

**LEGISLATIVE SUMMARY SHEET**

Tracking No. 0338-18

**DATE:** October 9, 2018

AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES  
COMMITTEE; APPROVING THE NAVAJO NATION DIVISION OF SOCIAL  
SERVICES AND THE DEPARTMENT FOR SELF-RELIANCE RESPECTIVE PLANS  
OF OPERATION AS AMENDED

**PURPOSE:** The purpose of this legislation is to approve the Plans of Operation for the Division  
of Social Services and the Department of Self-Reliance as amended.

**This written summary does not address recommended amendments as may be provided by  
the standing committees. The Office of Legislative Counsel requests each Council Delegate  
review the proposed resolution in detail.**

5-DAY BILL HOLD PERIOD: None  
Website Posting Time/Date: 12:21pm 10/11/18  
Posting End Date: 10/16/2018  
Eligible for Action: 10/17/2018

PROPOSED NAVAJO NATION COMMITTEE RESOLUTION

23rd NAVAJO NATION COUNCIL – Fourth Year, 2018

INTRODUCED BY

\_\_\_\_\_  
(Prime Sponsor)

*James H. Hobbs*

TRACKING NO. 0338-18

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE;  
APPROVING THE NAVAJO NATION DIVISION OF SOCIAL SERVICES AND THE  
DEPARTMENT FOR SELF-RELIANCE RESPECTIVE PLANS OF OPERATION AS  
AMENDED

**BE IT ENACTED:**

**SECTION ONE. AUTHORITY**

A. The Health, Education and Human Services Committee of the Navajo Nation Council has legislative oversight with respect to the Division of Social Services and the Department for Self-Reliance and their respective Plans of Operation. 2 N.N.C. §§ 401 (C) (1).

**SECTION TWO. FINDINGS**

- A. The Navajo Nation Division of Social Services has submitted it's amended Plan of Operation and that of the Department for Self-Reliance for approval by the Health, Education and Human Services Committee. See Exhibit "A".
- B. The amended Plans of Operation have been reviewed by the Navajo Nation Department of Justice and found legally sufficient. See Exhibit "B"

1 C. The Navajo Nation finds it in the best interest of the Navajo People to approve the  
2 amended changes to the Division of Social Services and the Department for Self-  
3 Reliance respective Plans of Operation as found at Exhibit "A".  
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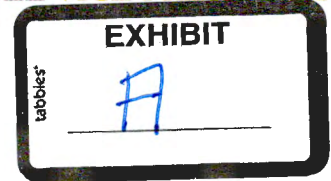
5 **SECTION THREE. APPROVAL**

6 The Health, Education and Human Services Committee hereby approves the Division  
7 of Social Services and the Department for Self-Reliance respective Plans of Operation  
8 as found at Exhibit "A".  
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**THE NAVAJO NATION**

**RUSSELL BEGAYE PRESIDENT**  
**JONATHAN NEZ VICE PRESIDENT**



**MEMORANDUM**

**TO:** All Reviewers

**THRU:**

*Terrence Massey* 9/13/18  
Terrence Massey, Esq., Executive Director  
Navajo Division of Social Services

**FROM:**

*Laura M. Mike*  
Laura M. Mike, Program Manager I  
Navajo Division of Social Services

**DATE:** September 11, 2018

**SUBJECT:** Proposed Plan of Operation – Navajo Division of Social Services

Attached is the proposed Plan of Operations for the Navajo Division of Social Services (NDSS) – Executive Administration and the Department for Self Reliance (DSR).

The NDSS Plan of Operation was deemed legally sufficient, however, there was a correction to the effective date. As a result, the draft Plan of Operation is resubmitted and includes the draft Plan of Operation for the DSR.

