

PONCA TRIBE OF NEBRASKA  
TRIBAL COUNCIL  
AGENDA

AUGUST 29, 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 22, 2023 Minutes
  - b. CCDF Fiscal waiver Request Letter
  - c. 2023-2024 Community Services Block Grant Renewal – RESOLUTION
  - d. RFP for AC Replacement Room 143 Norfolk Campus Server Room
  - e. Ratifications
- IV. PATRICK JENNINGS, CEO TRIBAL AFFAIRS
  - a. Budget & Scope of Work for BIA Agricultural Resource Management Plan (Courtney Chavez, DDTA)
- V. JANELLE ALI-DINAR, CEO PONCA HEALTH SERVICES
  - a. Great Plains Tribal Leaders Health Board Honor Every Woman Grant – RESOLUTION
  - b. RFP Lincoln Dental Autoclave
- VI. JONATHAN ROBINSON, HUMAN RESOURCE DIRECTOR
  - a. Senior Human Resources Specialist Job Description
  - b. Human Resources Specialist Job Description
  - c. Employee Benefits Coordinator Job Description Revised
  - d. Human Resources Administrative Assistant Job Description Revised
- VII. NEW BUSINESS
  - a. Ponca Gaming Enterprise Board Makeup (Councilman Kyle Taylor)
- VIII. OTHER BUSINESS
- IX. EXECUTIVE SESSION
  - a. Jonathan Robinson, HR Director
    - i. Personnel Action Request for Employee #1642
    - ii. Personnel Action Request for Employee #1307
    - iii. Personnel Action Request for Employee #1636
    - iv. Personnel Action Request for Employee #1859
- X. ADJOURN

**AGENDA ITEM REQUEST**

(for employees only)

DATE SUBMITTED: 08/22/2023

**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: 08/29/2023

Regular Session  Executive Session 

Subject: CCDF Fiscal Waiver Request Letter approval

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

Motion to approve the signing of the Fiscal Waiver Request letter to extend the obligation and liquidation dates of CCDF funding.

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

The Fiscal Waiver Letter to be submitted to the Office of Child Care is attached.

Submitted By: Stephanie Pospisil, Social Services Director

APPROVED *Penney Hunge*  
Executive Management

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

Revised 1/24/23

**AGENDA ITEM REQUEST**  
(for employees only)

DATE SUBMITTED: 8/21/2023

All agenda item requests must be approved by the Tribal Business Manager and forwarded to the Niobrara Office, Attn: Jan Colwell **five (5) working days before the meeting.**

Meeting of:  Tribal Council  
 Executive Committee

Meeting Date: 8/29/2023


Subject: 2023-2024 Community Services Block Grant

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

Motion to approve applying for the Community Services Block Grant for Social Services.

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

Submitted By:   
Stephanie Geery-Zink, Grants Director

APPROVED  8/21/23  
Executive Management

PONCA TRIBE OF NEBRASKA  
TRIBAL COUNCIL

RESOLUTION 23-\_\_\_\_\_

WHEREAS: The Ponca Tribe of Nebraska is a federally recognized Indian Tribe (P.L. 101-484) whose business affairs are conducted by the Ponca Tribal Council as defined in the Constitution approved July 22, 1994 by the Acting Deputy Commissioner of Indian Affairs; and

WHEREAS: Pursuant to the Constitution of the Ponca Tribe of Nebraska, the Ponca Tribal Council exercises legislative powers to enact and promulgate resolutions and ordinances subject to all express restrictions upon such powers contained in the constitution; and

WHEREAS: The Tribe has the authority to submit an application on behalf of the Native American individuals in the Tribe and to administer programs and activities under this program; and

WHEREAS: The Administration for Children and Families (ACF) fosters health and well-being by providing federal leadership, partnership and resources for the compassionate the effective delivery or human services; and

WHEREAS: ACF provides a Community Services Block Grant (CSBG) directly to tribes to assist low-income families and individuals to obtain self-sufficiency by providing services to secure and maintain employment, attain education, utilize available income, obtain and maintain housing, obtain emergency assistance, and participate in their community.

