

PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

JANUARY 16, 2024
4:00 PM

LOCAL TRIBAL OFFICES/LIFESIZE

- I. CALL TO ORDER
 - a. Invocation
 - b. Roll Call
- II. APPROVAL OF AGENDA
- III. CONSENT CALENDAR
 - a. January 9, 2024 Minutes
 - b. Lifesize Annual Renewal
 - c. Donations Policy Revised
 - d. Nurse Practitioner Location Change
 - e. Language Consultant LLC (Eagle Rhodd) Professional Services Agreement Renewal
 - f. Emergency Assistance Policy Revised
 - g. Ratifications
- IV. TONY FARACA, AUDIT MANAGER - STAUFFER & ASSOCIATES
 - a. Ponca Tribe of Nebraska 2022 Audit
- V. JOEY NATHAN, EXECUTIVE DIRECTOR – NORTHERN PONCA HOUSING AUTH.
 - a. Quarterly Report – September to December 2023
- VI. ANDREW EBERT, PEDCO
 - a. Quarterly Report – September to December 2023
- VII. JONATHAN ROBINSON, HUMAN RESOURCE DIRECTOR
 - a. Tribal Home Visitor Job Description
 - b. Facilities Restructure
 - c. Director of Facilities Job Description Revised
 - d. Administrative Assistant II – Facilities Job Description Revised
 - e. Maintenance Coordinator Job Description Revised
 - f. Maintenance Worker Job Description Revised
 - g. Custodian job Description Revised
- VIII. PATRICK JENNINGS, CEO – TRIBAL AFFAIRS
 - a. Youth Initiatives Program Funding
 - b. Bobcat RFP
- IX. PENNY LINGLE, INTERIM CEO – PONCA HEALTH SERVICES
 - a. Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program Logo
- X. OTHER BUSINESS
- XI. EXECUTIVE SESSION
 - a. Jonathan Robinson, HR Director
 - i. Personnel Action Request for Employee #1783
 - ii. Personnel Action Request for Employee #1711
 - iii. Location Transfer Request for Employee #1948
 - iv. PHS CEO Candidate Review
- XII. ADJOURN

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 1 / 4 / 2024

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: 1 / 16 / 2024

Regular Session Executive Session

Subject: Lifesize annual renewal

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

Motion to approve payment for Lifesize account (annual service).

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

Submitted By: Brent Bossard

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: 01/09/2024

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: 01/16/2024

Regular Session Executive Session

Subject: Nurse Practitioner Location Change

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

- **Motion to approve moving the vacant Nurse Practitioner position seat from Omaha to Lincoln**

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, Rhiannon Pitzl, Penny Lingle

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 1/2/2024

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: 1/9/2024

Regular Session Executive Session

Subject: Language Consultant LLC contract renewal.

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

Motion to approve the Language Consultant LLC contract renewal from January 1st to June 31st, 2024.

Will there be support materials for this agenda item? Yes No

(If there are support materials, one copy must be attached)

Submitted By: Ricky Wright

APPROVED _____
Executive Management

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

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: __1__/_10__/_24__

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: __1__/_16__/_24__

Regular Session __X__ Executive Session _____

Subject: __FY 22 Audit_____

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

____No action requested, ask Auditors to review with Tribal Council FY 22 Audit

Will there be support materials for this agenda item? _X__Yes _____No
(If there are support materials, one copy must be attached)

Submitted By: __G Gunderson_____

APPROVED __G Gunderson_____ Executive Management

Who will be present at the TC Mtg. in regards to this Agenda Item? _Tony Faraca, Stauffer CPA Firm_____

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 01 / 08 / 2024

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: 01 / 16 / 2024

Regular Session Executive Session

Subject: NPHA Quarterly Report

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

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

Submitted By: Joey Nathan

APPROVED _____
Executive Management

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

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 01/09/2024

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: 01/16/2024

Regular Session Executive Session

Subject: Tribal Home Visitor Job Description (New)

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

- **Motion to approve the Tribal Home Visitor job description (New)**

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, Rhiannon Pitzl, Penny Lingle

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 01/09/2024

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: 01/16/2024

Regular Session Executive Session

Subject: Facilities Restructure

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

- **Motion to approve the proposed Facilities restructure/org chart**

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, Jim Wright, Penny Lingle, Courtney Chavez, PJ Jennings

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 01/09/2024

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: 01/16/2024

Regular Session Executive Session

Subject: Facilities Job Descriptions

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

- **Motion to approve the Director of Facilities job description (Revised)**
- **Motion to approve the Administrative Assistant II – Facilities job description (Revised)**
- **Motion to approve the Maintenance Coordinator job description (Revised)**
- **Motion to approve the Maintenance Worker job description (Revised)**
- **Motion to approve the Custodian 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, Jim Wright, Penny Lingle, Courtney Chavez, PJ Jennings

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 1/08/2024

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: 1/16/2024

Regular Session Executive Session

Subject: Youth Initiatives Program (YIP) Funding

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

The BIE/BIA has indicated the YIP funding is not an allowable expense under the funding source. The YIP program currently funds K-12 incentives which includes the following: Art Contest; Essay/Poetry Contest; Attendance Incentive; Student of the Month/Year Recognition; and the largest portion is Senior Incentive.

The Education Program is requesting a motion for Tribal Council to fund this program through Tax Dollars based on the attached Budget. When/If the budget approved is fully expended prior to the end of the year, Education will request an additional motion to increase the funding. Last year the Education department expended a total of \$36,850 with \$32,000 going to graduating seniors.

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 _____
Executive Management

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

Revised 1/24/23

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 1/10/24

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: 1/16/24

Regular Session _____ Executive Session _____

Subject: Bobcat Purchases for Multiple Locations

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

Motion to approve the bid from Bobcat in the amount of \$156,684.70 to assist in Snow removal, building maintenance and material handling.

The attached information and bids is for purchasing two tool cats for various jobs. Norfolk's Bobcat bid is \$167,652.62. Akana Equipment's bid is \$181,096.43. Omaha's Bobcat bid is \$171,154.25. It is Jim Stowe and James Wright's recommendation to move forward with the Norfolk Bobcat proposal. Their proposal includes bucket and spreader attachments.

Will there be support materials for this agenda item? _____Yes _____No
(If there are support materials, one copy must be attached)

Submitted By: Shalla Mach, James Wright, and James Stowe

Courtney R. Digitally signed by Courtney R.
Chavez
Date: 2024.01.05 10:25:55 -06'00'

APPROVED Chavez
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: 1 / 09 / 24

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: 1 / 16 / 24

Regular Session Executive Session

Subject: MIECHV Tribal Home Visiting Logo

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

Requesting approval for use of the newly created MIECHV Tribal Home Visitation logo for marketing materials, branding and other events. The Design was created by Troy Laravie-Spencer, Administrative Assistant, Enrollment, Tribal Affairs.

The Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program supports pregnant women and parents with young children who face greater risks and barriers to achieving positive maternal and child health outcomes. Families choose to participate in home visiting programs, and partner with health, social service, and child development professionals to set and achieve goals that improve their health and well-being.

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

Submitted By: Penny Lingle

APPROVED Penny M. Lingle
Executive Management

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