Please direct any questions regarding the proposed changes to my attention at (928) 871-6821 or by email at [lauramike@navajo-nsn.gov](mailto:lauramike@navajo-nsn.gov). Thank you in advance for your expeditious review and feedback.

xc: file



## THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT

### MEMORANDUM

TO : ALL CONCERNED

FROM :   
Terrelene G. Massey, Esq., Executive Director  
DIVISION OF SOCIAL SERVICES

DATE : August 10, 2018

SUBJECT : DELEGATION OF AUTHORITY

The following order of delegation shall become effective in my absence:

1. Virgil Pablo, Senior Program & Project Specialist, Contract Compliance Section
2. Laura Mike, Program Manager, Division of Social Services

The persons delegated will be responsible to act prudently, review and/or sign off on all routine correspondences including Budget Revision Requests, Budget Modifications and Personnel Action Forms on behalf of the Executive Director. OHA issues shall be reviewed and approved by the Executive Director only.

In the event that the above delegate is on leave or travel, the following order of delegation will become effective:

3. Francine Roanhorse, Administrative Service Officer, Executive Administration Section

The delegation for the ASO is limited to emergency leave requests and routine office activities; except PAF's and HR matters.


This standing delegation supersedes any previous delegation of authority and can be superseded by a specific written delegation. In the event of uncertainty or if further clarification is needed in signing any documents or regarding other issues, decision will be made until I return or contact me for consultation.

All documents that require the Executive Director's signature are to be routed to NDSS Executive Administration for records purposes. All staff are expected to cooperate and follow the order of this delegation. Your cooperation and assistance is appreciated.

### ACKNOWLEDGED:



Virgil Pablo, Senior Program & Project Specialist  
Contract Compliance Section  
DIVISION OF SOCIAL SERVICES



Laura Mike, Program Manager  
DIVISION OF SOCIAL SERVICES



Francine Roanhorse, Administrative Service Officer  
DIVISION OF SOCIAL SERVICES

XC: Robert Joe, Chief of Staff, Office of the President & Vice President

DIVISION OF SOCIAL SERVICES • Post Office Box 4590 • Window Rock, Arizona 86515  
928.871.6851 • Fax: 928.871.7372 • www.ndss.navajo-nm.gov

**NAVAJO NATION DIVISION OF SOCIAL SERVICES  
DEPARTMENT FOR SELF-RELIANCE  
PLAN OF OPERATION**

**I. ESTABLISHMENT**

There is hereby established the Department for Self Reliance (DSR) within the Division of Social Services of the Navajo Nation Government Executive Branch.

**II. PURPOSE**

- A. The DSR utilizes the Navajo concept and teachings of T'aa hwo ajit'eego to provide assistance and services to empower eligible individuals and families ~~eligible for Tribal TANF~~ to take responsibility for their lives through the development and implementation of a plan which moves them and their family members toward self-reliance
- B. The DSR is committed to providing services, with integrity and in an ethical manner, to empower individuals and families by promoting T'aa hwo ajit'eego, through appropriate support, opportunities and education. The DSR has adopted these teachings as a foundation and a model for Customers to follow on their path to becoming self-reliant.

**III. STAFFING AND ORGANIZATION**

**A. STAFFING**

- 1. The DSR shall be directed and supervised under the guidance of the Department Manager III, who shall be selected in accordance with the Navajo Nation Department of Personnel Management Policies, including Navajo Preference.
- 2. The Department Manager III shall be under the general direction and supervision of the Executive Director, Navajo Division of Social Services.
- 3. The Department Manager III shall be authorized to recommend additional professional, technical, and clerical positions as needed to carry out the organizational purpose(s) as stated herein. Positions shall be acquired in accordance with the Navajo Nation Personnel Policies Manual within applicable budget rules established for conducting the annual Navajo Nation budget process.
- 4. All personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.

**B. ORGANIZATION**

The DSR Organizational Chart is displayed as Figure 1.