THEREFORE, BE IT RESOLVED that Stephanie Geery-Zink, Grants Director, and Stephanie Pospisil, Social Services Director, are authorized to apply for, execute and file with its applications the annual certifications and assurances and other documents the Administration for Children and Families requires when awarding grant funding.

THEREFORE, BE IT RESOLVED that Stephanie Geery-Zink and Stephanie Pospisil are authorized to execute and cooperative agreements with the Administration for Children and Families on behalf of the Ponca Tribe of Nebraska.

CERTIFICATION

THIS IS TO CERTIFY AND AFFIRM that the above and foregoing Resolution was duly authorized and passed by the Ponca Tribal Council on the 29th day of August 2023, at a duly called meeting held via Lifesize Videoconference, by a vote of \_\_\_\_Ayes; \_\_\_\_Nays; \_\_\_\_Abstained; \_\_\_\_Absent. Chairperson \_\_\_\_voting \_\_\_\_not voting. A Quorum of \_\_\_\_ was present.

ATTEST

\_\_\_\_\_  
Candace Schmidt, Chairwoman  
Ponca Tribe of Nebraska

\_\_\_\_\_  
Susan Baker, Secretary  
Ponca Tribe of Nebraska

**AGENDA ITEM REQUEST**  
(for employees only)

DATE SUBMITTED: 08/23/2023

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Tribal Council Meeting Date: 08/29/2023

Regular Session  Executive Session \_\_\_\_\_

Subject: AC Replacement for Rm. 143, Norfolk Campus Server Rm.

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

Replacement of AC unit, Norfolk Campus, Rm 143. This AC unit cools the server room that contains IHS, Dentrax and ScriptPro servers. Current AC unit is at end of serviceable life. Maintenance recommendation is for replacement with a mini split AC unit. 3 quotes are attached. Request motion to approve mini split unit.

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

Submitted By: David S. Threm

APPROVED   
Executive Management

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

David Threm

Revised 1/24/23

**AGENDA ITEM REQUEST**

(for employees only)

DATE SUBMITTED: \_08\_/\_16\_/\_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\_/\_29\_/\_2023\_Regular Session  Executive Session Subject: \_Budget and Scope of Work for BIA Agricultural Resource Management Plan – Approval\_

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

\_Approve the Scope of Work and Budget for the ARMP funding provided by the BIA. Once approved will be submitted to BIA for approval.

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

Submitted By: \_Courtney Chavez\_

APPROVED  8/16/23  
Executive Management

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

Revised 1/24/23

**AGENDA ITEM REQUEST**  
(for employees only)

DATE SUBMITTED: 8/15/2023

All agenda item requests must be approved by the Tribal Business Manager and forwarded to the Niobrara Office, Attn: Jan Colwell **five (5) working days before the meeting.**

Meeting of:  Tribal Council  
 Executive Committee

Meeting Date: 8/22/2023

Subject: Great Plains Tribal Leaders Health Board Honor Every Woman grant

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

Motion to approve applying for the Great Plains Tribal Leaders Health Board Honor Every Woman grant.

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

Submitted By:   
Stephanie Geer, Link Grant Director

APPROVED   
Executive Management

PONCA TRIBE OF NEBRASKA  
TRIBAL COUNCIL

RESOLUTION 23-\_\_\_\_\_

WHEREAS: The Ponca Tribe of Nebraska is a federally recognized Indian Tribe (P.L. 101-484) whose business affairs are conducted by the Ponca Tribal Council as defined in the Constitution approved July 22, 1994 by the Acting Deputy Commissioner of Indian Affairs; and

WHEREAS: Pursuant to the Constitution of the Ponca Tribe of Nebraska, the Ponca Tribal Council exercises legislative powers to enact and promulgate resolutions and ordinances subject to all express restrictions upon such powers contained in the constitution; and

