

Oneida Nation

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Oneida, WI 54155

BC Resolution # 03-26-25-I

Labor Allocation Modification - Transfer of Position from Environmental, Land, and Agriculture Division to Law Office - Paralegal

- 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 Fiscal Year 2025 budget contains a position within the Environmental, Land, and Agricultural Division for processing probate actions, the Land, Title, and Trust Specialist; and
- WHEREAS,** the Division and the Oneida Law Office have identified that a paralegal position within the Oneida Law Office addressing probate matters would result in additional technical supervision and help to address the backlog; and
- WHEREAS,** Section 121.9-3¹ of the Budget and Finances Law allows for unbudgeted positions to be approved; and
- WHEREAS,** the Oneida Business Committee has adopted the *Employment Cap and Labor Allocations Level Standard Operating Procedure* for guidance on this matter which allows for changes to address organizational needs, section 8.2.1, or to allow programs and services to operate in a more efficient or effective manner, section 8.2.2²; and

¹ Budget and Finances Law, 121.9-3. Unbudgeted Positions. Any position which has not been specifically budgeted for and included in the labor allocation list shall be prohibited. Budgeted labor dollars and approved positions shall not be transferrable in any form. (a) Exception. The Oneida Business Committee may authorize an unbudgeted position for a fund unit. The CFO shall provide the Oneida Business Committee a written fiscal analysis and any input on the potential unbudgeted position. The Oneida Business Committee shall authorize the unbudgeted position through the adoption of a resolution.

² SOP 8.2.1. Update positions to better address organizational needs; and/or 8.2.2. Reorganizational changes to meet programs, services or enterprise goals in a more efficient or effective manner.

WHEREAS, section 8.3.1³ requires the position to be approved by the Oneida Business Committee if the existing budget is insufficient to meet the needs of the proposed position which is likely to be the case upon conclusion of the market analysis for the proposed paralegal position; and

WHEREAS, the Chief Financial Officer has been forwarded this request and all backup information to allow the analysis required in section 9.3.3⁴ of the SOP; and

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee in accordance with the Budget and Fines Law and the *Employment Cap and Labor Allocations Level SOP*

1. approves the reduction of one position (Land, Title and Trust Specialist) from the Environmental, Land and Agriculture Division; and
2. approves the increase in one position (Paralegal) in the Oneida Law Office.

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; 6 members were present at a meeting duly called, noticed and held on the 26th day of March 2025; that the forgoing resolution was duly adopted at such meeting by a vote of 5 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."

³ SOP 8.3.1. placement on the Oneida Business Committee agenda in accordance with section 121.9-3(a) of the Budget and Finances law if an unbudgeted or underbudgeted position is created, or if the labor allocation change will result in a transfer from Indirect Cost funded to tribal contribution funded position.

⁴ SOP 9.3.3. The CFO shall provide the Oneida Business Committee a written fiscal analysis and any input on the proposed unbudgeted position.