL: Boards@oneidanation.org
 MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/appointed/#Oneida-Community-Library-Board>

Status report of Three-Year Outcomes/Goals

In the fourth (4th) quarter the Oneida Community Library Board will be developing goals as we have just started meeting again in the 3rd quarter. We look forward to working with Eliza Skenandore and making sure the Board supports her and her staff as the Oneida Community Library grows and thrives.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.

Budget Information

FY-2023 BUDGET:

Click here to enter Budget

FY-2023 EXPENDITURES AS OF END OF REPORTING

PERIOD:

\$450.00

Requests**Other**

Received resignation from Michelle Sawyer June 27, 2023

Accept the Oneida Nation Veterans Affairs Committee FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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 checked="" 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:

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

5. Submission:

Authorized Sponsor: Gerald Cornelius, Chair/Oneida Nation Veterans Affairs Committee

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: July 11, 2023

Submitted by: Gerald Cornelius / John Breuninger

OBC Liaison: Jennifer Webster, Primary

OBC Liaison: Ethel Marie Cornelius, Alternate

ONEIDA NATION VETERANS AFFAIRS COMMITTEE

Purpose:

The purpose of the ONVAC is to serve as an advisory body to the Oneida Veterans Service Office in all matters related to the Oneida Nation's veteran's rights, benefits, veterans affairs issues, and to protect the honor and integrity of the Oneida Nation and all veterans who have served honorably in the United States Uniformed Services. It shall be the purpose of the ONVAC to affairs and/or issues in order that the office can formulate veteran's services and programs for Oneida Veterans. Furthermore, ONVAC coordinates veteran events with the assistance of the Veterans Service Office, and other organized groups and organizations that are also representatives of Oneida Veterans within the Oneida Nation.

Authority:

ONVAC was created by the Oneida Business Committee by motion on January 12, 1994 and further established through the adoption of these bylaws on October 29, 1997, which were amended on February 13, 2013 and from time-to-time hereinafter.

BCC Members

Gerald Cornelius
Chair
12-31-2025

Floyd J Hill II
Vice-Chair
12-31-2026

John L. Breuninger
Secretary
12-31-2025

Arthur W. Cornelius
Member
12-31-2023

Benjamin J. Skenandore
Member
12-31-2023

Dale A. Webster
Member
12-31-2025

Connor Kestell
Member
12-31-2023

Lynn L. Summers
Member
12-31-2026

Deke Suri
Member
12-31-2026

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

Meetings

Held every 2nd Tuesday of each month.

5:00 P.M.

134 Riverdale Dr, Oneida WI 54155 and Microsoft Teams, when permissible

Emergency Meetings: Zero (0)

Contact Info

CONTACT: Gerald Cornelius or John Breuninger

TITLE: ONVAC Chair / ONVAC Secretary

PHONE NUMBER: (920) 615-6521 / (920) 562-7536

E-MAIL: ONV-GCOR@ONEIDANATION.ORG / ONV-JBRE@ONEIDANATION.ORG

MAIN WEBSITE: https://oneida-nsn.gov/government/boards-committees-andcommissions/appointed/#Oneida-Nation_Veterans_Affairs_Committee

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Engage community with services provided and develop a positive relationship with the Oneida Community.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Our Oneida Veterans are respected within our community because of our commitment and service to the Oneida Nation and the United States. It is through our service being given back to our community which solidifies this respect. Our individual and organizational involvement within our community shows both our honor and pleasure to be a part of the Oneida Community. Our efforts to respect ourselves and our community encourages our veterans to want to be a part and also share our participation for the benefit of the whole. Furthermore, we as Veterans are an integral part of the Oneida Community within which we live and serve.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

ONVAC remains engaged in extracurricular activities within our Oneida Community and continuously assists the Veterans Service Officer with veterans meetings, celebrations, funerals, meals, community events (annual Christmas tree lighting), color guard responsibilities at tribal and organizational meetings (GTC), organizational events as well as "other" requests for our service and contributions to our community.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The ONVAC's commitment to our Tribal Nation, it's organization, government and overall community and it's people. Our Nation's veterans have and will continue to be our primary purpose. "If we are needed, we will respond!" Furthermore, our commitment and participation within our community will not change in efforts and production as long as our Committee is operational.

Outcome/Goal # 2

Continuously developing and maintaining positive relationships with our Oneida Veteran population, their families and our community as well as with the Oneida Nation's departments, programs and services, external entities and our surrounding governments, veteran's organizations, schools and communities.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-

making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Out of RESPECT, our veterans, their respective families and our community continue to expect our participation in all veteran associated and community activities, programs and services.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Continuous VISIBILITY and PARTICIPATION: Within proper guidelines, our veterans maintained their respective roles within the community during the Covid-19 Pandemic and continue to do so today. Our ONVAC members support activities of the Nation's Tribal Action Plan (TAP) by participating in their efforts to make drug and alcohol issues better recognized and understood. We continue our efforts in maintaining the Veterans Wall site, which incidentally, the Oneida Land Commission just recently transferred the management of the site to the ONVAC and have started the process by which the location will receive an official name.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

With the retirement of the Tribal Veteran Service Officer, Mr. Kerry Metoxen (October 2023), the ONVAC will continue our support to the Oneida community's veterans and their families as well as providing support to the new TVSO. Furthermore, the ONVAC will continue our services and support to the Oneida Business Committee as the Official Honor Guard of the Oneida Nation. Finally, we will continue our support to the local chartered veteran's organizations in and around the counties and State of Wisconsin.

It is our (ONVAC) intent to continue providing quality support to all Tribal entities at conferences, meetings, funerals, etc.

Outcome/Goal # 3

The development and implementation of additional enhancements to the Veterans Memorial Wall and Site. The ONVAC has and will continue to work with the Tourism and the Department of Public Works in completing projects within the site. Furthermore, through the combined efforts of the Tourism Department and the Nation's Capital Improvement Process, enhancements are currently being made at the site.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Consensus Oriented - Consultation is required to understand diverse interests (Membership,

Employee, Community) in order to reach a broad consensus of what is in the best interest of the Nation and how this can be achieved in a sustainable and prudent mann

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Public participation in the planning, development and implementation of the enhancements will be made available to the People and Community by providing continuous updates regarding the enhancements to be made within the Veterans Memorial Site. Veterans organizations and their membership as well as the public will be included in site plan reviews periodically.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Prior to the Covid-19 Pandemic "closure" of the ONVAC, a DRAFT Site Plan was completed by the Oneida Planning Department. This Plan will continue to be the basic footprint to all of the enhancements to be made within the site. Currently, the enhancements will include positioning of two additional memorials, one to Dr. Josiah Powless and the second to the Oneida Code Talkers. A second Eagle will also be placed within the site. Upgrades are currently being made to the memorial wall and replacement of the individual "remembrance bricks" will also be replaced. In addition, sidewalks, lighting and "other" enhancements are proposed for the site.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

It is the intent of ONVAC to continuously work to improve the Memorial Site, including the honoring and recognition of our Oneida Warriors past, present and future. We are also very PROUD to have the Wisconsin State Military Order of the Purple Heart Monument within our Memorial Site, with special thanks to the unconditional commitment by our former ONVAC Member and Commander of the Wisconsin Military Order of the Purple Heart, our comrade and colleague, Mr. George Greendeer.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$56,874

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$18,472

Enter budget utilization information, if needed.

