

RESOLUTION OF THE
NAABIK'ÍYÁTI' COMMITTEE OF THE
NAVAJO NATION COUNCIL

23RD NAVAJO NATION COUNCIL - FIRST YEAR, 2015

AN ACTION

RELATING TO LAW AND ORDER AND NAABIK'ÍYÁTI'; APPROVING AND
RECOMMENDING TO THE BUDGET AND FINANCE COMMITTEE THE NAVAJO
NATION OFFICE OF ETHICS AND RULES' FISCAL YEAR 2016 BUDGET

BE IT ENACTED:

SECTION ONE: FINDINGS

- A. The Navajo Nation Council gave their Law and Order and Naabik'íyáti' Committees oversight over the Navajo Nation Office of Ethics and Rules. 2 N.N.C. §601(C)(1) and 2 N.N.C. §701(A)(5).
- B. The Navajo Nation Council gave their Law and Order and Naabik'íyáti' Committees power "[t]o review, amend, recommend and submit" the Navajo Nation Office of Ethics and Rules' Fiscal Year 2016 annual budget to the Budget and Finance Committee and the Navajo Nation Council. 2 N.N.C. §601(B)(15), 2 N.N.C. §701(A)(13) and 12 N.N.C. §840(A).
- C. The Navajo Nation Speaker Pro Tem recommended the proposed Navajo Nation Office of Ethics and Rules' Fiscal Year 2016 Budget to the Law and Order and Naabik'íyáti' Committees which is provided on the Fund Type Budget Summary, EXHIBIT A. 12 N.N.C. §830(I).
- D. The Law and Order and Naabik'íyáti' Committees held a budget hearing and took budget testimony regarding the Navajo Nation Office of Ethics and Rules' Fiscal Year 2016 Budget. 12 N.N.C. §840(A).

SECTION TWO: APPROVING AND RECOMMENDING

- A. The Law and Order and Naabik'íyáti' Committees approves the Navajo Nation Office of Ethics and Rules' Fiscal Year 2016 Budget. EXHIBIT A.

- B. The Law and Order and Naabik'íyáti' Committees request the Budget and Finance Committee and the Navajo Nation Council adopt the Navajo Nation Office of Ethics and Rules' Fiscal Year 2016 Budget, as set forth in the General Fund Comparative Summary, EXHIBIT B, and Recommended Changes to the General Fund Budget forms, EXHIBIT C.
- C. The Law and Order Committee authorize the Committee Chairman or Vice-Chairman to meet and negotiation with the Budget and Finance Committee on these recommendations.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 23rd Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 13 in favor and 0 opposed, this 27th day of August, 2015.



LoRenzo C. Bates, Chairperson
Naabik'íyáti' Committee

Motion : Honorable Alton Joe Shepherd
Second : Honorable Davis Filfred

The Navajo Nation Fund Type Budget Summary

EXHIBIT A

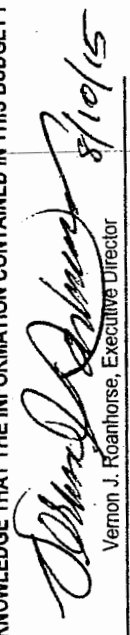
PART I. Business Unit No.: 1070020		Program Title: Ethics and Rules Office		Division/Branch: Legislative	
Prepared By: Josephine Yazzie		Phone No.: (928) 871-6369		Email Address: josephineyazzie@navajo-nsn.gov	

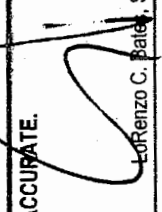
PART II. FUNDING SOURCE(S)		Fiscal Year Term	Amount	% of Total	PART III. BUDGET SUMMARY			
					Fund Type Code	NNC Approved Original Budget	Proposed Budget	Difference (Column B - A)
GENERAL FUNDS		10/1/15-9/30/16	461,907.00	92%				
IDC		10/1/15-9/30/16	41,309.00	8%				
RECEIVED AUG 10 OFFICE OF MANAGEMENT & BUDGET NAVAJO NATION					2001 Personnel Expenses	411,799	419,110	7,311
					3000 Travel Expenses	61,993	30,752	(31,241)
					3500 Meeting Expenses			0
					4000 Supplies	9,813	9,800	(13)
					5000 Lease and Rental	2,016	2,016	0
					5500 Communications and Utilities	3,000	1,500	(1,500)
					6000 Repairs and Maintenance	4,390	3,390	(1,000)
					6500 Contractual Services	86,000	22,000	(64,000)
					7000 Special Transactions	20,631	14,648	(5,983)
					8000 Public Assistance			0
			9000 Capital Outlay			0		
			9500 Matching Funds			0		
			9500 Indirect Cost			0		
					TOTAL	\$599,642.00	503,216.00	(96,426)

