

**RESOLUTION OF THE
RESOURCES AND DEVELOPMENT COMMITTEE
of the 25th NAVAJO NATION COUNCIL - First Year, 2023**

AN ACTION

**RELATING TO THE RESOURCES AND DEVELOPMENT COMMITTEE; CONFIRMING
THE APPOINTMENT OF AMBER HILLIS PARKER TO THE NAVAJO ENGINEERING
AND CONSTRUCTION AUTHORITY BOARD OF DIRECTORS**

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Resources and Development Committee is a standing committee of the Navajo Nation Council. 2 N.N.C. § 500(A).
- B. The Resources and Development Committee oversees areas such as roads and transportation, communication and utilities, economic and community development, commerce and trade, rights-of-way, public utilities, and housing. 2 N.N.C. §500(C).
- C. The Resources and Development Committee of the Navajo Nation Council grants final confirmation of appointments to entities under the authority of the Committee requiring appointments. 2 N.N.C. § 501(B)(9).

SECTION TWO. FINDINGS

- A. The Navajo Engineering and Construction Authority is organized "[t]o engage in the general engineering and construction industry." 5 N.N.C. § 1972 (A)(1).
- B. The management board for the Navajo Engineering and Construction Authority shall be appointed by the President of the Navajo Nation and confirmed by the Resources and Development Committee. See 5 N.N.C. § 1973(C); 2 N.N.C. § 501(B)(9).
- C. Individuals with experience and/or education in the engineering, construction, architectural, legal, accounting, management, or other construction related field shall be given preference for appointment to the Board. 5 N.N.C. § 1973(D).
- D. The members of the board shall serve four-year terms. 5 N.N.C. § 1973(C).

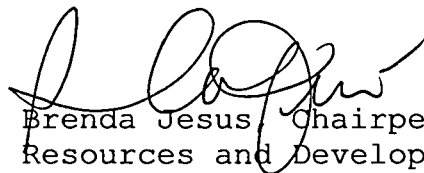
- E. The Navajo Nation President appointed Amber Hillis Parker to serve as a member of the Navajo Engineering and Construction Authority Board of Directors. Appointment letter attached as **Exhibit A**; letter of interest attached as **Exhibit B**; résumé attached as **Exhibit C** and Certificate of Navajo Indian Blood attached as **Exhibit D**. 5 N.N.C. § 1973(D).

SECTION THREE. CONFIRMING APPOINTMENT

The Resources and Development Committee of the Navajo Nation Council confirms the appointment of Amber Hillis Parker to serve on the Navajo Engineering and Construction Authority Board of Directors, for a term of four (4) years beginning with the certification of this resolution.

CERTIFICATION

I, hereby, certify that the following resolution was duly considered by the Resources and Development Committee of the 25th Navajo Nation Council at a duly called meeting at St. Michaels, AZ, (Navajo Nation) Arizona, at which quorum was present and that same was passed by a vote of 4 in favor, 0 opposed, on this 26th day of April 2023.



Brenda Jesus Chairperson
Resources and Development Committee
Of the 25th Navajo Nation Council

Motion: Honorable Rickie Nez
Second: Honorable Shawna Ann Claw



The Navajo Nation **DR. BUU NYGREN** *PRESIDENT*
Yideeskáadi Nitsáhákees **RICHELLE MONTOYA** *VICE PRESIDENT*

February 22, 2023



Amber Hillis Parker

Re: Official Appointment to the Navajo Engineering & Construction Authority

Dear Ms. Parker,

I am pleased to appoint you to the Navajo Engineering & Construction Authority. I am confident you have the background, experience and education to represent the interest of this Administration on this Board of Directors. This appointment is subject to confirmation by the Resources and Development Committee of the Navajo Nation Council.

I appreciate your desire to serve the Navajo Nation and the Navajo People. If there are any questions, please contact Patrick Sandoval, Chief of Staff at (928) 871-7244.