Requests

None

Other

None

Accept the Oneida Personnel Commission FY-2023 3rd quarter memorandum

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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, Boards, Committees and Commissions Supervisor on behalf of the Oneida Personnel Commission 

DATE: June 30, 2023

RE: Oneida Personnel Commission FY-2023 3rd Quarter Report

The Government Administrative Office is asking the Oneida Business Committee to accept this memorandum in place of the Oneida Personnel Commission FY-2023 3rd Quarter Report.

Current Oneida Personnel Commissioner's include:

- Chair: Vacant
- Vice-Chair: Twylite Moore
- Secretary: Vacant
- Member: Vacant
- Member: Vacant
- Pro-Tem Members: Five (5) Vacancies

Background:

- On January 18, 2022, the Oneida Personnel Commission held their first official meeting.
- On February 9, 2022, the Oneida Business Committee approved a Motion to terminate the appointment of Carol Smith to the Oneida Personnel Commission.
- Due to no quorum, the February 15, 2022, Oneida Personnel Commission Regular meeting was cancelled.
- On March 17, 2022, Carol Liggins resigned.
- On March 31, 2022, Renee Zakhar's term expired.
- As of June 30, 2023, the Government Administrative Office has not received any applications for the Oneida Personnel Commission.
- As of June 30, 2023, the total expenditures from the Oneida Personnel Commission's budget are \$0.00.

Accept the Oneida Police Commission FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Richard VanBoxtel, Chair/Oneida Police Commission

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/26/23

Submitted by: Richard Van Boxtel, Chair

OBC Liaison: Brandon Stevens

OBC Liaison Alternates: Tehassi Hill & Daniel Guzman

ONEIDA POLICE COMMISSION

Purpose:

The purpose of the Oneida Police Commission is to regulate the conduct of the Oneida Nation Law Enforcement personnel according to the highest professional standards, to provide oversight regarding the activities and actions of the law enforcement operations, to provide the greatest possible professional services to the Oneida Community, and to allow the community input regarding those law enforcement services through its representatives on the Police Commission. This entity is created as an oversight body of the Oneida Police Department. The Chief of Police is responsible for the day-to-day activities of the law enforcement services provided to our community.

BCC Members

Richard VanBoxtel Chair 07/31/2023	Vacant Member 07/31/2024
Beverly Anderson Vice-Chair 07/31/2026	William Sauer Member 07/31/2025
Dan Skenandore Member 07/31/2027	

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS 0

Meetings

Held every 4th Wednesday of the month.

Emergency Meetings: 0

Contact Info

CONTACT: Shannon Davis

TITLE: Recording Clerk

PHONE NUMBER: 920-869-4324

E-MAIL: police_commission@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/appointed/#Oneida-Police-Commission>

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

One of the Commissions goals is to develop positive relationships with the Oneida Community

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Police Commission is appointed by the Oneida Business Committee and entrusted with oversight of the Oneida Police Department. Duties include evaluating appointments and promotions, standard operating procedures, and work standards (SOP/WS), Memorandum of Agreements (MOA), expenditures and grant opportunities. The Commission is a "checks and balances" of the Police Department because it is composed of Tribal members who are vested in the Oneida Community, which in turn encourages citizen input. The Oneida Police Department had several unfilled police officer positions. To address the vacant positions, the Commission has given approval to hire non-tribal members at entry level positions.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Police Commission has open mandatory monthly meeting with the Police Chief and/or Assistant Police Chief to review and approve the Oneida Police Departments monthly report and to keep the Police Commission informed of all the duties and responsibilities of the department and provide guidance. In accordance with the Law Enforcement Ordinance, the Commission worked with the Police Department to approve and fill vacant positions and approve standard operating procedures and work standards (SOP/WS).

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

In the future, the Police commission will continue to develop a positive relationship with the community and the Police Department. The Police Commission can plan and attend events together showing support.

Outcome/Goal # 2

Develop three community events to promote good relations between the community, Police Commission and Police Department while measuring attendance at events.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Police Commissioners are dedicated to building a strong community built on Tsi? Niyukwaliho'*ta by participating in community events and sharing our knowledge and experience. The Oneida Police Commission and Oneida Police Department collaborates with other tribal entities and other municipalities to strengthen our community.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The community event aspect of this goal has been placed on hold due to the COVID-19 pandemic, however, it remains a priority for the Commission, and we hope to resume these activities as soon as it safe to do so.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Oneida Police Commission will continue to collaborate with other tribal entities and municipalities. We can also investigate alternative methods to reach out to community in a safe manner during the pandemic.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$17,600

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$1,692

Requests

No requests.

Other

- Currently there are two (2) vacancies posted for the Police Commission, as of 6/28/23 the Government Administrative Office has received one (1) application.

Accept the Pardon and Forgiveness Screening Committee FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

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

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: *(Name, Title/Entity)*

Additional Requestor: *(Name, Title/Entity)*

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/14/23

Submitted by: Eric Boulanger, Chair

OBC Liaison: Brandon Stevens

OBC Liaison: Jennifer Webster

PARDON AND FORGIVENESS SCREENING COMMITTEE

Purpose:

The purpose of the PFSC is to provide a fair, efficient, and formal process for considering pardons and forgiveness.

BCC Members

Eric Boulanger
Chair
August 31, 2023

Sandra Skenadore
Member
August 31, 2023

Ronald King Jr.
Alternate
August 31, 2023

Vacant
Alternate
August 31, 2023

Elijah Metoxen
Member
August 31, 2023

Vacant
Member
August 31, 2023

Julie King
Alternate
August 31, 2023

Vacant
Alternate
August 31, 2023

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

Meetings

Held every 3rd Monday of February, May, August, and November at 10:00 AM.

Emergency Meetings: Zero (0) emergency meetings were held

Contact Info

CONTACT: Brooke Doxtator
 TITLE: Boards, Committees, and Commissions Supervisor
 PHONE NUMBER: (920) 869-4452
 E-MAIL: Boards@oneidanation.org
 MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/appointed/#Pardon-and-Forgiveness-Screening-Committee>

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Create and update standard operating procedures.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Effectiveness and Efficiency - Processes implemented by the Nation producing favorable results which meets the needs of Membership, Employees, Community, while making the best use of resources – human, technological, financial, natural and environmental

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Ensure we have the best tools and resources in place to effectively carry out our duties and responsibilities as provided in the Pardon and Forgiveness law.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

We approved a Hearing Rules and Procedures SOP at our May 15, 2023 quarterly meeting. We will continue to identify and create SOP's as needed/necessary.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Our goal is to identify and/or create additional standard operating procedures as is needed/required to effectively carry out our duties and responsibilities. We will schedule work meetings to identify and create additional standard operating procedures. We will implement an annual review process for the standard operating procedures moving forward.

Outcome/Goal # 2

Create transition plan for newly appointed Pardon and Forgiveness Screening Committee members

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Accountability - The acknowledgement and assumption of responsibility for decisions and actions as well as the applicable rules of law

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Creating a transition plan will ensure the Committee will move forward without interruption even in the event that all new members are appointed to the Committee.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Our bylaws were successfully amended on April 28, 2021. The amended bylaws streamlined our membership and added minimum age and background check qualifications for the community-at-large positions.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

When our terms expire in August 2023, we are hoping for a smooth transition from the current Committee members to the newly appointed members, so pardon and forgiveness applicants don't have any interruptions in the pardon and forgiveness process.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET:

No Budget, stipends are paid from BC Special Projects

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD:

\$125.00

Requests

None.