PART IV. POSITIONS AND VEHICLES		(D)	(E)
Total # of Positions Budgeted:		7	7
Total # of Permanently Assigned Vehicles:		2	2

TOTAL:	\$503,216.00	100%
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PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.


 Vernon J. Roanhorse, Executive Director


 Lorenzo C. Bates, Speaker

SUBMITTED BY: Program Manager's Printed Name and Signature / Date

APPROVED BY: Division Director/Branch Chief's Printed Name and Signature / Date

same
8/11/15

PART I. PROGRAM INFORMATION:		Business Unit No.: 101020		Program Name/Title: Ethics and Rules Office																									
PART II. PLAN OF OPERATION REFERENCE/LEGISLATED PROGRAM PURPOSE: LOCJA-02-13 Monitor and enforce compliance with the Navajo Nation Ethics in Government Law and other applicable laws of the Navajo Nation.																													
PART III. PROGRAM PERFORMANCE CRITERIA:																													
1. Program Performance Area: Receive/Review Intake Request, and Referrals.		Goal Statement: Review (20) New Intake requests per quarter.		<table border="1"> <tr> <th colspan="2">1st QTR</th> <th colspan="2">2nd QTR</th> <th colspan="2">3rd QTR</th> <th colspan="2">4th QTR</th> </tr> <tr> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> <td>Goal</td> <td>Actual</td> </tr> <tr> <td>20</td> <td></td> <td>20</td> <td></td> <td>20</td> <td></td> <td>20</td> <td></td> </tr> </table>		1st QTR		2nd QTR		3rd QTR		4th QTR		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	20		20		20		20	
1st QTR		2nd QTR		3rd QTR		4th QTR																							
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual																						
20		20		20		20																							
2. Program Performance Area: Investigate Ethics Cases & Prepare for Admin. Hrgs, OTSC, Garnishment Case.		Goal Statement: File (5) Ethics Cases for Admin. Hearings & Request for Sanctions per quarter.		<table border="1"> <tr> <td>5</td> <td></td> <td>5</td> <td></td> <td>5</td> <td></td> <td>5</td> <td></td> </tr> </table>		5		5		5		5																	
5		5		5		5																							
3. Program Performance Area: Present NEGL Orientations/Trainings/Public Information Booths for elected officials/employees.		Goal Statement: Provide (8) Orientations/Trainings to NN Elected Officials, Employees & Departments per quarter.		<table border="1"> <tr> <td>8</td> <td></td> <td>8</td> <td></td> <td>8</td> <td></td> <td>8</td> <td></td> </tr> </table>		8		8		8		8																	
8		8		8		8																							
4. Program Performance Area: Consult w/other Tribal Prog./Dept on Policy Development/Investigate Utilizing NEGL.		Goal Statement: Conduct (10) Consultations with Tribal Programs and other Agencies per quarter.		<table border="1"> <tr> <td>10</td> <td></td> <td>10</td> <td></td> <td>10</td> <td></td> <td>10</td> <td></td> </tr> </table>		10		10		10		10																	
10		10		10		10																							
5. Program Performance Area: ERO Staff process and Complete/Close Cases.		Goal Statement: Close and Process (20) Cases per quarter.		<table border="1"> <tr> <td>20</td> <td></td> <td>20</td> <td></td> <td>20</td> <td></td> <td>20</td> <td></td> </tr> </table>		20		20		20		20																	
20		20		20		20																							
PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.																													
Vernon J. Roanhorse, Executive Director		8/10/15		LoRenzo C. Bates, Speaker, Navajo Nation Council																									
Program Manager's Printed Name and Signature/Date				Division Director/Branch Chief's Printed Name and Signature / Date																									