#### IV. RESPONSIBILITY AND AUTHORITY

- A. To assure that the federal legislative intent of Public Law 104-193, Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, a.k.a. *Welfare Reform Act*, is met by developing, implementing and monitoring assistance, services and activities in accordance with the Navajo Nation's three-year Tribal Family Assistance Plan (TFAP).
- B. To promote personal responsibility and self-reliance through the Navajo traditional teachings of T'aa hwo ajit'eego.
- C. To provide assistance, services, and activities that empower Customers and families to develop self-efficacy and progress toward ~~self-reliance~~ Hozho K'eh Iina.
- D. To reduce future dependency of adults and youth on governmental assistance by promoting education, employment, safe and stable families, and healthy lifestyles.
- E. To advocate on behalf of Customers and families so they have accessibility to opportunities and resources necessary to become self-reliant.
- F. To develop, negotiate and implement agreements and contracts with federal, state, tribal, and other entities to expand services and increase opportunities for Customers and their families to progress toward self-reliance.
- G. To uphold the integrity of human services provided by the DSR by developing, implementing and, as necessary, updating program goals and objectives, operational program policies, and procedures, and standards; and ~~to-assuring~~ compliance with the legislative intent of PRWORA and federal fiscal and programmatic regulations and circulars.
- H. To monitor and evaluate program operations, services, resources (staff, property, etc.), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- I. To establish, maintain, and improve necessary infrastructure, including information technology, to ensure continuity of services, assistance, and activities provided to Customers and families.
- J. To promote and support the personal and professional growth of DSR program-staff, through educational, training and advancement opportunities, so the services provided to Customers continually improves and expands.
- ~~K. To assure due process is provided to DSR Customers who want to dispute a decision made regarding their application or case. Initial consideration shall be provided at the local office level and the Navajo Nation Office of Hearings and Appeals will consider Formal Hearing requests.~~

#### V. LEGISLATIVE OVERSIGHT

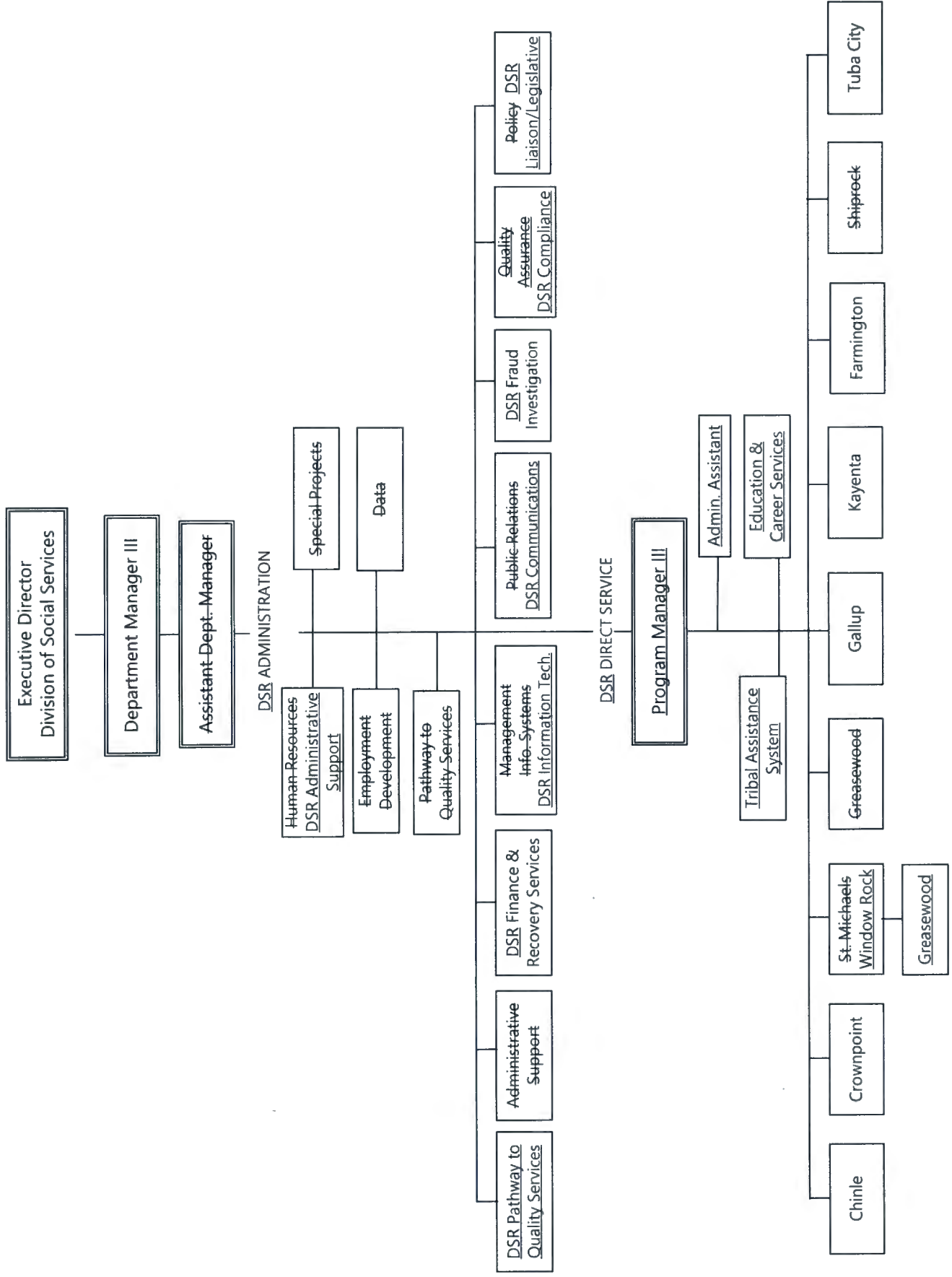
The Health, Education and Human Services Committee of the Navajo Nation Council shall serve as the legislative oversight committee for the DSR within Navajo Division of Social Services.

