



## **Ho-Chunk Nation Department of Personnel 2021 – 2022 Annual Report**

### **Mission**

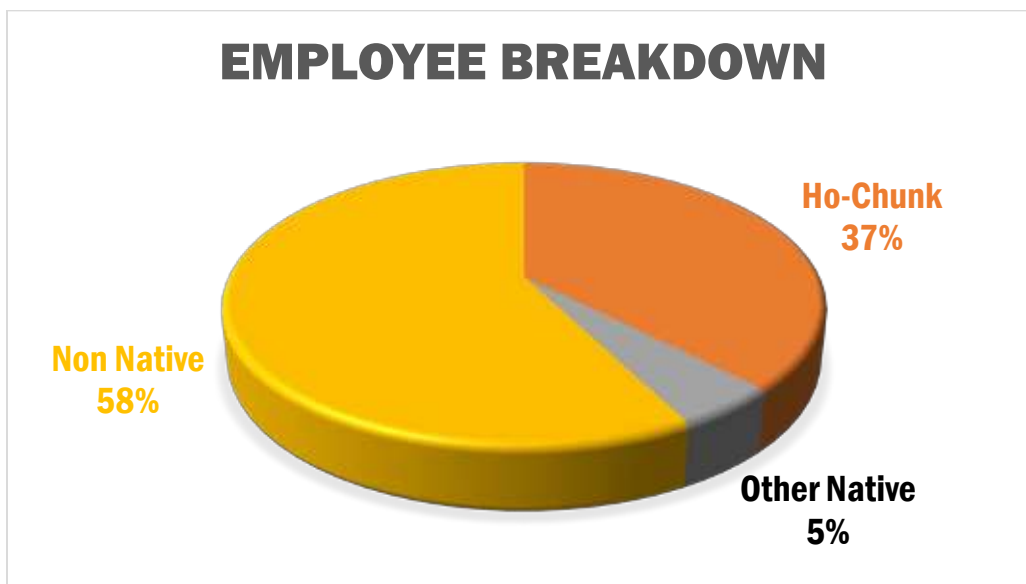
The Ho-Chunk Nation Department of Personnel shall administer timely, equitable, and high-quality human resource services to the Ho-Chunk Nation and its employees. In doing so, the Department shall safeguard the interests of the Nation, enhance the sovereignty of the Nation, and exercise stewardship over those resources committed to it by the Nation and foreign jurisdictions.

### **Accomplishments for 2021-2022**

- The Department of Personnel worked in collaboration with a Legislative workgroup for much of the year to revise the Nations' Employment Relations Act of 2004. Some key areas that were amended include:
  - Ho-Chunk Preference now includes a child of enrolled Hocak Wazijaci parent.
  - All employees shall receive an annual cost of living adjustment at the beginning of each fiscal year.
  - The development of Paid Time Off (PTO) in lieu of Annual and Sick Leave.
  - Woosga Leave was reduced to five percent (5%) of the employees' total hours during each fiscal year.
- The ERA was amended on March 15, 2022 to remove all non Ho-Chunk members that were laid off due to the pandemic removed from the recall list. This resulted in 167 individuals being removed from the recall list.
- Completed a Request for Proposal (RFP), conducted interviews and selected a vendor to handle the Nation's Employee Assistance Program (EAP). Gundersen Lutheran EAP received the award.
- We have continued with the implementation of Infor Lawson's GHR module.
- In collaboration with the Department of Treasury and Information Technology, work on implementing the cost of living adjustment (COLA) through a mass increase feature in Infor Lawson. This will allow the COLA to go into effect without having to manually process via a paper status change notice.
- An Affordable Insurance Plan was approved by the Ho-Chunk Nation Legislature for non Ho-Chunk members. It will be rolled out in two phases;
  - The first half will go into effect on July 1, 2022,
  - The second half is scheduled to go into effect on January 1, 2023.
- The Nation will now identify those who have its medical insurance and are members of tribes other than Ho-Chunk. Native Americans from other tribes will now receive Medicare like rates (MLR) which will save the Nation's insurance plan significantly.
- Selection and implementation of MetLife to handle the Nation's Life and Disability insurance programs.

**Personnel Management Snapshot**

- As of June 2022, the Nation employed 1,998 employees, of which 753 are enrolled Ho-Chunk members.
  - 37% of the Nation’s overall workforce are enrolled Ho-Chunk members.
  - 54% of the government workforce are enrolled Ho-Chunk members.
  - 28% of the business workforce are enrolled Ho-Chunk members.
- 683 positions were posted through the Department of Personnel with some 2,280 applications received. A total of 624 were hired of which 225 (36%) were enrolled Ho-Chunk members.
- 719 employees’ employment ended; of these 385 resigned, 276 were discharged, and 58 were placed on layoff.
- 261 employees were on some form of leave of absence throughout the year. This number includes those who were utilizing Family Medical Leave Act.
  - An additional 170 employees took intermittent Family Medical Leave Act.



**Insurance Snapshot**

- Amount spent on Medical and Rx from 07/01/2021 – 04/30/2022 for all plans (Elders’, Tribal Employees’, and Non-Tribal Employees’) = \$ 36,907,761
- Amount spent on Dental and Vision from 07/01/2021 – 04/30/2022 for all plans (Elders’, Tribal Employees’, and Non-Tribal Employees’) = \$ 1,675,761
  - Elder Plan = 878 contracts
  - Tribal Plan = 563 employees
  - Non-Tribal Plan = 909 employees
- 401K Plan (Newport Retirement Services)
  - Participants with balances = 1,937 individuals
  - Total participant balances = \$ 57,012,528

- Average participant balance = \$ 29,433

### **Complainant Petition Snapshot**

- A total of sixty-eight (68) complainant petitions have been filed. This is ten (10) more than were filed during the previous fiscal year.
  - Forty-four (44) complainant petitions came from the gaming facilities and convenience stores. This is over 79% of the total complaints.
  - Fourteen (14) complainant petitions came from the Ho-Chunk Nation government. This is nearly 21% of the total complaints.
- The breakdown of Complainant Petitions by type for the current fiscal year:
  - Harassment = 25
  - Discrimination = 14
  - Termination = 13
  - Sexual Harassment = 12
  - Hiring Practice = 7
  - Suspension = 5

### **Goals for 2022–2023**

- Complete a Request for Proposal (RFP) to conduct the Nation’s classification and compensation study. This will include a review of all current job descriptions along with current mark pay rates. The Legislature allocated \$1,000,000 to have this completed.
- Continue to assist in recalling all Ho-Chunk members who remain on the Nation’s recall list as a result of the COVID-19 pandemic.
- Pending funding from Department of Treasury, continue to set up and implement additional modules of the Infor Lawson GHR system.
- Explore the options of implementing paperless insurance enrollment for both new hires and open enrollment.

### **Pandemic Update**

The Department of Personnel lost several staff due to the COVID-19 pandemic. Due to continuing budgetary constraints, we have been unable to add staff back into the budget to pre-pandemic levels.

- The division of Personnel Management is still down six (6) staff members.
  - Executive Administrative Assistant, Policy Analyst, four (4) Personnel Specialists.
- The division of Insurance is still down one (1) staff member.
  - Insurance Manager.