FY 2016

The Navajo Nation

Listing of Positions and Assignments by Business Unit

DPM VERIFICATION DATE

SUB ACCT	POS NO	JOB TYPE	POSITION TITLE	EMP ID	WKSITE CODE	FY 2015 ACTUAL		FY 2016 PROPOSED		BUDGET
						G/S	SALARY	HOURS	BUDGET PERIOD	
101020			ETHICS & RULES OFFICE							
1101	202041	0302	EXECUTIVE DIR	15796	WIN	AB71A	73,507.20	2,080	10/01/2015 09/30/2016	73,507.00
1103	202043	1015	LEGISLATIVE ASSISTANT	12972	WIN	AB60J	37,315.20	2,080	10/01/2015 09/30/2016	37,315.00
1105	201816	1365	SR OFFICE SPEC	12129	WIN	AB60E	32,198.40	2,080	10/01/2015 09/30/2016	32,198.00
1106	150123	2159	ETHICS INVESTIGATOR	13911	WIN	AB60L	39,582.40	2,080	10/01/2015 09/30/2016	39,582.00
1107	156182	2159	ETHICS INVESTIGATOR	15715	WIN	AB60L	39,582.40	2,080	10/01/2015 09/30/2016	39,582.00
1108	241383	2160	ETHICS PRESENTING OFCR	10917	WIN	AB63A	37,065.60	2,080	10/01/2015 09/30/2016	37,066.00
1109	242931	2159	ETHICS INVESTIGATOR	315036	WIN	AB60A	28,600.00	2,080	10/01/2015 09/30/2016	28,600.00
2110 SUBTOTAL:										287,850.00
BUSINESS UNIT TOTAL:										287,850.00

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

FY 2006

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PART I. PROGRAM INFORMATION: Program Name/Title: _____ Ethics and Rules Office Business Unit No.: 101020			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
2001 PERSONNEL EXPENSES			419,110
2110	Employee salary and fringe benefits. Seven (7) REGULAR FULL TIME	287,850	
2900	FRINGE BENEFITS Seven (7) Permanent: \$287,850.00 x 45.60% = 131,260	131,260	
TOTAL		419,110	419,110

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

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PART I. PROGRAM INFORMATION: Program Name/Title: _____ Business Unit No.: 101020			
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LSI 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	3000 TRAVEL EXPENSES Meal and lodging expenses directly related to program business. Other miscellaneous travel expenses. Transportation to and from authorized training, seminars, conferences and other program related functions.		30,752
3110	FLEET 3111 Monthly/Perm Full Size Sedan @ \$432.00 mo. x 12 mos. = \$5,184.00 3113 Mileage 1,200 miles x \$0.22 x 12 mos. = \$3,168.00 3112 Daily/Temp: \$32.00 x 5 days = \$160.00 Mileage: 1,000 x \$0.22 = \$220.00	20,752	
3230	PERSONAL TRAVEL Travel expenses are for the Ethics and Rules Office Staff for on/off reservation. 3240 Per Diem Meals - \$3,333 3250 Lodging - \$3,333 3260 POV Mileage - \$3,334	10,000	
TOTAL		30,752	30,752

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

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PART I. PROGRAM INFORMATION:		Ethics and Rules Office		Business Unit No.: 101020	
Program Name/Title:					
PART II. DETAILED BUDGET:					
(A)	(B)	(C)	(D)		
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code		
	4000 SUPPLIES Stationary, envelopes, binders, folders, labels, pens and pencils, staplers/staples. Non capital items that have a value of less than \$5,000 and other supplies that are necessary for the day to day operation of the program.		9,800		
4120	OFFICE SUPPLIES 4130 General Office Supplies - \$2,393	2,393			
4410	OPERATING SUPPLIES 4420 General Operating Supplies - \$1,854 4450 Postage, Courier, Shipping - \$1,851 4530 Printing/Binding/Photocopying - \$1,851 4540 Books, Periodicals, Subscription - \$1,851	7,407			
	5000 LEASE & RENTAL EQUIPMENT/SUPPLIES 5370 Equipment Rental BIZHUB 364e Rental Fee: \$160.00 x 12 mos. = \$1,920.00 \$1,920.00 x 5.0%(Tax) = \$96.00	2,016	2,016		
	5500 COMMUNICATION & UTILITIES Basic Telephone services and line charges. Install telephone hardware. Installation & service charges for DSL line. Internet services/connectivity.		1,500		
5520	TELEPHONE 5530-Basic Services; 5550-Optional Charges; and 5560-Hardware/Install - \$1,500	1,500			
TOTAL		13,316	13,316		