Other

One (1) pardon or forgiveness application was received by the March 30, 2023 deadline, and we did hold a meeting and hearing in May 2023. One (1) pardon or forgiveness application was received by the June 30, 2023 deadline. We anticipate holding a meeting and hearing in August 2023.

The Community-at-large 25+ member, Community-at-large 25+ alternate, and Community-at-large 55+ alternate remain vacant. The vacancies have been posted but the Government Administrative Office has not received any applications as of July 7, 2023.

Accept the Southeastern Wisconsin Oneida Tribal Services Advisory Board FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Diane Hill, Chair/Southeastern Wisconsin Oneida Tribal Services Advisory Board

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: *(Name, Title/Entity)*

Additional Requestor: *(Name, Title/Entity)*

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: July 10, 2023

Submitted by: Debra L. Fabian, Member

OBC Liaison: Jenny Webster, Primary

OBC Liaison: Daniel Guzman, Alternate

SOUTHEASTERN WI ONEIDA TRIBAL SERVICES ADVISORY BOARD

Purpose:

The Advisory Board was established for purposes of providing advice and constructive input to the Southeastern Wisconsin Oneida Tribal Services (SEOTS) Director, working in partnership to formulate social services programs for the Oneida people residing in Southeastern Wisconsin by, including, but not limited to: 1. Acting as an ambassador for the SEOTS program by promoting its mission whenever possible; 2. Reviewing the SEOTS program's budget; 3. Guiding and advising the SEOTS administration; 4. Adhering to the appropriate chain of command in any and all relative communications with the Oneida Business Committee; and 5. Carrying out all other powers and/or duties delegated to SEOTS by the laws and/or policies of the Nation.

BCC Members

Diane S. Hill

Chair

03/31/2024

Judy Dordel

Member

03/31-2025

Michael A. Coleman

Vice Chair

2/28/2025

Debra L. Fabian

Member

03/31/2024

Lloyd D. Ninham

Secretary

2/28/2025

Natysha R. Reed

Member

03/31/2024

Kathleen (Kitty) Hill

Member

03/31/2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: None

Meetings

2nd Monday at 6:00 pm.

Emergency Meetings: None

Contact Info

CONTACT: Diane Hill

TITLE: Chair

PHONE NUMBER: SEOTS 414-329-4101

E-MAIL: seo-dhil@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-andcommissions/appointed/#Southeastern-Wisconsin-Oneida-Tribal-Services-Advisory-Board>

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Support the community by communicating about the resources via social media, word of mouth and mailers

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-

making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Being able to communicate with the community openly with multiple options relaying information that will lead the way for being able to lay the way for all (3) Good Governance Principles to all tribal members that live outside of the reservation.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The SEOTS Advisory Board has a Facebook Page under Southeastern Oneida Tribal Services Advisory Board. Program information was shared that provided tribal members access to services such as Oneida language and culture classes, a language resource center, Community Voting and tribal IDs. A Meet and Greet was held for the community to interact one-on-one with the Board members and SEOTS Manager and staff. A welcome post was made for Summer SEOTS ADMIN Gabby Ninham. Additional Information about community events also shared: SEOTS picnic, Oneida Bi-Centennial, and reading of The Great Law of Peace. National Indian news of interest shared: North American Indigenous Games and Neilson Powless in the Tour de France.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The SEOTS Advisory Board continues to aid in community outreach for tribal members within its 6 county constituency of Southeastern Wisconsin. Two (2) board members are currently providing administrative support for the Board Facebook page and we encourage the membership to visit often to keep up-to-date on current events. A separate Facebook page for SEOTS is administered by the SEOTS Manager.

Outcome/Goal # 2

Engage with the community for services available: Food, health, clothing, etc.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Equity and Inclusiveness - Providing the opportunity for the Nation's stakeholders to maintain, enhance, or generally improve their well-being which provides the most compelling message regarding its reason for existence and value to the Nation

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Being able to engage with the community and encourage them on how to better care for themselves and the welfare of their descendants.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Much like the first long-term goals, steps have been taken to add to the ease of communication through Facebook page posts as well as the ability to receive and respond to private messages from the community directly to the SEOTS Advisory Board.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The SEOTS Advisory Board has discussed strategic planning to support SEOTS administration in providing critical programming needed for families and youth. •Education -- SEOTS: School supplies assistance items for tribal members. Five (5) Board members attended Language Classes at UWM to further the knowledge of what it means to be Oneida •Social Services and Economic Support Administration. ▪ SEOTS: Elder Luncheon sessions. Oneida Enrollments services provided sign-up for Tribal IDs

Outcome/Goal # 3

Click here to enter a Three-Year outcome/goal from your Triennial Strategic Plan (TSP).

IS THIS A LONG-TERM OR QUARTERLY GOAL?

Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

A welcoming environment establishes trust and promotes unity. So, if there are things that need to be done which requires a specific approval, a representative or two (2) would be able to attend the event. Doing so would clear the path to allow the development of the most precious resource, our people. Such events would bolster the spirits of those who would attend, from our elders to the infants and everyone in-between

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Throughout part of the 3rd Quarter, Oneida Culture & Language Classes resumed. A Board and Staff Meet and Greet provided opportunities for sharing of ideas for the SE Oneida tribal members events. Elder luncheons continued with good regular attendance. Social Media posts continue to share information on upcoming event on the reservation regarding cultural events such as the Bicentennial Save the Date as well as The Great Law of Peace reading. Native events around the Milwaukee area organized by Oneida tribal members also promoted.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Over the course of the remainder of this current fiscal year, guidelines permitting, more events will be planned and booked.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$13,300.00

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$6,571

The SEOTS Advisory Board has a complete board consisting of seven (7) members

Requests

The SEOTS Advisory Board appreciates the economic and moral support of the Oneida Business Committee as we move forward. We request the OBC continue to support the families of the SEOTS service area by providing for the requested 2024 budget as we continue to offer social services to the Oneida community in the 6 counties of Southeastern Wisconsin.

Other

Alternative E-MAIL: SEOTS@oneidanation.org

Accept the Oneida Election Board FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Tina Skenandore, Chair/Oneida Election Board

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 07/26/2023

Submitted by: Tina Skenandore, Chair

OBC Liaison: Lisa Liggins

OBC Liaison: Cristina Danforth

ONEIDA ELECTION BOARD

Purpose:

Responsible for conducting fair and orderly elections for the Oneida Nation, and responsible to count hand and/or ballot votes at General Tribal Council (GTC) meetings.

BCC Members

Christina Liggins - Recused
Member
07/31/2023

Patricia Moore
Secretary
07/31/2024

Tina Skenandore
Chair
07/31/2023

Jermaine Delgado - Recused
Member
07/31/2025

Tonya Webster - Recused
Member
07/31/2023

Raymond Skenandore
Member
07/31/2025

Melinda K. Danforth
Vice-Chair
07/31/2024

Kalene White
Member
07/31/2025

Vacant
Member
07/31/2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

Meetings

Held the 2nd and 4th Monday of every month. Meetings are held in a hybrid environment via Microsoft Teams and in person at the Norbert Hill Center 2nd Floor BC Executive Conference Room.