#### VI. AMENDMENTS

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council.

# Navajo Nation Division of Social Services

## DEPARTMENT FOR SELF RELIANCE





**NAVAJO NATION DIVISION OF SOCIAL SERVICES  
DEPARTMENT FOR SELF-RELIANCE  
PLAN OF OPERATION**

**I. ESTABLISHMENT**

There is hereby established the Department for Self Reliance (DSR) within the Division of Social Services of the Navajo Nation Government Executive Branch.

**II. PURPOSE**

- A. The DSR utilizes the Navajo concept and teachings of T'aa hwo ajit'eego to provide assistance and services to empower eligible individuals and families to take responsibility for their lives through the development and implementation of a plan which moves them and their family members toward self-reliance
- B. The DSR is committed to providing services, with integrity and in an ethical manner, to empower individuals and families by promoting T'aa hwo ajit'eego, through appropriate support, opportunities and education. The DSR has adopted these teachings as a foundation and a model for Customers to follow on their path to becoming self-reliant.

**III. STAFFING AND ORGANIZATION**

**A. STAFFING**

- 1. The DSR shall be directed and supervised under the guidance of the Department Manager III, who shall be selected in accordance with the Navajo Nation Department of Personnel Management Policies, including Navajo Preference.
- 2. The Department Manager III shall be under the general direction and supervision of the Executive Director, Navajo Division of Social Services.
- 3. The Department Manager III shall be authorized to recommend additional professional, technical, and clerical positions as needed to carry out the organizational purpose(s) as stated herein. Positions shall be acquired in accordance with the Navajo Nation Personnel Policies Manual within applicable budget rules established for conducting the annual Navajo Nation budget process.
- 4. All personnel shall be employed and compensated in accordance with applicable Navajo Nation Personnel Policies Manual.

**B. ORGANIZATION**

The DSR Organizational Chart is displayed as Figure 1.

#### **IV. RESPONSIBILITY AND AUTHORITY**

- A. To assure that the federal legislative intent of Public Law 104-193, Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, a.k.a. *Welfare Reform Act*, is met by developing, implementing and monitoring assistance, services and activities in accordance with the Navajo Nation's three-year Tribal Family Assistance Plan (TFAP).
- B. To promote personal responsibility and self-reliance through the Navajo traditional teachings of T'aa hwo ajit'eego.
- C. To provide assistance, services, and activities that empower Customers and families to develop self-efficacy and progress toward Hozho K'eh Iina.
- D. To reduce future dependency of adults and youth on governmental assistance by promoting education, employment, safe and stable families, and healthy lifestyles.
- E. To advocate on behalf of Customers and families so they have accessibility to opportunities and resources necessary to become self-reliant.
- F. To develop, negotiate and implement agreements and contracts with federal, state, tribal, and other entities to expand services and increase opportunities for Customers and their families to progress toward self-reliance.
- G. To uphold the integrity of human services provided by the DSR by developing, implementing and, as necessary, updating program goals and objectives, program policies, procedures, and standards; and assuring compliance with the legislative intent of PRWORA and federal fiscal and programmatic regulations and circulars.
- H. To monitor and evaluate program operations, services, resources (staff, property, etc.), and expenditures to assure and improve the effectiveness and efficiency of service delivery.
- I. To establish, maintain, and improve necessary infrastructure, including information technology, to ensure continuity of services, assistance, and activities provided to Customers and families.
- J. To promote and support the personal and professional growth of DSR staff, through educational, training and advancement opportunities, so the services provided to Customers continually improves and expands.

