

PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

MAY 10, 2022
9:00 AM
LIFESIZE

- I. CALL TO ORDER
 - a. Invocation
 - b. Roll Call
- II. APPROVAL OF AGENDA
- III. CONSENT CALENDAR - MOTION
 - a. May 3, 2022 Minutes
 - b. May 4, 2022 Minutes
 - c. Community Building Commercial Fume Hood w/Exhaust Fan Install RFP
 - d. Mass Notification System Apparmor Renewal RFP
 - e. Community Building/Caretakers Cottage Roof Replacement RFP
 - f. Phone System (VOIP) RFP's
 - g. Maintenance Coordinator Job Description Revised
 - h. Maintenance Worker Job Description Revised
 - i. Maintenance Mechanic Job Description Revised
 - j. Custodian Job Description Revised
 - k. Ratifications
- IV. VICE CHAIRWOMAN'S REPORT
- V. VICTORIA CHAMPAIGN, TESC
 - a. Monthly Report
- VI. BRENT BOSSARD, IT MANAGER
 - a. Monthly Report
- VII. SHANNON ROWEN, HUMAN RESOURCE DIRECTOR
 - a. Elder Support specialist Job Description #480 – MOTION
 - b. Water Quality Coordinator Job Description #564 – MOTION
- VIII. OTHER BUSINESS
- IX. EXECUTIVE SESSION
 - a. Review NPHA Applicants/Schedule Interviews
 - b. 90 Day Evaluation Employee #1794
- X. ADJOURN

AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: _05/02/2022_

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: _xx_ Tribal Council
_____ Executive Committee

Meeting Date: _05/10/2022_

Subject: Community Building Commercial Fume Hood with Exhaust Fan Install

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

Motion to approve Arrow Heating and Air to install a new commercial fume hood with exhaust fan over the gas stove in the community building in Niobrara utilizing funds from fund #919 in the amount of \$9,000.

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

Submitted By: Victoria Champaign

APPROVED


Executive Management

AGENDA ITEM REQUEST

(for employees only)

DATE SUBMITTED: 04/29/2022

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: xx Tribal Council
 Executive Committee

Meeting Date: 05/10/2022Subject: Mass Notification System- Apparmor Renewal

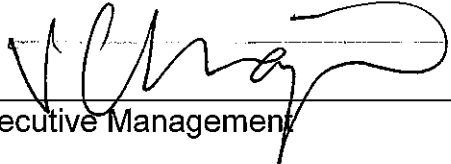
ACTION REQUEST: (Please describe request in the form of a motion)

Motion to approve the annual subscription of the AppArmor Mass Notification system in the total amount of \$14,926.50 utilizing half health funds and half PTN IT funds.

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

Submitted By: Victoria Champaign

APPROVED


Executive Management

AGENDA ITEM REQUEST

(for employees only)

DATE SUBMITTED: 04/29/2022

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Meeting of: xx Tribal Council
_____ Executive Committee

Meeting Date: 05/10/2022Subject: Community Grounds Roof Replacement

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

Motion to approve Hawthorne Industries LLC to replace the roofs (with approved materials) of the community building and caretakers cottage in Niobrara utilizing funds from 919 for the amount of \$87,897.18.

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

Submitted By: Victoria Champaign

APPROVED _____
Executive Management

AGENDA ITEM REQUEST

(for employees only)

DATE SUBMITTED: 05/04/2022

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: XX Tribal Council
 Executive Committee

Meeting Date: 05/10/2022

Subject: New phone system (VOIP) for remainder of PTN facilities.

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

Motion to approve the purchase/implementation of VOIP system.

Total \$29,717.10

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

Submitted By: Scott Ruehle

APPROVED
Executive Management



AGENDA ITEM REQUEST
(For employees only)

DATE SUBMITTED: 05/03/22

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

Meeting of: X Tribal Council
 Executive Session

Meeting Date: 05/04/22

Subject: Job Description Review

Motion #1 – Approval of the pay grade changes for the following positions:

Custodian – position last reviewed 04/20/13

~~Grade 3 (\$22,006.40 – \$34,840.00)~~ Grade 4 (\$31,200.00-\$41,267.20)

The proposal is to move this position from pay grade 3 to a 4.

Maintenance Worker – position last reviewed 06/23/12

~~Grade 3 \$22,006.40 – \$34,840.00)~~ Grade 7 (\$36,441.00-\$55,545.33)

The proposal is moving this from a pay grade 3 to a 7.

Maintenance Mechanic – position last reviewed 11/16/21 (same review as maint worker)

~~Grade 5 (\$20,935.50 – \$47,424.00)~~ Grade 7 (\$36,441.00-\$55,545.33)

The proposal is moving this from a pay grade 5 to a 7.

Maintenance Coordinator – position last reviewed 09/10/18

~~Grade 5 (\$20,935.50 – \$47,424.00)~~ Grade 8 (\$40,809.00-\$62,191.50)

The proposal is moving this from pay grade 5 to grade 8.



Will there be support materials for this agenda item? Yes

Respectfully submitted by: Shannon Rowen, Human Resources Director
David Gleiser, EDTA

Shannon Rowen

APPROVED _____

AGENDA ITEM REQUEST

(For employees only)

DATE SUBMITTED: 04/28/22

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

Meeting of: x Tribal Council
 Executive Session

Meeting Date: 05/10/22

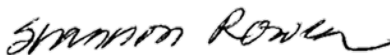
Subject: Job Description Review (new) #480 Elder Support Specialist

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

Health Services is requesting approval of a new grant funded Elder Support Specialist Position. This position reports to the Community Health Manager and is Grade 3 (\$31,200.00-\$35,891.17).

Submitted By: Shannon Rowen, HRD
 Janelle Ali-Dinar, Health CEO

APPROVED



Shannon Rowen, Human Resources Director

Attachments YES, Org Chart, Job Description

AGENDA ITEM REQUEST

(For employees only)

DATE SUBMITTED: 04/28/22

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Meeting of: x Tribal Council
 Executive Session

Meeting Date: 05/10/22

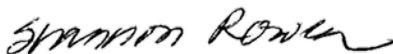
Subject: Job Description (new) #564 Water Quality Coordinator

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

Tribal Affairs Environmental Manager is requesting approval of a new grant funded Water Quality Coordinator Position. This position reports to the Environmental Manager, will be located in Niobrara and is Grade 6 (\$32,552.00 - \$51,873.27). That salary range was established based on market review.

Submitted By: Shannon Rowen, HRD
 David Gleiser, EDTA
 Misha Mazurkewycz, Environmental Manager

APPROVED



Shannon Rowen, Human Resources Director

Attachments YES, Org Chart, Job Description, Market Data