PONCA TRIBE OF NEBRASKA
TRIBAL COUNCIL
AGENDA

JANUARY 17, 2023
9:00 AM
LIFESIZE

I. CALL TO ORDER
   a. Invocation
   b. Roll Call

II. APPROVAL OF AGENDA

III. CONSENT CALENDAR - MOTION
   a. January 10, 2022 Minutes
   b. Navigate Wellness Renewal RFP & Agreement
   c. PTN Staff Self-Evaluation Form
   d. PTN Evaluation Form
   e. Ratifications

IV. VICE CHAIRWOMAN’S REPORT

V. BART D. DALY
   a. Discussion of new Chief Standing Bear Movie

VI. UNFINISHED BUSINESS
   a. Tribal Council W2 Reporting Update (Greg Gunderson, CFO)

VII. JOEY NATHAN, EXECUTIVE DIRECTOR – NPCHA
   a. FY 2022 Indian Housing Block Grant Approval to Use Program Income as Leverage
      - RESOLUTION

VIII. DR. JANELLE ALI-DINAR, INTERIM CEO TRIBAL AFFAIRS
   a. Discussion On Escrow Account (Bill Yunker, Tribal Transportation Engineer)
   b. Woodstone Construction Contract – MOTION (Bill Yunker)

IX. SHANNON ROWEN, HUMAN RESOURCE DIRECTOR
   a. Dental Receptionist Job Description L #374 – MOTION
   b. Dental Receptionist Job Description N #374 – MOTION
   c. Dental Receptionist Job Description O #374 - MOTION

X. OTHER BUSINESS

XI. EXECUTIVE SESSION
   a. Tribal Member
   b. Promotion with Increase Employee #1819 – MOTION (Shannon Rowen)
   c. Confidential Matter Follow-up (Janelle Ali-Dinar)
   d. Review Election Board Applicants/Appointments - MOTION

XII. ADJOURN
AGENDA ITEM REQUEST
(For employees only)

DATE SUBMITTED: 01.06.23

Meeting of: X Tribal Council
            Executive Session

Meeting Date: 01.17.23

Subject: Navigate Wellness Renewal

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

Motion #1
Human Resources is requesting the renewal of the Navigate Wellness Platform agreement. PTN has worked with this vendor for two years now and the employee participation is the highest it has ever been.

This platform is part of our overall strategy to reduce healthcare costs, increase moral, and promote a wellness lifestyle and asking TC’s approval of the renewal. The cost is $57 per employee per year which equates to $14,250.00 annually. Attorney Jolly has reviewed and approved this agreement.

Additional Paperwork: Navigate Wellness Agreement

Submitted By: Shannon Rowen, Human Resources Director

APPROVED

Shannon Rowen, Human Resources Director
AGENDA ITEM REQUEST
(For employees only)

DATE SUBMITTED:  1.11.23

Meeting of:  X  Tribal Council
             Executive Session

Meeting Date:  01.17.23

Subject:  Form Approval

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

Motion #1
HR is requesting approval of the PTN Staff Self-Evaluation Form. This form will
be used by PTN staff until the switch over to PayCom for use in our employee
evaluations. The current system is unreliable and paper will be a temporary
solution until we can set-up, test and implement the performance evaluation within
the HRIS platform.

Motion #2
HR is requesting approval of the PTN Evaluation Form. This form will be used
until the switch over to PayCom for use by the supervisor for employee
evaluations. The current system is unreliable and paper will be a temporary
solution until we can set-up, test and implement the performance evaluation within
the HRIS platform.

Additional Paperwork:  PTN Staff Self-Evaluation Form, PTN Evaluation Form.

Submitted By:  Shannon Rowen, Human Resources Director

APPROVED  

Shannon Rowen, Human Resources Director
AGENDA ITEM REQUEST
(for employees only)

DATE SUBMITTED: _01_/__09__/_2023__

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

Meeting of: __X__ Tribal Council

Executive Committee

Meeting Date: _01_/__17__/_2023_

Subject: ___Northern Ponca Housing Authority ___

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

1) FY 2022 Indian Housing Block Grant (IHBG) – Competitive Approval to use program income as leverage Resolution

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

Submitted By: Joe Nathan____________________

APPROVED ____________________________
Executive Director of Tribal Affairs
AGENDA ITEM REQUEST

DATE SUBMITTED: **1-11-23**

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: ___X___ Tribal Council

_____ Executive Committee

Meeting Date: **1/17/23**

Subject: Prime Concrete – North Concrete Skirt (CO #022)

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

1. **Discussion on Escrow Account**
2. **Motion to accept Woodstone Construction contract for the “Fee Land Parking Structure” located adjacent the trust land at our Carter Lake property.**

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

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

Submitted By: William E. Yuncker, Sr. Tribal Transportation Engineer

APPROVED

[Signature]

Executive Director of Tribal Affairs
AGENDA ITEM REQUEST
(For employees only)

DATE SUBMITTED: 01.06.23

Meeting of: X Tribal Council Executive Session

Meeting Date: 01.17.23

Subject: Job Description Approval (NEW positions):

1. 374 L Dental Receptionist
2. 374 N Dental Receptionist
3. 374 O Dental Receptionist

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

Motion #1

Health Services is requesting the approval of position #374 L Dental Receptionist. This new position would be a grade 5 ($28,078.00 - $47,414.92), report to the Dental Operations Manager and could be one FT or two PT staff. Market review of the position was completed and funding confirmed by CEO and CFO. This position is needed to support the growing patient numbers in the dental clinics.

Motion #2

Health Services is requesting the approval of position #374 N Dental Receptionist. This new position would be a grade 5 ($28,078.00 - $47,414.92), report to the Dental Operations Manager and could be one FT or two PT staff. Market review of the position was completed and funding confirmed by CEO and CFO. This position is needed to support the growing patient numbers in the dental clinics.
Motion #3

Health Services is requesting the approval of position #374 O Dental Receptionist. This new position would be a grade 5 ($28,078.00 - $47,414.92), report to the Dental Operations Manager and might be one FT or two PT staff. Market review of the position was completed and funding confirmed by CEO and CFO. This position is needed to support the growing patient numbers in the dental clinics.

Additional Paperwork: Job Descriptions, Org Chart, Market Review Salary Grade Sheet, communication regarding review/discussion of positions with ET Finance and CEO.

Submitted By: Shannon Rowen, Human Resources Director for Janelle Ali-Dinar, CEO Health Services Dr. Karen Bober, Chief Dental Officer

APPROVED

Shannon Rowen, Human Resources Director