#### **V. LEGISLATIVE OVERSIGHT**

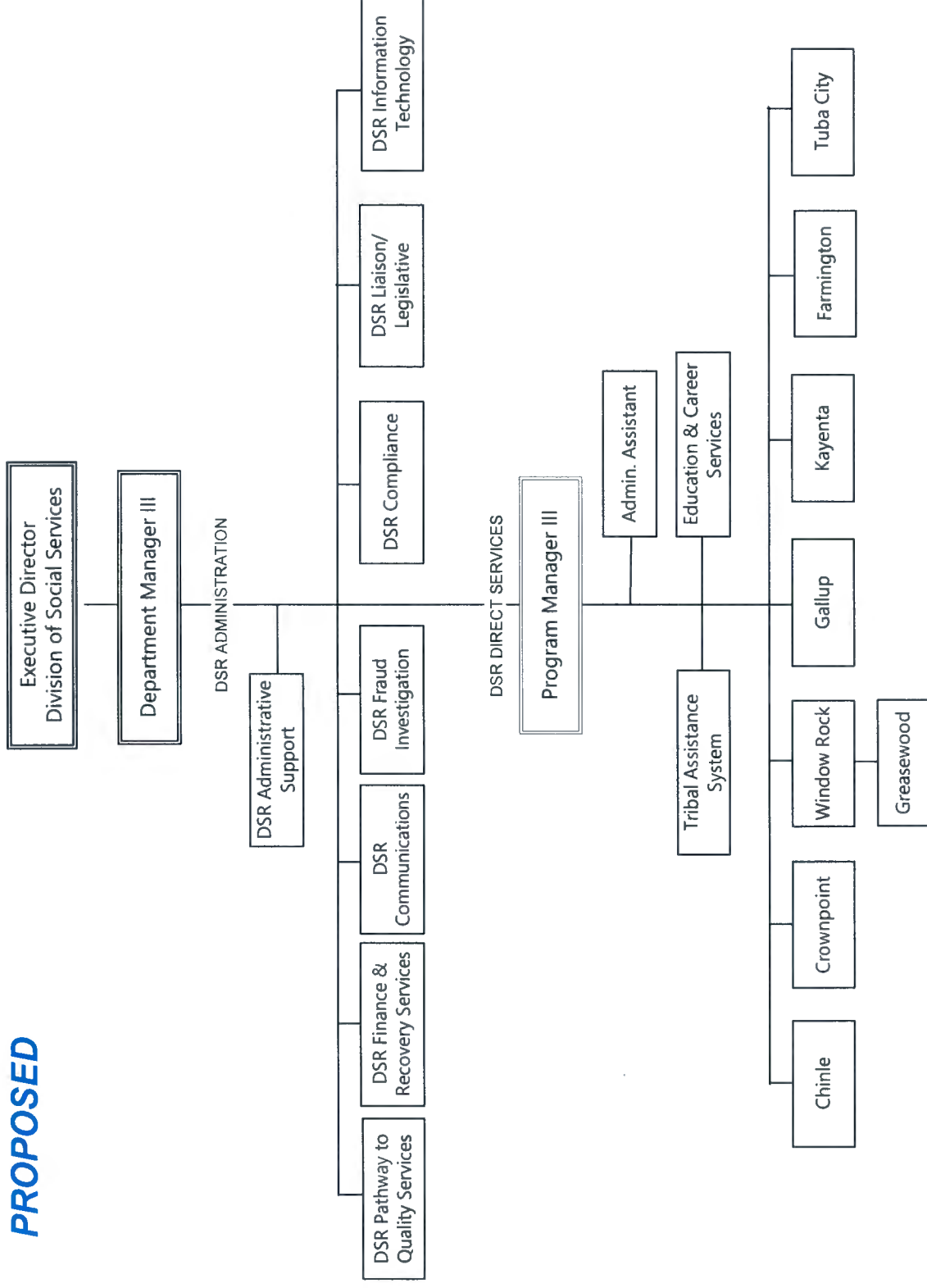
The Health, Education and Human Services Committee of the Navajo Nation Council shall serve as the legislative oversight committee for the DSR within Navajo Division of Social Services.