Ahéhee'

Dr. Buu Nygren, *President*
THE NAVAJO NATION



HILLIS PARKER
& ASSOCIATES



February 21, 2023

Dear NECA Board of Directors,

My name is Amber Hillis Parker, and I am writing this letter to express my interest in being part of your board. As a Navajo Certified Public Accountant (CPA), I believe I can provide a unique perspective and invaluable contributions to the organization.

Growing up on the Navajo Nation has instilled within me an appreciation for the rich culture and the importance of preserving it. The mission and vision of NECA are vital to supporting sustainable transportation systems on the Navajo Nation while developing its employees. As a result, I am passionate about working with you to deliver these projects and ensure they benefit our tribal people.

In addition to my experience as a CPA, I also bring significant knowledge from working in finance roles at various organizations in both private and public sectors. This expertise paired with my commitment to supporting indigenous communities make me an ideal candidate for your board. My financial acumen will enable me to contribute to the development of innovative strategies for expanding NECA's scope of services, maximizing resources, and strengthening economic opportunities for the Navajo people.

I deeply respect the work done by NECA in serving our tribal communities over the years and am committed to preserving its established mission—supporting sustainable development initiatives that improve lives on Diné Bikeyah (Navajo Land). It would be an honor to join your team so that we may continue creating more opportunities for success for our people through developing improved transportation systems on tribal lands.

If you have any questions or wish for further information about my qualifications, please do not hesitate to contact me via phone or email provided below. Thank you very much for your time and consideration in considering my application.

Sincerely,

Amber Hillis Parker, CPA

Amber Hillis Parker, CPA

www.HillisParkerCPA.com

EXHIBIT

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EDUCATION/LICENSE

Fort Lewis College Alumni
Certified Public Accountant (CPA)-NM

LEADERSHIP CONTRIBUTIONS

Former Governing Council of NACA Charter School
Board Member of 4 Corners K-9 Search & Rescue

SOFTWARE

QuickBooks Desktop/Online
Microsoft Office 2021
JD Edwards EAM system
Gusto Payroll System

KNOWLEDGE AND SKILLS

GAAP Accounting
Analytical and problem-solving skills
Confidentiality and ethical behavior
Tax prep for individuals, partnerships & corporations

SUMMARY:

Owner of Hillis Parker & Associates LLC, where we provide tailored accounting and tax services to small business owners. Over ten years of complex accounting experience; over two years in public accounting where I conducted audits in industries of government, not-for profit, tribal government, and employment benefit plans. Over seven years in private industries (healthcare and mining) with revenue of 50 to 132-million-dollar. Successful in developing, improving, and implementing process to ensure compliance, cost saving and time efficiencies within companies.

EMPLOYMENT HISTORY

Hillis Parker & Associates LLC, Farmington, NM

CEO, February 2022- Present

- Oversees the organizations' financial structure, ensuring adequate and sound funding for the mission and goals of the company
- Ensures the company's compliance with all applicable laws, rules, regulations, and standards
- Preparation and/or review of timely & accurate bookkeeping/accounting of all financial transactions & reconciliations of client's books
- Preparation and/or review of accurate tax services in compliance with laws and regulations within timeframe
- Ensures accurate, timely, and appropriate reporting to the state and other sources

North American Coal, Farmington, NM

Accounting Supervisor, June 2020- February 2022

- Oversaw the compilation of monthly reports and timely submission of reports to management
- Develop and maintain monthly, quarterly, annual KPI's
- Prepare detailed financial reports including estimates, forecasts, and budgets
- Preparation and/or review of documents required to be submitted to corporate departments of tax, accounting, finance, and treasury
- Assist Business Manager in \$130 - \$132 million budget development, monitoring budget and forecasting throughout the budget year