Emergency Meetings: Zero (0)

Contact Info

CONTACT: Tina Skenandore

TITLE: Chair

E-MAIL: Election_Board@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/elected/>

Status report of Two-Year Outcomes/Goals

Outcome/Goal # 1

The Election Board will conduct all Oneida Elections in compliance with Oneida Law, Policy and/or Resolution.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Election Board has been following Oneida Law, Policy, and/or Resolutions. This ensures the General Tribal Council an orderly and straightforward understanding of all elections.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

In Quarter 3 the Oneida Election Board held the caucus for the 2023 General Election on April 15, 2023, and the Primary Election was held on May 13, 2023.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The membership can expect efficient, orderly elections.

Outcome/Goal # 2

Develop, adopt, review, and amend applicable standard operating procedures (SOPs) and our By-Laws.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The board is actively updating and reviewing their By-Laws and SOPs, working with the Law Office on definitions. Updating SOPs creates accountability and sets up processes for current and future board members.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

In Quarter 3 of FY2023, the Election Board was able to review and approve two (2) SOPs and determine that the By-laws will be brought back to discuss updates from the Attorney once the board is back together after the 2023 General Election has been ratified.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

A continuation of reviewing their By-Laws and SOPs to ensure the boards alignment with all policies, laws and governing documents of Boards, Committees and Commissions.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$81,000

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$22,967

Requests

None for Q3

Other

Received resignation from board member

Accept the Oneida Gaming Commission FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Mark A. Powless Sr., Chair/Oneida Gaming Commission

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter report (Apr '23 to Jun '23)

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: July 25, 2023

Submitted by: Mark A. Powless, Sr.

OBC Liaison: Brandon Stevens

ONEIDA GAMING COMMISSION

Purpose:

The Oneida Gaming Commission and its departments collectively promote and ensure the integrity, security, honesty and fairness of the regulation and administration of all Gaming activities within the jurisdiction of the Oneida Nation.

BCC Members

Mark A. Powless, Sr.

Commission Chairman

August 2023

Reynold (Tommy) Danforth

Vice Chairman

August 2025

Michelle M. Braaten

Secretary

August 2027

Jonas Hill

Commissioner

August 2024

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

Meetings

1st and 3rd Monday of the month.

Emergency Meetings: No emergency meetings

Contact Info

CONTACT: Mark A. Powless Sr.

TITLE: Commission Chairman

PHONE NUMBER: (920) 497- 5850

E-MAIL: mpowles5@oneidanation.org

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Updated/Created regulations that include: Oneida Gaming Minimum Internal Control Standards (all sections), Employee Licensing, License Hearings, Administration/Staffing, Raffles, and Enforcement by September 30, 2023.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Regulations set forth standard expectations and minimum requirements to accommodate the creation of consistent and repeatable processes. Documented and up-to-date regulations are crucial to clear the path for Gaming Operations, as well as the OGC, to be transparent and fair, which benefits and protects the Nation and its stakeholders. Current regulations also allow for effective compliance audits, accountability, and efficiencies.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The three remaining OGMICS chapters, General, Revenue Audit, and Definitions, continue to be finalized. Draft enforcement regulations continue to be updated and finalized. Additionally, Sportsbook regulation revisions have been discussed with Gaming Management, as well as the State (informally). The final revision document is being prepared to share with the State and initiate formal revisions. OGC-Compliance continues to work on these revisions.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Once the remaining OGMICS sections are completed, Employee Licensing, License Hearings, Administrative/Staffing, Raffles, and Enforcement regulations will be prioritized, reviewed and revised so they are brought up to date, and submitted for approval.

Stipends

Stipends are only utilized by our Pro-tems.

Budget Information

FY-2023 BUDGET: 5,320,127.00

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: 4,068,103.00

There are currently six (6) staffed positions and two (2) approved/posted positions that were inadvertently left out of the budget. As such, there will be labor/payroll variances in each department of the OGC apparent throughout the year.

Requests

The only requests at this time are for the Oneida Business Committee to include the OGC in the onboarding/training of upcoming newly elected OBC officers/members. We also request that OBC-OGC quarterly meetings resume in FY2024.

Other

N/A

Accept the Oneida Land Claims Commission FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Chris Cornelius, Chair/Oneida Land Claims Commission

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

Oneida Land Claims Commission-OLCC

Approved by official entity action on: July 20, 2023

Submitted by: Chris Cornelius, Chairwoman

OBC Liaison: Daniel Guzman, OBC Primary

OBC Liaison: Vacant, OBC Alternate

ONEIDA LAND CLAIMS COMMISSION

Purpose:

The Oneida Land Claims Commission (OLCC) purpose is to supervise all activities involving the New York Land Claims, including post settlement; and to develop strategies, provide direction and recommendations, for litigation, negotiation and/or settlement to the Oneida Business Committee (OBC) and the Oneida General Tribal Council (GTC). The OLCC will inform and educate the membership on issues pertaining to the Oneida Nation land claims, and seek participation from the membership, and carrying out the following duties:

- (a) Report membership concerns and suggestions to the OBC.
- (b) Hold public meetings and conduct outreach to allow the membership to participate in recommendations for all Oneida Nation land claims and settlement efforts.
- (c) Study other Indian land claim settlements and disseminate that information to the membership and the OBC.
- (d) Manage the OLCC budget
- (e) Assist the OBC with any land claims arising out of natural resource issues/disputes as requested by the OBC.
- (f) Carry out all other duties delegated by the GTC

BCC Members

Chris J Cornelius
Chair
July 31, 2024

Don McLester
Vice-Chair
Term July 31, 2024

Kerry Kennedy
Secretary
July 31, 2023

Michael S. King
Commissioner
July 31, 2025

Vacant
Commissioner
July 31, 2023

Administrative Assistant
(Position eliminated by
OBC)

Substantiated Complaints (if applicable)

Per § 105.12-4. (a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1. (q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

Meetings

Monthly 1st and 3rd Thursday; At OLCC Office Norbert Hill Center & Online, via Microsoft Teams¹.

Time: 3:00 PM

Emergency Meetings: 0

Work Meetings³ 9

Community Meetings: 0

¹ The OLCC connects by computer or phone. Some Land Claims Commissioners do not have access, means or capabilities to connect online, with a computer, during regular meetings. Some Commissioners have slow, poor, or no internet service. Commissioners are not permitted to utilize the office after 4:30 pm or on weekends. This impacts the effectiveness of the Commission, their meetings and communication.

³ Work meetings are not paid in accordance with BC approved Oneida Laws

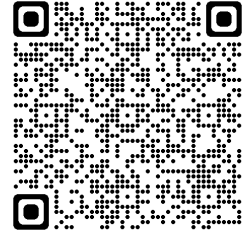
Contact Info

CONTACT: Kerry Kennedy

TITLE: Secretary, Oneida Land Claims Commission

PHONE NUMBER: 920-869-4430

E-MAIL: LandClaims_Comm@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-andcommissions/elected/#Oneida-Land-Claims-Commission>**Status report of Three-Year Outcomes/Goals****Outcome/Goal # 1**

Educate the Membership and the General Tribal Council on all Oneida Land Claims pertaining to land claims here in Wisconsin and New York State.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Transparency - Open communication about actions taken and decisions made, ensuring access to information is clear.

