

PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

DECEMBER 5, 2016
10:00 AM
NORTHEAST COMMUNITY COLLEGE
1001 COLLEGE WAY
SOUTH SIOUX CITY, NEBRASKA

- I. CALL TO ORDER
 - a. Roll Call
- II. APPROVAL OF AGENDA
- III. ELECTION OF EXECUTIVE COMMITTEE
- IV. APPROVAL OF MINUTES
 - a. November 19, 2016
 - b. November 20, 2016
- V. RATIFICATION OF ACTIONS
- VI. CHAIRMAN'S UPDATE
- VII. KITRINA KEY, ENROLLMENT SPECIALIST (Lifesize)
 - a. Approval of Applicants – RESOLUTION
- VIII. ELISE EMANUEL, GRANT MANAGER (Lifesize)
 - a. Elder Nutrition and Supportive Services Program – RESOLUTION
 - b. Administrative Assistant to the Grant Manager Job Description Revised – MOTION
- IX. JONATHAN ROBINSON, HUMAN RESOURCE DIRECTOR (Lifesize)
 - a. Employee Development Specialist Job Description Revised – MOTION
- X. JACOB OLSUFKA, DIRECTOR OF FINANCE
 - a. Finance Policy Revised – MOTION
 - b. Tribal Credit Card – Alternate Form of Payment – MOTION
 - c. Executive Session Requested
 - i. Financial Grants Specialist Position Description – MOTION
- XI. HILARY FARLEY, IT COMMITTEE
 - a. Health Server Purchase – MOTION
- XII. TOM WRIGHT, EXECUTIVE DIRECTOR OF TRIBAL AFFAIRS
 - a. Tribal Communications Specialist Job Description Revised – MOTION
- XIII. UNFINISHED BUSINESS
 - a. Set-Aside Funding for Osni Ponca – MOTION
 - b. Set-Aside Funding for Northern Ponca Housing Authority - MOTION
- XIV. NEW BUSINESS
 - a. Sioux City Office Lease – MOTION
 - b. Norfolk Cell Tower Lease Extension – MOTION
- XV. OTHER BUSINESS
- XVI. EXECUTIVE SESSION
 - a. Mark Peniska, NPHA Board Chairman
- XVII. ADJOURN

AGENDA ITEM REQUEST

(For employees only)

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DATE SUBMITTED: 11/28/2016

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

Meeting of: Tribal Council
 Executive Committee

Meeting Date: 11/05/2016

Subject: Applicants

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

- Motion to approve () applicants.

Will there be support materials for this agenda item? Yes No
(Confidential and will be brought to the meeting)

Submitted By:

Kitrina Key

Kitrina Key – Enrollment Specialist

APPROVED *[Signature]*

Executive Director of Tribal Affairs

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 11/23/2016

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

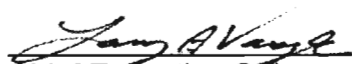
Meeting Date: 12/5/2016

Subject: Elder Nutrition and Supportive Services Program - Resolution

ACTION REQUEST: (Please describe request in the form of a motion)
Resolution to support application for US Administration on Aging funding to support the implementation of a Ponca elder nutrition and supportive services program.

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

Submitted By: Elise Emanuel

APPROVED 
Chief Executive Officer

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 11/28/2016

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Meeting of: Tribal Council
 Executive Committee

Meeting Date: 12/5/2016

Subject: Employee Development Specialist Job Description

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

- Motion to approve the revised Employee Development Specialist job description.

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 
EDTA/CEO/DOF/HRD

AGENDA ITEM REQUEST

DATE SUBMITTED: 11/22/2016

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: 12/05/16

Subject: New Ponca Finance Policy

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

Motion to approve Ponca Finance Policy

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

Submitted By: Jacob Olsufka

APPROVED **Jacob Olsufka**

Director of Finance

Digitally signed by Jacob Olsufka
DN: cn=Jacob Olsufka, o=Ponca Tribe of
Nebraska, ou=Finance,
email=jolsufka@poncatrbe-ne.org, c=US
Date: 2016.11.22 09:43:30 -06'00'

AGENDA ITEM REQUEST

DATE SUBMITTED: 11/22/2016

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: 12/05/16

Subject: Tribal Credit Card – Alternate Form of Payment

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

Motion to approve pursuing Wells Fargo Credit Card as alternate form of payment

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

Submitted By: Jacob Olsufka

APPROVED Jacob Olsufka
Director of Finance

Digitally signed by Jacob Olsufka
DN: cn=Jacob Olsufka, o=Ponca Tribe of
Nebraska, ou=Finance,
email=jolsufka@poncatrbe-ne.org, c=US
Date: 2016.11.22 09:46:04 -06'00'

AGENDA ITEM REQUEST

DATE SUBMITTED: 11/28/2016

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 Session**)
 Executive Committee

Meeting Date: 12/05/16

Subject: Financial Grants Specialist Position Description

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

Motion to approve New Position Description and Compensation for Current Position

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

Submitted By: Jacob Olsufka

APPROVED Jacob Olsufka
Director of Finance

Digitally signed by Jacob Olsufka
DN: cn=Jacob Olsufka, o=Ponca Tribe of
Nebraska, ou=Finance,
email=jolsufka@poncatrIBE-ne.org, c=US
Date: 2016.11.28 10:32:53 -06'00'

AGENDA ITEM REQUEST

(for employees only)

DATE SUBMITTED: 11/28/16

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Meeting of: Tribal Council
 Executive Committee

Meeting Date: 12/5/16

Subject: HEALTH SERVER PURCHASE

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

MOTION - APPROVE PURCHASE OF REPLACEMENT
SERVER COMPONENTS FOR THE
ELECTRONIC HEALTH RECORD SYSTEM

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

Submitted By: MILROY FARLEY

APPROVED [Signature]
Executive Director of Tribal Affairs
CEO HEALTH SERVICES

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AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: 11/28/16

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: 12/05/16

Subject: PR Job Description Revised

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

Motion to approve the position description for Tribal Communication
Specialist as revised.

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

Submitted By: Thomas Wright, II

APPROVED 
Executive Director of Tribal Affairs