K12 Accounting, Albuquerque, NM

Business Manager, March 2019- June 2020

- Manages daily financial & business activities of schools in accurate, timely, & ethical manner
- Ensures timely & accurate bookkeeping, recordkeeping of all financial transactions & reconciliations
- Ensures accurate, timely, and appropriate reporting to the state and other sources
- Prepares school budget in timely & accurate manner, in collaboration with School Director
- Sets up/controls financial & business implementation of grants; ensuring timely collection of grant funds
- Manage one district school and one charter school

Ambercare Corporation, Albuquerque, NM

Controller/Agency Director, October 2014- March 2019

- Reviewed various contracts and leases to ensure proper accounting and compliance
- Developed appropriate internal control processes over AR, AP, Procurement, and Cash Management
- Oversaw and ensure timeliness of the month-end close process
- Direct supervision of Home Health, Hospice and PCS department billers/collectors
- Maintained and managed relationships with external audit team, banking and insurance partners
- Direct the overall operations of the agency and provide direction and guidance to the agency staff in scheduling and performing home care support client services
- Manage the agency's daily activities and administrative functions, including client/employee scheduling, personnel management, payroll processing, billing preparation and records maintenance

Moss Adams LLC, Albuquerque, NM

Business Assurance, January 2013- October 2014

- Performed financial audits, reviews and compilations services for different industries and entities; government, single audit, tribal, utility, higher education, charter schools, not-for profit, and benefit plans
- Prepared reports on audit findings regarding the state of the company's record keeping systems and financial health
- Audited and tested journal entries, purchase orders, invoices, payroll, fixed assets, statistics, acquisitions, bad debts, statements, medical records, etc.
- Prepared time and cost budgets for audits: budgets ranging from 80-500 hours and \$15k- \$150K
- Supervised and organized a team of 2-6 junior associates to complete audits
- Communicated with client and proactively sought for timely feedback to maximize client and supervisor satisfaction

TW Telecom, Denver, CO

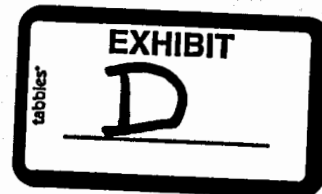
Internal Auditor, July 2012- January 2013

- Reviewed internal controls to assure that corporate assets were properly protected
- Assessed in the accuracy of external financial reporting and compliance with governmental and regulatory rules and regulations, including Sarbanes-Oxley Section 404 requirements
- Conducted special projects as assigned by Director of Internal Audit and the Audit Committee of the Board of Directors
- Followed up on prior audit findings, ensuring management action plans have been implemented
- Interfaced with multiple departments and varied levels of management

Eide Bailly LLP, Denver/Golden, CO

Audit Intern, January 2011- April 2011

- Assisted with planning engagements
- Performed audit and review procedures for clients assigned by supervisors
- Interacted with clients in-person and over-the-phone and/or through email
- Assisted with auditing of non-profits, general business, governmental, SEC, and reviews of LLC



THE NAVAJO NATION

Jonathan Nez
PRESIDENT

Myron Lizer
VICE PRESIDENT

UNACCEPTABLE IF ALTERED

CERTIFICATE OF NAVAJO INDIAN BLOOD

PART A (To be used if applicant is enrolled)

FORT DEFIANCE
AGENCY

DECEMBER 17, 2022
DATE

I certify that AMBER ROSE HILLIS PARKER is listed on the Navajo Indian Census Roll, dated
January 01, 1940, Which is an official record of this office as being of Degree Navajo
Indian blood, with Roll Number, , Date of birth

RECORDED: AUGUST 23, 1990.


(FOR PROGRAM MANAGER I
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THE INFORMATION CONTAINED ON THIS DOCUMENT,
HAS BEEN TAKEN FROM THE OFFICIAL TRIBAL ROLL OF THE NAVAJO NATION.

VITAL RECORDS & TRIBAL ENROLLMENT PROGRAM
THE NAVAJO NATION ♦ PO BOX 3240 ♦ WINDOW ROCK, ARIZONA 86515