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The outcome of this goal supports the good governance principle; it keeps the General Tribal Council¹ and membership aware of past and present litigations pertaining to Indian Land Claims.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Commission ordered educational books for community outreach. These books provide documents pertaining to Oneida Treaties and the Wisconsin territory, "Petition and appeal of the Six Nations, Oneida, Stockbridge, etc. to the Government of the United States." The Commissioners handed out educational materials to Oneida Community members. We continue to share information through social media outlets. This goal is on-going.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The OLCC continues to conduct educational outreach events to our community members. The Commission will have a both at the Oneida Farmers market during the 4th Quarter and is planning to hold an event at SEOTS. The Commission is working to update flyers, brochures, other reading materials, and videos. The OLCC is waiting for OBC updates on the Oneida

Land Claims that can be shared with this commission and our membership¹. The Commission will continue to use social media pages to help disseminate educational materials to the membership. The Commission is working to recreate a children's activity book, on Oneida land claims and land rights, for our young generation. These goals are ongoing. Please note, currently the Commission is restricted from conducting interactive outreach at GTC meetings.

Outcome/Goal # 2

Gather input from the Oneida membership regarding Oneida land claims

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The GTC directed the OLCC to gather input from the membership to ensure their input is included in any settlement action. This supports the good governance principle of responsiveness by including the membership, gathering their feedback, input, and recommendations for the Nation to move forward with a resolution to the Oneida Land Claim.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

No community outreach events took place during this quarter to gather input. Covid restrictions prevented us from conducting interactive outreach at community events, like GTC meetings. The Commission lacks human resource help to conduct day to day activities like outreach, and event planning,

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Commission is creating a new survey and working with internal and external departments. We are researching alternative ways to gather input from our membership. This Commission will continue to gather settlement recommendations from our membership. The Commissioners are continuing to meet with members one on one to gather recommendations.

Outcome/Goal # 3

Compile and forward all community recommendations, and research on Oneida Land Claims to the OBC and GTC.

¹ The OLCC is unable to give the community members an update on the current status of the NY Land Claims at this time. The Commission was provided an update from the BC during executive session. The Commission is seeking clarification from the Law Office and the OBC on what can be shared with the membership. The Commission was created by the membership to provide updates to them on land claims negotiations.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Accountability - The acknowledgement and assumption of responsibility for decisions and actions as well as the applicable rules of law

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

This goal supports the good governance principle of accountability by informing the OBC and GTC of the membership's recommendations, needs, and wants. Reporting this information, on behalf of our membership, provides them with an opportunity to share open and honest, transparent dialog regarding all Oneida Land Claims.

Enter how the Three-year outcome/goal supports the Good Governance Principle.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Restrictions prevented the Commission from gathering input at GTC meetings. We are working on alternative ways to gather community feedback and input. We are creating a new survey and researching different ways to get community recommendations.

The Commission continues to conduct research on our Land Claims and other Tribal Land Claims. All research conducted by the Commission can be found in our meeting agendas and minutes. The Commission met with Bill Gollnick to discuss the New York Land Claims, the current status, recommendations, alternative approaches, and a debrief of historical firsthand account of his role in the New York Court Case.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The OLCC will continue to work on these directives outlined by the membership, which is to provide support and assistance in resolving our land claim; by providing community input and recommendations from community meetings. The Commission will continue to search and research other land claims and search for new information or evidence of Oneida Land Claims here in Wisconsin and New York State. The Commission will study recent and past outcomes from other tribal nations. The OLCC is committed to gathering relevant information from other tribal nations, State courts cases, Federal courts cases, and other Indigenous nations around the world pertaining to Land Claims. The OLCC will continue to gather, compile, and report all community recommendations to the Business Committee.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$68,360

FY-2023 EXPENDITURES AS OF END OF REPORTING

PERIOD: \$14,505

Requests

1. The Commission needs an assistant to help with day-to-day activities to help meet the GTC directives; at minimum part-time.
2. In 1986, the GTC requested OBC to create a Commission to ensure community input and participation was included in negotiations for a settlement of Oneida land claims in the state of New York. The Commission was created to work for and meet with the Negotiating Team. The OLCC is an elected body, dedicated to work on Land Claims matters; to advocate on behalf of the membership and work with the Nation and the Business Committee's Negotiation Team on any unresolved Land Claim. The OLCC requests to meet quarterly with the Nation's negotiators quarterly to discuss settlement efforts that have or are taking place in order to provide updates to the membership as directed.
3. Respectfully we request the Business Committee to review and include the memberships' recommendations in any negotiations or settlement efforts. Community recommendations were submitted in the 1st Quarter.
4. The Commission requests to be noticed and included in all negotiations pertaining to land claims matters, as directed by the membership on September 19, 1986.
5. The Commission is required to report to the GTC. On November 17, 2022, the Commission requested a special GTC meeting to provide updates.

Other

1. The OLCC requests to be notified by the OBC (Oneida Business Committee) Secretary or Chairman when there is any discussion or work on or about any, and all Oneida Land Claims, to include discussion or work on or for a Congressional Fix or any other alternative fix. The Commission was created to work for and meet with the negotiating team during negotiations, per the 1986 Special Meeting when the OLCC was created.
2. The Commissions supports the direct purchasing of all land within its original treaty territories.
3. The OLCC recommends sending an annual letter to the Governor of NY and the President of the United States regarding our unresolved land claim.

Accept the Oneida Land Commission FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/2/23

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

5. Submission:

Authorized Sponsor: Sidney White, Chair/Oneida Land Commission

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 7/26/2023.

Submitted: Sherrole Benton

OBC Liaison: Tina Danforth

OBC Liaison: Marie Summers / Jennifer Webster

ONEIDA LAND COMMISSION

Purpose:

The Land Commission was established for the purpose of managing the Nation's land resources, with authority to carry out all the powers and duties as delegated under the following laws of the Nation:

- 1.The Real Property Law;
- 2.The Leasing Law;
- 3.The Building Code;
- 4.The Condominium Ordinance;
- 5.The Zoning and Shoreland Protection Law;
- 6.The Eviction and Termination Law;
- 7.The Landlord-Tenant Law;
- 8.The Mortgage and Foreclosure Law;
- 9.The Cemetery Law; and
- 10.All other delegating law, policy, rule and/or resolution of the Nation.

BCC Members

Sidney White Chair 07/31/2023	Vacant Commissioner 07/31/2025
Fred Muscavitch Vice-Chair 07/31/2024	Julie Barton Commissioner 07/31/2023
Sherrole Benton Secretary 07/31/2024	Donald McLester Commissioner 07/31/2024
Jennifer Hill Commissioner 07/31/2025	

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

Meetings

Held every 2nd and 4th Monday of the month.