#### **VI. AMENDMENTS**

This Plan of Operation may be amended from time to time as deemed necessary by the Health, Education and Human Services Committee of the Navajo Nation Council.

Navajo Nation Division of Social Services  
DEPARTMENT FOR SELF RELIANCE

**PROPOSED**



**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Executive Administration**  
**Plan of Operation**  
**Effective October 1, 2018<sup>9</sup>**

**I. ESTABLISHMENT**

There is hereby established the Executive Administration within the Navajo Division of Social Services (NDSS) of the Navajo Nation Government Executive Branch.

**II. PURPOSE**

- A. The purpose of the Executive Administration is to implement the Navajo Nation's policies to ensure essential social services are available to needy families and individuals living on or near the Navajo Nation, where mandated by applicable laws, statutes and regulations.
- B. The Executive Director, through the Executive Administration, shall ensure human services are provided and are consistent with professional social work ethics and values in accordance with Navajo cultural values and traditions.
- C. The Executive Director shall also ensure the services provided will help to reduce and alleviate hardship among Navajo families, and have the ultimate purpose of contributing to Navajo self-sufficiency.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

- 1. The Executive Director, pursuant to 2N.N.C§1653, of the NDSS shall be appointed by the President of the Navajo Nation and recommended by the Health, Education and Human Services Committee of the Navajo Nation Council (N.N.C.) as required by 2 N.N.C. section 1005(C) (3), with confirmation by the Navajo Nation Council as required by 2 N.N.C. section 102(F).
- 2. The Executive Director of the NDSS shall be under the general direction and guidance of the President of the Navajo Nation.
- 3. The Executive Director of the NDSS shall be authorized to recommend and create professional, technical and clerical positions as needed to carry out the organizational purpose(s), consistent with the Navajo Nation Personnel Policies Manual, applicable budget rules and applicable grants and contract requirements.
- 4. All personnel shall be employed and compensated pursuant to the Navajo Nation Personnel Policies Manual.

**B. Organization**

- 1. The Organizational Chart of the NDSS is attached as Figure 1.

2. The Executive Director of the NDSS shall oversee the following NDSS Executive Staff, Sections and Programs:

**a) Program Manager I**, who has oversight of the following Sections:

i. Special Projects Section (SPS) shall provide professional support and advocacy to Constituents to address complaints, concerns or questions, and refer Constituents to the appropriate resources to ensure necessary and appropriate services are delivered promptly. Professional and technical support will also be provided to the Executive Administrative Support Sections and NDSS Programs in researching program resources and opportunities, identifying program needs to streamline services, offer recommendations and solutions to improve operations and service delivery, develop policies, facilitate training session and work sessions on subjects relevant to program services, represent NDSS on interdepartmental projects, collaborative studies, meetings, conferences, and other, designated assignments, and provide program information and updates as necessary, and coordinate activities and services across multi-disciplinary program functions. ~~This section will comprise of two Programs and Projects Specialists.~~

ii. Office Support Section (OSS) shall provide professional and administrative support to NDSS Sections, Departments and Programs. ~~This section includes a Senior Office Specialist and an Office Assistant.~~

~~**b) Executive Support Section (ESS)** shall provide professional and technical support to the Departments/Programs on interpretation of federal and state grant requirements, compliance with Navajo Nation personnel policies, and act as a liaison between external entities and the NDSS. ~~This Section includes one Administrative Assistant and four sections — Human Resources, Contract Compliance, Financial Management Services, and the Information Technology Section.~~~~

~~**e)b) Human Resources Section (HRS)** shall provide professional and technical support to NDSS Sections, Departments and Programs in all aspects of personnel management and ensure compliance with the Navajo Nation Personnel Policies Manual. ~~The Administrative Services Officer shall oversee all functions of the HRS.~~~~