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

Page 1 of 8

PART I. PROGRAM INFORMATION:

Program Name/Title: _____

Ethnic and Rules Office

Business Unit No.: _____

101020

PART II. DETAILED BUDGET:

(A) Object Code (LSD 6)	(B) Object Code Description and Justification	(C) Total by DETAILED Object Code	(D) Total by MAJOR Object Code
6110	6000 REPAIR & MAINTENANCE Annual repair & maintenance fees for furniture, equipment and computer upgrade hardware.		3,390
6130	SUPPLIES 6120 Furniture & Equipment R & M Supplies - \$1,000	1,000	
6300	SERVICES 6140 Furniture & Equipment R & M Services. BIZHUB 364e Maintenance Fee: \$150.00 x 12 mos. = \$1,800.00 \$1,800.00 x 5.0%(Tax) = \$90.00	1,890	
6300	TECHNOLOGY 6310 Computer Hardware R & M - \$500	500	
6520	6500 CONTRACTUAL SERVICES CONSULTING 6530 Consulting Fees: \$11,000 6540 Consulting Expenses: \$11,000	22,000	22,000
TOTAL		25,390	25,390

THE NAVAJO NATION DETAILED LINE ITEM BUDGET AND JUSTIFICATION

Page 3 of 8

PART I. PROGRAM INFORMATION:		Business Unit No.: 101020	
Program Name/Title:		Ethics and Rules Office	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification	Total by DETAILED Object Code	Total by MAJOR Object Code
	7000 SPECIAL TRANSACTIONS		14,648
	Promote and advertise program's initiative. Gifts and awards to be presented to employees. Catering and refreshments for department special events. Print advertising and employee training fees.		
7110	PROGRAMS	2,500	
	7190 Refreshments. Provide refreshments during meetings, work session, and trainings. \$500.00		
	7200 Jury & Witness Expense. \$2,000.00		
7310	CONTINGENCIES AND LOSSES	2,000	
	7340 Provn For Judgement/Settlements. \$2,000.00		
7510	TRAINING & PROFESSIONAL DUES	4,460	
	7550 Mandatory Professional Dues. (NN Bar Association Fees: 2 Staff x \$130.00 = \$260.00)		
	7520 Training/Registration Fees: 7 Staff x \$600.00 = \$4,200		
7710	INSURANCE PREMIUMS	5,688	
	7766 Property Premium Deductible: \$1,500.00		
	7720 Property Insurance Premiums: \$25,685.00(TIV) ÷ \$1,000 = \$25.69 x \$1.08 = \$27.75		
	7740 Vehicle-Auto Liability: 2 VEH. @ \$106.12 per year = \$212.24		
	7750 Vehicle-Auto Physical Damage: 2 VEH. @ \$125.96 per year = \$251.92		
	7765 Policy Payment: \$419,110 ÷ \$100 = \$4,191 x \$0.19 = \$796.29		
	7766 Deductible Expense: \$1,000.00		
	7767 Worker's Comp.: 287,850 ÷ 100 = 2,878 x 0.66 = 1,899.81		
TOTAL		14,648	14,648

General Funds Comparative Summary

Division/Office:	Legislative Branch	Division:	Branch Chief's Proposed FY2016 General Fund Budget	Oversight Committee's Recommended FY2016 General Fund Budget	Plus or minus \$ Difference (Column D minus C)
Business Unit Number	Program Title				
101020	Ethics & Rules Office		461,907	461,907	0
	Total:		461,907	461,907	0

Branch:

Legislative

Division: Ethics & Rules Office

[illegible]

The Navajo Nation Recommended Unmet Needs Budgets

The Navajo Nation

Branch:

Legislative

Division: Ethics and Rules Office

(A) Business Unit Number	(B) Program Title	(C) Amount of Unmet Need	(D) Explanation of Recommended UNMET NEEDS to the Fiscal Year 2016 General Fund Budget
101020	Ethics and Rules Office	62,000	Increase in cost for services for Teris document litigation
			Increased costs for travel for investigations; OHA holds
			hearings at major agency headquarters or close to Resp.
			instead of WR AZ; Costs of communication equipment
			for NN (cell/Wi Fi) use instead of personal cell phones
			additional costs needed for litigation fees-witness, filing
			reclassification of position to be suit ERO for needed
			positions therefore these are the recommended changes
	TOTAL:	62,000	