Emergency Meetings: none

Contact Info

CONTACT: Brooke Doxtator

TITLE: Boards, Committees, and Commissions Supervisor

PHONE NUMBER: (920) 869-4452

E-MAIL: Land_Commission@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/elected/#Oneida-Land-Commission>

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Promoting Positive Community Relations

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Transparency - Open communication about actions taken and decisions made ensuring access to information is clear

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Land Commission strives to be open and transparent regarding actions and decisions. Goal for regular communication with membership via General Tribal Council meetings and postings on "Members-Only" page. Goal for the membership being informed and engaged with land acquisition, zoning and land use as it pertains to our Nation.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Reporting to general membership primarily through online and/or the Kalihwisaks. No general update to the membership since the last General Tribal Council (GTC) meeting. Potential updates via Nation website and/or the online version of the Kalihwisaks.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Information will be presented during annual and semi-annual meetings to the membership. Communicate to membership any land acquisition matters to ensure transparency.

Outcome/Goal # 2

Exercising Sovereignty

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Re-establish roles & responsibilities to fully implement the 2033 Plan approved by GTC. The 2033 Plan provides an allocation of funds to reacquire land within the Oneida Reservation.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

We acquired 32.15 acres this quarter. The Oneida Nation now owns 28,271.16 acres of land within the reservation boundaries. We own 43.22% of the land on our reservation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Land Commission goal is to acquire land, use land appropriately, and exercise the Oneida Nation's sovereignty. The Land Commission is actively pursuing land acquisitions.

Outcome/Goal # 3

Promoting Positive Community Relations

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Participation - Fostering a system in which the public feels that they are part of decision-making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Develop Land Use policy to better serve the needs of the membership. Focus on programs to serve individual farmers, entrepreneurs, and community organizations.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Delays continue to be expected on new rules being enacted and implemented due to the COVID-19 pandemic and response effort. There was no substantial progress made on new rules this past quarter.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Land Management office is working with the Oneida Sustainable Resources Advisory Council (OSRAC). This will result in maintaining logs and locating pins markers for the membership. The office staff also developed an SOP and process for recording documents after Land Commission approval. These documents will now be recorded at the Oneida Register of Deeds and the GIS department. Therefore, the overlap on Land Use will be documented and easier for staff to access for information.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$ 16,800

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$ 11,000

Requests

Enter request(s), if needed.

Other

We acquired 32.15 acres this quarter. We now have a total of 28,271.16 acres we own which is 43.22% of the reservation.

Closing	Property Address	Acreage	Use	Purchase Price
10/26/2022	1208 Crestwood Dr	4.62	Residential	\$500,000.00
11/15/2022	600 Blk Orlando Dr	68.16	Ag & Ag forest	\$988,175.00
11/15/2022	N7398 Smith Rd	28.33	Ag & Ag forest	\$225,000.00
12/7/2022	N5500 Blk Cty C	50.19	Ag & Ag forest	\$501,900.00
12/13/2022	N5900 Blk Lambie Rd	66.47	Ag & Ag forest	\$952,000.00
12/14/2022	2801 & 2821 Ferndale Dr	0.62	Res & Vac Res	\$360,000.00
1/4/2023	W300 Blk Rueden Rd	81.27	Ag & Ag forest	\$812,740.00
2/22/2023	703 Hillcrest Dr	1.394	Residential	\$150,000.00
3/16/2023	N5561 County Rd E	47.498	Ag & Ag forest	\$720,000.00
6/15/2023	W. Mason, Cty E & Haven	32.15	Commercial	\$925,000.00
		380.702		\$6,134,815.00

Accept the Oneida Nation Commission on Aging FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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 checked="" 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:

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

5. Submission:

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

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: *(Name, Title/Entity)*

Additional Requestor: *(Name, Title/Entity)*

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: July 11, 2023

Submitted by: Winnifred Thomas, Chair

OBC Liaison: Jennifer Webster

OBC Alternate Liaison: Vacant

ONEIDA NATION COMMISSION ON AGING

Purpose:

The purpose of ONCOA is to adhere to the Oneida Nation's Vision, Mission, Core Values and to be knowledgeable and supportive of all programs and services that place priority on the well-being of our Oneida Elders. ONCOA must exist based on State statutory requirement for the Oneida Nation to receive funds for Aging and Disability Services.

BCC Members

Dellora Cornelius Vice-Chair 07/31/2023	Janice McLester Member 07/31/2024
Vacant Member 07/31/2023	Mary J. Doxtator Member 07/31/2025
Winnifred Thomas Chair 07/31/2023	Carole Liggins Member 07/31/2025
Neoma Orsburn Member 07/31/2024	Donald White Member 07/31/2025
Barbara Cornelius Secretary 07/31/2024	

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1. (q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

Meetings

Meetings are held the 2nd and 4th Tuesday of the month at 1 P.M. at the Aging and Disability Services Conference Room.

Emergency Meetings: No emergency meetings were held during this quarter

Contact Info

CONTACT: Winnifred Thomas
 TITLE: Chair
 E-MAIL: oca-wtho@oneidanation.org

Status report of Two-Year Outcomes/Goals

Outcome/Goal # 1

To socialize, learn and seek wellness information: ONCOA will advocate for the development of educational seminars for Alzheimer's research and awareness, Stroke prevention research and awareness as well as other long term care services and supportive opportunities for our Tribal elders.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Equity and Inclusiveness - Providing the opportunity for the Nation's stakeholders to maintain, enhance, or generally improve their well-being which provides the most compelling message regarding its reason for existence and value to the Nation

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Provide opportunity for elders to meet and discuss issues effecting or pertaining to the Nation's elder community. Provide educational research and awareness information that may be of benefit for elders with specific medical needs or that may be at risk. Provide social networking opportunities on local, county and State levels.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

ONCOA has been working on strategies to make the Board successful, and how they can assist the Aging and Disability Services.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

ONCOA will be working with the General Manager and his staff.

Outcome/Goal # 2

Create a Strategic Plan for the Oneida Nation Commission on Aging

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Effectiveness and Efficiency - Processes implemented by the Nation producing favorable results which meets the needs of Membership, Employees, Community, while making the best use of resources – human, technological, financial, natural and environmental

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Ensure we have the best tools and resources in place to effectively carry out our duties and responsibilities.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

ONCOA meets on their off weeks to set goals for the year and prioritize when they should be completed.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

For ONCOA to continue to meet on their off weeks to discuss projects and tasks they would like to see completed short term as well as long term.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 04-13-22-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$72,150

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD: \$12,588

Requests

None for quarter 3

Other

None for quarter 3

Accept the Oneida Trust Enrollment Committee FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Jennifer Hill-Kelley, Chair/Oneida Trust Enrollment Committee

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: *(Name, Title/Entity)*

Additional Requestor: *(Name, Title/Entity)*

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: July 25, 2023

Submitted by: John Danforth

OBC Liaison: Jennifer Webster

OBC Liaison: [Click here to enter OBC Liaison](#)

ONEIDA TRUST ENROLLMENT COMMITTEE

Purpose:

Sustain the Oneida membership and protect our trust assets. To exercise stewardship over tribal enrollment and trust assets while providing leadership to sustain the tribe.

BCC Members

Jennifer Hill-Kelley
Chair
07/31/2024

Norbert Hill Jr.
Member
07/31/2025

Jermaine Delgado
Vice-Chair
07/31/2025

Sandra Skenadore
Member
07/31/2023

Geraldine Danforth
Secretary
07/31/2024

Dylan Benton
Member
07/31/2024

Bobbi Webster
Member
07/31/2023

Kirsten Van Dyke
Member
07/31/2025

Enter Board Member Name

Jennifer Webster/Member/07/31/2023

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

Meetings

1st Monday of the Month.