~~**d)c) Contract Compliance Section (CCS)** shall review contracts and grants for all NDSS Departments and Programs to strengthen contract and grant performance through compliance that entails monitoring and evaluation of administrative and direct services activities. ~~This section consists of a Senior Programs and Projects Specialist, a Contract Analyst, an Associate Contract Analyst, and an Office Specialist.~~~~

~~**e)d) Financial Management Section (FMS)** shall provide technical support and oversee all accounting and financial management, administration, interpretation, and compliance of all fiscal and budgetary~~



matters under the NDSS in accordance with acceptable accounting standards and applicable Navajo and federal laws, rules and procedures. ~~This section includes a Principal Accountant and one Accountant.~~

**f)e) Management Information Systems Section (MIS)** shall provide NDSS Sections, Departments and Programs with technological solutions to efficiently manage the communications and information infrastructure, ensure compliance with all Navajo Nation information technology policies, procedures, permissions, and protocols, provide data communication, transmission of data and provide technical assistance. MIS will promote the effective use of devices to access, convert, store, protect, process, transmit, and securely retrieve data information. ~~This section will comprise of a Computer Operations Manager, Principal Systems Technician, and one Programmer.~~

**g)f) Department for Self-Reliance(DSR)** uses the Navajo concept and teachings of T'aa hwo ajit'eego to provide assistance and services to empower individuals and families eligible for Tribal Temporary Assistance for Needy Families (TANF) to take responsibility for their lives through development and implementation of a plan that moves them and their family members toward self-reliance. The DSR is committed to providing services with integrity and ethics to empower individuals and families by promoting T'aa hwo ajit'eego through appropriate support, opportunities and education. The DSR adopted these teachings as a foundation and a model for Customers to follow on their path to self-reliance.

**h)g) Navajo Children and Family Services (NCFS)** aims to prevent the breakup of Navajo families, to protect the best interests of Navajo children and to promote stability within Navajo families. NCFS, in compliance with the Indian Child Welfare Act (ICWA), Public Law 95-608 and 25 U.S.C. § 1901 – 1963, provides services to preserve and reunite Navajo families with their children who are subject to removal from their parents for placement in foster care or adoptive homes. For families living off the reservation, NCFS promotes and preserves the permanent placement of Native American children in Native American homes.

**i)h) Developmental Disabilities Program (DDP)** implements and administers a comprehensive case management system to ensure the delivery of necessary medical-related services to Medicaid-eligible members, including those who live with physical and developmental disabilities.

**j)i) Department of Family Services (DFS)** provides specialized services to children, adults, and elderly who experience abuse, neglect or crises, and helps maintain healthy and stable families by providing quality, holistic and culturally competent community-based social services and financial assistance in meeting short-term basic needs, including immediate

emergency and home energy needs.

**k)j)** Child Care Development Fund Program (CCDF) increases the availability, affordability and quality of childcare services for income-eligible parents who are working, attending job training or participating in an educational program, and whose children may have special needs or are placed in protective custody.

**h)k)** Navajo School Clothing Program (NSCP) assists parents of Navajo school children by providing their eligible child(ren) with clothing to encourage school attendance with the ultimate goal of supporting Navajo students attain higher educational levels. NSCP works in conjunction with participating schools and on an emergency basis to provide clothing to eligible children.

**m)l)** Navajo Treatment Center for Children and their Families (NTCCF) provides mental health, outpatient therapeutic services to children who are affected by childhood trauma such as psychological, physical and sexual abuse including neglect and abandonment.

**n)m)** Strengthening Families Program (SFP) provides sensitive and culturally appropriate prevention, education, crisis intervention, supportive, and shelter services for victims of family, criminal, domestic, and dating violence and to adults affected by sexual trauma as a result of sexual assault and/or sex and human trafficking.

