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, IIR 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 X ______ 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).

________________________________________________________________________
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________________________________________________________________________
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Will there be support materials for this agenda item? __x__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 ___X____ 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? ___X___Yes _____No
(if there are support materials, one copy must be attached)

Submitted By: Jonathan Robinson

APPROVED

[Signature]
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 ___X___ 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? ___X___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 ___X___ 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? ___X___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? _____________

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 ___X____ Executive Session ______

Subject: Tribal Home Visitor Job Description (New)

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

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

Will there be support materials for this agenda item? ___X___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 ___X____  Executive Session ______

Subject: Facilities Restructure

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

  o  Motion to approve the proposed Facilities restructure/org chart

Will there be support materials for this agenda item?  ___X___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 __X____ Executive Session ______

Subject: Facilities Job Descriptions

ACTION REQUEST: (Please describe request in the form of a motion)
  o Motion to approve the Director of Facilities job description (Revised)
  o Motion to approve the Administrative Assistant II – Facilities job description (Revised)
  o Motion to approve the Maintenance Coordinator job description (Revised)
  o Motion to approve the Maintenance Worker job description (Revised)
  o Motion to approve the Custodian job description (Revised)

Will there be support materials for this agenda item? __X__ 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 _x_____ 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? _x____ 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. 

APPROVEDChavez 

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_

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Tribal Council Meeting Date: _1__/16__/24_

Regular Session _X_ 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? _X_ Yes _____No

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

Submitted By: ___Penny Lingle__________

APPROVED __________

Executive Management

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