Emergency Meetings:

Contact Info

CONTACT: John Danforth
 TITLE: Interim-Director, Trust Enrollment Department
 PHONE NUMBER: (920) 869-6200 or 1-800-571-9902
 E-MAIL: jdanfor7@oneidanation.org
 MAIN WEBSITE: TrustEnrollments@oneidanation.org

Status report of Three-Year Outcomes/Goals

Outcome/Goal # 1

Commencement of the transition to the GWA- OLIPP Program

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Effectiveness and Efficiency - Processes implemented by the Nation producing favorable results which meets the needs of Membership, Employees, Community, while making the best use of resources – human, technological, financial, natural and environmental

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The goal of internalizing this process is eliminating the expense of premium payments and streamlining the payment distribution process to the designated beneficiary for funeral and burial related costs after the death of the enrolled member. Therefore, attempting to reduce the financial stress associated with death of a loved one.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The GWA-OLIPP program began in the beginning of the fiscal 2023 year. As of June 30th, 2023, 9,827 forms have been entered, reflecting an increase of 162 forms since the 2nd Quarter report. Currently, 4752 members do not have an OLIPP form on file. During the 3rd fiscal quarter, a total of 48 claims were processed.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Trust Enrollment Department plans to continue to send out the GWA-OLIPP information

via Kalihwisaks, Facebook and Communications department. The goal is to have a form on file for every enrolled member to assist with expenses incurred with the funeral as opposed to only burial costs. This will happen if a member does not have a form on file. Additionally, to continue to collaborate and coordinate staff attending community events to distribute, receive OLIPP forms to assist with any questions members may have.

Outcome/Goal # 2

Services to Membership

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The committee and Trust Enrollment Department strives to meet to community feedback requests that are received by membership, to assist with requested services as allowed with staffing and in accordance, compliance and governed by applicable laws and resolutions.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

During the 1st quarterly report, there was a request for the option to acquire a new tribal ID in Milwaukee at the SEOTS building for the Primary and/or General Elections. At the March 2023 OTEC Regular Meeting, the committee approved the request contingent upon staffing levels and 43 tribal ID's were processed at the July 15th General Election.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Trust Enrollment Committee acknowledges and understands the memberships desire for the option of updating tribal ID at the SEOTS location in Milwaukee. Unfortunately, the tribal ID machine does not have the option of being moved. However, the committee in compliance and within the parameters of the law have been able to provide an alternative process for this service to members at SEOTS to obtain an updated tribal ID. This option was also offered at the special elections in summer 2022. The Trust Enrollment committee looks forward to providing this option contingent on date and staffing availability.

Outcome/Goal # 3

Sustain Oneida Project

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Transparency - Open communication about actions taken and decisions made ensuring access to information is clear

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Trust Enrollment Committee launched this project which has been ongoing for at least 5+ years while continuing to prioritize transparency of the memberships data in terms of past, present and projected future based on current enrollment requirements.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Trust Enrollment Committee has been working with the BC Secretary and the designated project team to coordinate a transition from community discussion being hosted by the Sustain Oneida project to the Business Committee's On^yote a*ka'ni?i Project Plan.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

A continued collaboration with OTEC and the project team to continue to deliver the membership data on this membership topic. The transition of Sustain Oneida to On^yote a*ka'ni?i Project Plan is pending GTC approval.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.

Budget Information

FY-2023 BUDGET:

Quarter 3 \$277, 479

FY-2023 EXPENDITURES AS OF END OF REPORTING

PERIOD:

Quarter 3-\$ 217, 398

Requests**Other**

Enter other information, if needed.

Accept the Oneida Youth Leadership Institute FY-2023 3rd quarter report

Business Committee Agenda Request

1. Meeting Date Requested: 08/02/23

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

5. Submission:

Authorized Sponsor: Marlon Skenandore, Chair/Oneida Youth Leadership Institute

Primary Requestor: Shannon Davis, Recording Clerk

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: SDAVIS

2023 3rd Quarter Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: April 14, 2023

Submitted by: Cheryl Stevens

OBC Liaison: Treasurer

OBC Liaison: Secretary

ONEIDA YOUTH LEADERSHIP INSTITUTE

Purpose: Overall Outcome/Goal

Oneida Youth Leadership Institute Mission Statement: *Investing in the development of our youth to enhance nation building by learning from our past, embracing our present, and leaving a legacy for the future.*

The Oneida Youth Leadership Institute is a tax-deductible 7871 entity of the Oneida Nation actively planning for the 7th generation by providing opportunities, initiatives, and trainings that can help inspire our Native youth to become strong, progressive leaders. The Youth Leadership Institute will foster youth growth and development in the following:

- Tradition Heritage/Culture
- Healthy Minds/Healthy Bodies
- Citizen Engagement
- Leadership
- Academic Excellence
- Entrepreneurship
- Networking

BCC Members

One (1) Vacant Board Position

Marlon Skenandore, Chair
Board Member
June 2024

Margaret Ellis, Treasurer
Board Member
Extended

Elijah Metoxen
Board Member
April 2026

Melissa Metoxen
Board Member
April 2026

Paul Ninham
Board Member
June 2024

Sid White
Board Member
April 2026

Substantiated Complaints (if applicable)

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: No complaints received

Meetings

Open meetings every 3rd Thursday on the Month when items to be addressed on agenda. We have been meeting again since October of last year both virtually and in person. We continue to meet monthly with special meetings as needed. Our next meeting is July 19, 2023.

Emergency Meetings: None

Contact Info

CONTACT: Cheryl Stevens
 TITLE: Executive Manager
 PHONE NUMBER: 920-496-7331
 E-MAIL: cstevens@oneidanation.org
 MAIN WEBSITE: <http://oneidayouthleadership.org/>

Status report of Three-Year Outcomes/Goals

Incorporate Good Governance Principles to: 1) Clear the path for Tribal operations; 2) Fulfill our constitutional responsibility to conserve and develop our common resources; 3) Promote the welfare of ourselves and our descendants

Outcome/Goal # 1

To provide administrative and fundraising support to youth organizations that will bring additional insights and funding opportunities from the non-profit aspect of fundraising.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Equity and Inclusiveness - Providing the opportunity for the Nation's stakeholders to

maintain, enhance, or generally improve their well-being which provides the most compelling message regarding its reason for existence and value to the Nation

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Youth Leadership Institute is a tax-deductible 7871 entity of the Oneida Nation actively planning for the 7th generation by providing opportunities, initiatives, and trainings that can help inspire our Native youth to become strong, progressive leaders. The Youth Leadership Institute assists youth organizations and programs to foster traditional culture; healthy minds & bodies; community engagement; leadership enhancement; academic excellence; entrepreneurship; and networking. The Oneida Youth Leadership Institute (OYLI) is fully engaged within the community as a tool for tax-exempt fundraising efforts. OYLI charges a 5% administrative fee of all fundraising/donations for operating costs as we work to build our budget funds. We are included in the internal Accounting Dept. processes as well and the process and auditing of the Bay Bank, in which our account is held.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

We have assisted with fundraising efforts of 10 various youth groups and over 200 community youth since our inception. Since the pandemic, youth fundraising activities halted. Our last group was the Native American Indigenous Games group, and that has been handed over for them to handle their final expenditures for 2023. We can focus on fundraising efforts for the OYLI and youth leadership building activities/events.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The OYLI had been and will continue to assist community youth groups raise money as a tax-exempt fundraising entity. We have condensed our Bay Bank accounts to a checking and savings only. After paying out NAIG restricted funds and all expenses, we currently have a total of \$45,543.75 in unrestricted funds our checking/savings and no longer have any restricted funds. For sustainability purposes, the Board currently does not intend to disburse unrestricted funds until the account reaches \$100,000, the Board will then provide an application process for donation/sponsorship requests.

