

PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

MARCH 1, 2022
9:00 AM
LIFESIZE

- I. CALL TO ORDER
 - a. Roll Call
- II. APPROVAL OF AGENDA
- III. CONSENT CALENDAR
 - a. February 22, 2022 Minutes
 - b. Holland & Knight Legal Billing Statement
 - c. Ratifications
- IV. VICE CHAIRWOMAN'S REPORT
- V. SHANNON ROWEN, HUMAN RESOURCE DIRECTOR
 - a. Administrative Assistant to Executive Director of Tribal Affairs Job Description Revised – MOTION
- VI. MOSIAH HARLAN, INTERIM EXECUTIVE DIRECTOR OF TRIBAL AFFAIRS
 - a. Transportation Engineering Bids – DISCUSSION/MOTION
- VII. NEW BUSINESS
 - a. Liquor Control Board Membership – DISCUSSION (Councilwoman Schlotman)
 - b. Youth Council Contacts at Each Site - DISCUSSION
- VIII. OTHER BUSINESS
- IX. EXECUTIVE SESSION
 - a. Transfer Employee #1778 – DISCUSSION/MOTION (Mosiah Harlan)
- X. ADJOURN

AGENDA ITEM REQUEST
(For employees only)

DATE SUBMITTED:

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: Tribal Council
 X Executive Session

Meeting Date: 03/01/22

Subject: Job Description Review – Administrative Assistant III

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

HR is requesting approval of revised job description for Administrative Assistant to the Executive Director of Tribal Affairs to Administrative Assistant III to the Executive Director of Tribal Affairs (from pay grade 4 to pay grade 6).

This is per recommendation of Falmouth Study.

Submitted By: Shannon Rowen, Human Resources Director

APPROVED

Shannon Rowen

Shannon Rowen, Human Resources Director