

PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

AUGUST 22, 2023
4:00 PM
LOCAL OFFICE SITES/LIFESIZE

- I. CALL TO ORDER
 - a. Invocation
 - b. Roll Call
- II. APPROVAL OF AGENDA
- III. CONSENT CALENDAR
 - a. August 8, 2023 Minutes
 - b. August 13, 2023 Minutes
 - c. NAFOA Membership Renewal 2023
 - d. Patient Registration/Scheduler/Medical Records Job Description Revised
 - e. Certified Medical Assistant Job Descriptions Revised
 - f. Certified Nursing Assistant Job Descriptions Revised
 - g. Licensed Practical Nurse Job Descriptions Revised
 - h. Jonathan Robinson, HR Director Monthly Report – July 2023
 - i. Osni Operating Agreement Amended
 - j. Ratifications
- IV. RUTHANNE GALLUP, TRIBAL COURT ADMINISTRATOR
 - a. Judge Pro Tempore Contract Renewals
 - i. Judge Charles Tripp
 - ii. Judge Marsha Harlan
 - iii. Judge Melissa Oestmann
- V. GREG GUNDERSON, CFO
 - a. Funding to PEDCO for Summer Internship from General Funds
- VI. PATRICK JENNINGS, CEO TRIBAL AFFAIRS
 - a. Sioux City Update
- VII. DAVID THREM, CIO
 - a. Presentation of M365 Topics/RFP's for Licensing and Implementation
- VIII. NEW BUSINESS
 - a. Tax Commission Review of Applicants/Appointment
 - b. Honoring Chief Standing Bear in Kansas (Chairwoman Schmidt)
 - c. Annual Report
- IX. OTHER BUSINESS
- X. EXECUTIVE SESSION
 - a. Jonathan Robinson, HR Director
 - i. Personnel Action Request for Employee #1342
 - ii. Personnel Action Request for Employee #1544
 - iii. Personnel Action Request Employee #1562
 - iv. Personnel Action Request Employee #1689
 - v. Personnel Action Request Employee #1430
- XI. ADJOURN

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 08/07/2023

All Agenda Item Requests must be approved and submitted with all supporting documents to Jan Colwell, Executive Assistant to Tribal Council by 10 AM the Wednesday prior to the Tuesday Council Meeting.

Tribal Council Meeting Date: 08/15/2023

Regular Session Executive Session

Subject: Patient Registration/Scheduler/Medical Records Job Description - Revised

ACTION REQUEST: (Please describe request in the form of a motion)

Motion to approve the Patient Registration/Scheduler/Medical Records Job Description - Revised

Will there be support materials for this agenda item? Yes No
(If there are support materials, one copy must be attached)

Submitted By: Jonathan Robinson

APPROVED 
Executive Management

Who will be present at the TC Mtg. in regards to this Agenda Item? Jonathan Robinson, Becky Crase

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 08/08/2023

All Agenda Item Requests must be approved and submitted with all supporting documents to Jan Colwell, Executive Assistant to Tribal Council by 10 AM the Wednesday prior to the Tuesday Council Meeting.

Tribal Council Meeting Date: 08/15/2023

Regular Session Executive Session

Subject: Nursing Job Descriptions - Revised

ACTION REQUEST: (Please describe request in the form of a motion)

- **Motion to approve the Certified Medical Assistant Job Descriptions (Full-time and PRN) – Revised**
- **Motion to approve the Certified Nursing Assistant Job Descriptions (Full-time and PRN) - Revised**
- **Motion to approve the Licensed Practical Nurse Job Descriptions (Full-time and PRN) - Revised**

Will there be support materials for this agenda item? Yes No
(If there are support materials, one copy must be attached)

Submitted By: Jonathan Robinson

APPROVED 
Executive Management

Who will be present at the TC Mtg. in regards to this Agenda Item? Jonathan Robinson, Rachel Pitzl

Revised 1/24/23

AGENDA ITEM REQUEST

(for employees only)

DATE SUBMITTED: 08/17/2023

All Agenda Item Requests must be approved and submitted with all supporting documents to Jan Colwell, Executive Assistant to Tribal Council by 10 AM the Wednesday prior to the Tuesday Council Meeting.

Tribal Council Meeting Date: 8 / 29 / 2023


Regular Session X Executive Session _____

Subject: Extend the Judge Pro Tempore contracts for one year

ACTION REQUEST: (Please describe request in the form of a motion)

Requesting the Judge Pro Tempore's contracts be extended for the period of one year in accordance with the Ponca Law and Order Code

Will there be support materials for this agenda item? X Yes _____ No
(If there are support materials, one copy must be attached)

Submitted By: 

APPROVED  8/16/23
Executive Management

Who will be present at the TC Mtg. in regards to this Agenda Item?

Ruthanne Gallup, Court Administrator

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 8 / 15 / 2023

All Agenda Item Requests must be approved and submitted with all supporting documents to Jan Colwell, Executive Assistant to Tribal Council by 10 AM the Wednesday prior to the Tuesday Council Meeting.

Tribal Council Meeting Date: 8 / 22 / 2023

Regular Session X Executive Session

Subject: Microsoft, Apps for Enterprise Upgrade & Implementation

ACTION REQUEST: (Please describe request in the form of a motion)

1. Presentation of M365 Topics
2. Request motion to Approve RFP for Licensing
3. Request motion to Approve RFP for Implementation

Will there be support materials for this agenda item? X Yes No
(If there are support materials, one copy must be attached)

Submitted By:



APPROVED


Executive Management

Who will be present at the TC Mtg. in regards to this Agenda Item? David Threm

Revised 1/24/23