Outcome/Goal # 2

Provide open communication to the Nation and community to assure access to updated information. Skills training will also be required of all staff so that we can provide the utmost best customer service to our clientele.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

Transparency - Open communication about actions taken and decisions made ensuring access to information is clear

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

We advertise in the Kalihwisaks and on the Oneida Nation website. The Board held three youth listening sessions to gather information on their needs and wants within the community. We plan on holding a youth opportunity fair/event this summer or Fall.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

We currently have a website that provides for on-line donations. We have reached out to update our website with some help from DTS. We currently use the DonorPerfect software for all on-line donations, a donor management system for reporting, client data, and gift processing and this needs to be resubmitted for continual use.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Our goal is to have a fully functioning website, social media page, and online data system in place for smoother donation practices and open communication. These efforts have been brought back with new board members and is currently being worked on. We are also working with the Law Office on updating our Charter and By-laws as needed for reporting requirements as the current Charter and By-laws reporting requirements do not coincide. We will utilize this reporting format until the new reporting formats are formalized with the Law Office and go through the official approval process.

Stipends

Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.

Budget Information

FY-2023 BUDGET: \$0

\$0 – no stipends – OYLI has received no donations/budget from Oneida Nation. No stipends have ever been requested from any Board members to date.

FY-2023 EXPENDITURES AS OF END OF REPORTING PERIOD:

\$191,340.53 for NAIG payout and costs for Youth Listening Session costs.

Requests

Board member resignation accepted on June 29, 2023. OYLI currently has six (6) board members and is looking for a qualified and able community member to apply to the OYLI board. Assistance in recruiting for a board member would be greatly appreciated.

Other

None

Oneida Youth Leadership 3rd Quarter Financial Narrative Report

Executive summary

Mission: Investing in the development of our youth to enhance nation building by learning from our past, embracing our present, and leaving a legacy for the future.

The Oneida Youth Leadership Institute (OYLI) was established to create the opportunity for youth organizations/groups to accept donations that are tax exempt. The Oneida Youth Leadership Institute is a tax-deductible 7871 entity of the Oneida Nation actively planning for the 7th generation by providing opportunities, initiatives, and trainings that can help inspire our Native youth to become strong, progressive leaders. The Youth Leadership Institute assists youth organizations and programs to foster traditional culture; healthy minds & bodies; community engagement; leadership enhancement; academic excellence; entrepreneurship; and networking.

Statement of financial position

The current financial position is as follows:

Assets = \$45,543.75

Liabilities = \$0

Equity = \$0

Statement of activities

Oneida Youth Leadership Institute Statement of Activities April 1, 2023 – June 30, 2023 – 3rd Quarter)			
Revenues	Unrestricted	Restricted	Total
Beginning Balance	\$45,677.47	\$191,198.62	\$236,876.09
Donations	\$0	\$0	\$0
Grants	\$ 0	\$ 0	\$ 0
Investment Income	\$ 0	\$ 0	\$ 0
Other (5% fee and/or interest)	\$ 8.19	\$ 0	\$ 8.19
Total Revenues	\$45,685.66	\$191,198.62	\$236,884.28
Expenses			
Program Services (payment)	\$ 0	\$191,198.62	\$ 191,198.62
General/Administrative	\$ 141.91	\$ 0	\$ 141.91
Fundraising	\$ 0	\$ 0	\$ 0
Total Expenses	\$ 141.91	\$ 191,198.62	\$ 191,340.53
Change in Net Assets	(\$141.91)	(\$191,198.62)	
Net Assets, End of Period	\$45,543.75	\$0	\$45,543.75

Statement of functional expense – 2023 2nd Quarter

Our only revenue currently is the interest gained on our savings account as shown. Although there is approved stipends of \$50 per meeting for up to two meetings a month, the Board currently does not request a stipend, therefore there is no expenses currently for the OYLI Board for this past quarter. The only expense this past quarter was for a series of three Youth Listening Sessions held over the past two quarters. These were reimbursements for expenses to hold the sessions and were reimbursed this past quarter. We made a payment to the only restricted account we work with, Native American Indigenous Games (NAIG) for registration fees.

Oneida Youth Leadership Statement of Functional Expenses				
REVENUES	Program Services	Management & General	Fundraising	TOTAL
Donations	\$0	\$0	\$0	\$0
5% Administrative Fee	\$0	\$0	\$0	\$0
Interest	\$0	\$8.19	\$0	\$8.19
Total Revenues		\$8.19		\$8.19
EXPENSES				
Stipends	\$0	\$0	\$0	\$0
Operating Supplies	\$0	\$141.91	\$0	\$141.91
Services	\$0	\$0	\$0	\$0
Grants to Youth Organizations	\$0	\$0	\$0	\$0
Restricted Payments Made	\$191,198.62	\$0	\$0	\$191,340.53
Total Expenses	\$191,198.62	\$141.91	\$0	\$191,340.53

Statement of cash flows

Oneida Youth Leadership Institute Statement of Cash Flow – 2023 3rd Quarter Report	
Cash Flow from Operations	
Cash received from contributions/donations	\$0
Cash Flow from grants	\$0
Cash Paid for Stipends	\$0
Cash Flow from Activities	
Loan Payments	\$0
Increase (Decrease) in cash	
Interest	\$8.19
Reimbursements for Youth Sessions	(\$141.91)
Payment to NAIG for fees	(\$191,198.62)
Unrestricted Cash at End of 3rd Quarter FY 2023	\$45,543.75
Restricted Cash at End of 3rd Quarter FY 2023	\$0

Notes to financial statements

The Oneida Youth Leadership Institute uses the Oneida Nation's management system that has been approved and is on file in the Minneapolis Area Office of the Bureau of Indians Affairs. This system conforms to federal regulations under OMB Circular A-128 requiring sound fiscal management, accounting and record-keeping procedures. The Oneida Nation has a unique set of financial statements, in which each business unit receives has its own computerized Revenue and Expense Summary and Balance Sheet. The Oneida Nation created its accounting method to properly organize their financial information into accounting records, summarize the accounting records into financial statements, and disclose certain supporting information in accordance with the Generally Accepted Accounting Principles.

The Oneida Nation accounting system tracks the cash balances and corresponding liabilities for the Oneida Youth Leadership Institute. OYLI was provided with a Business Unit number of 001-1208040 and this is where OYLI activity is tracked in the general ledger. The Oneida Nation accounting system mirrors all banking activity which provides for a dual account of all financial activity of the OYLI.

Submitted by Cheryl Stevens, OYLI Executive Manager