WHEREAS: The Tribe has the authority to submit an application on behalf of the Native American individuals in the Tribe and to administer programs and activities under this program; and

WHEREAS: The Great Plains Tribal Leaders Health Board is committed to improving health outcomes in Indian Country. Through advocacy, public health education, direct care, and epidemiological support we provide tribal nations and tribal citizens the tools they need to improve the lives of the people; and

WHEREAS: The Great Plains Tribal Leaders Health Board Honor Every Woman Breast Cancer and Cervical Cancer Screening program provides support for increasing population-based breast and cervical cancer screening rates within partner health systems by implementing evidence-based interventions.

THEREFORE, BE IT RESOLVED that Stephanie Geery-Zink, Grants Director, or Rhiannon Pitzl, Chief Operating Office of Ponca Health Service, is authorized to apply for, execute and file with its applications the annual certifications and assurances and other documents the Great Plains Tribal Leaders Health Board requires when awarding grant funding.

THEREFORE, BE IT RESOLVED that Stephanie Geery-Zink, Grants Director, or Rhiannon Pitzl, Chief Operating Office of Ponca Health Service, is authorized to execute and cooperative agreements with the Great Plains Tribal Leaders Health Board on behalf of the Ponca Tribe of Nebraska.

CERTIFICATION

THIS IS TO CERTIFY AND AFFIRM that the above and foregoing Resolution was duly authorized and passed by the Ponca Tribal Council on the 29<sup>th</sup> day of August 2023, at a duly called meeting held via Lifesize Videoconference, by a vote of \_\_\_\_Ayes; \_\_\_\_Nays; \_\_\_\_Abstained; \_\_\_\_Absent. Chairperson \_\_\_\_ voting \_\_\_\_not voting. A Quorum of \_\_\_\_ was present.

ATTEST

\_\_\_\_\_  
Candace Schmidt, Chairwoman  
Ponca Tribe of Nebraska

\_\_\_\_\_  
Susan Baker, Secretary  
Ponca Tribe of Nebraska



**AGENDA ITEM REQUEST**

(for employees only)

DATE SUBMITTED: 8/16/2023

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Tribal Council Meeting Date: 8/22/2023  
Regular Session X Executive Session \_\_\_\_\_

Subject: Lincoln Dental Autoclave replacement

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

Requesting replacement of the Lincoln dental autoclave.  
The current one had been used for many years. We already had the mother board already replaced along with other parts.  
It had been overheated due to not having water. Now regularly has error messages - instruments not sterile  
I requested 3 bids but have only been able to secure 2 quotes. lowest \$6,265.05

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

Submitted By: Karen [Signature]

APPROVED [Signature]  
Executive Management

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

**AGENDA ITEM REQUEST**  
(for employees only)

DATE SUBMITTED: 08/23/2023

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Tribal Council Meeting Date: 08/29/2023

Regular Session  Executive Session

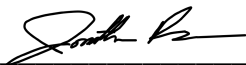
Subject: HR Restructure – Job Descriptions

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

- **Motion to approve the Senior HR Specialist Job Description – New**
- **Motion to approve the HR Specialist Job Description – New**
- **Motion to approve the Benefits Manager Job Description – Revised**
- **Motion to approve the HR Administrative Assistant JD - 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

Revised 1/24/23

**AGENDA ITEM REQUEST**  
(for employees only)

DATE SUBMITTED: 08/23/2023

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Tribal Council Meeting Date: 08/29/2023

Regular Session \_\_\_\_\_ Executive Session  \_\_\_\_\_

Subject: HR Restructure – Personnel Action Requests

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

- **Motion to approve the Personnel Action Request for EE#: 1642**
- **Motion to approve the Personnel Action Request for EE#: 1307**
- **Motion to approve the Personnel Action Request for EE#: 1636**
- **Motion to approve the Personnel Action Request for EE#: 1859**

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

Revised 1/24/23