#### **IV. RESPONSIBILITY AND AUTHORITY**

The responsibilities and authority of the NDSS Executive Administration are:

- A. To develop, organize, implement, administer, and coordinate various social services programs and projects;
- B. Ensure the various Sections, Departments and Programs are in compliance with established directives, guidelines, policies and legislation of the Navajo Nation, state, and federal governments;
- C. To coordinate Program and Department activities with other tribal, federal and state programs;
- D. To provide consultation and technical assistance to other human services programs;
- E. To monitor and evaluate the Sections, Departments and Programs periodically and to recommend improvements or changes;
- F. To develop and recommend program plans, budgets, policies, and procedures;
- G. To serve as the public relations and information center for the Division;
- H. To assist with the negotiation of all contracts and grants for the Division;
- I. To render administrative decisions on all personnel and client grievances at the Division level;



- J. To coordinate and administer personnel management services;
- K. To ensure the mission, goals, objectives, and philosophy of the Division align and are achieved in accordance to the overall Navajo Nation mission, goals and objectives;
- L. To serve as the representative to Legislative, Executive and Judicial Branches, outside organizations, agencies, and tribal, state and federal governments;
- M. Provide technical assistance to local social services offices, chapter governments, tribal divisions, Navajo Nation Council, and other Navajo tribal entities on administrative matters related to social and human services;
- N. To report to the Health, Education and Human Services Committee of the Navajo Nation Council and to the Office of the President and Vice-President.

**V. LEGISLATIVE OVERSIGHT**

The Health, Education and Human Services Committee of the Navajo Nation Council shall serve as the legislative oversight committee for the Executive Administration, Navajo Division of Social Services (2N.N.C§1655).

**VI. AMENDMENTS**

This Plan of Operation may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council (2N.N.C.§1656).

**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Executive Administration**  
**Plan of Operation**

**I. ESTABLISHMENT**

There is hereby established the Executive Administration within the Navajo Division of Social Services (NDSS) of the Navajo Nation Government Executive Branch.

**II. PURPOSE**

- A. The purpose of the Executive Administration is to implement the Navajo Nation's policies to ensure essential social services are available to needy families and individuals living on or near the Navajo Nation, where mandated by applicable laws, statutes and regulations.
- B. The Executive Director, through the Executive Administration, shall ensure human services are provided and are consistent with professional social work ethics and values in accordance with Navajo cultural values and traditions.
- C. The Executive Director shall also ensure the services provided will help to reduce and alleviate hardship among Navajo families, and have the ultimate purpose of contributing to Navajo self-sufficiency.

**III. STAFFING AND ORGANIZATION**

**A. Staffing**

- 1. The Executive Director, pursuant to 2N.N.C§1653, of the NDSS shall be appointed by the President of the Navajo Nation and recommended by the Health, Education and Human Services Committee of the Navajo Nation Council (N.N.C.) as required by 2 N.N.C. section 1005(C) (3), with confirmation by the Navajo Nation Council as required by 2 N.N.C. section 102(F).
- 2. The Executive Director of the NDSS shall be under the general direction and guidance of the President of the Navajo Nation.
- 3. The Executive Director of the NDSS shall be authorized to recommend and create professional, technical and clerical positions as needed to carry out the organizational purpose(s), consistent with the Navajo Nation Personnel Policies Manual, applicable budget rules and applicable grants and contract requirements.
- 4. All personnel shall be employed and compensated pursuant to the Navajo Nation Personnel Policies Manual.

**B. Organization**

- 1. The Organizational Chart of the NDSS is attached as Figure 1.

2. The Executive Director of the NDSS shall oversee the following NDSS Executive Staff, Sections and Programs:

**a) Program Manager I**, who has oversight of the following Sections:

- i. **Special Projects Section (SPS)** shall provide professional support and advocacy to Constituents to address complaints, concerns or questions, and refer Constituents to the appropriate resources to ensure necessary and appropriate services are delivered promptly. Professional and technical support will also be provided to the Executive Administrative Support Sections and NDSS Programs in researching program resources and opportunities, identifying program needs to streamline services, offer recommendations and solutions to improve operations and service delivery, develop policies, facilitate training session and work sessions on subjects relevant to program services, represent NDSS on interdepartmental projects, collaborative studies, meetings, conferences, and other, designated assignments, and provide program information and updates as necessary, and coordinate activities and services across multi-disciplinary program functions.
  - ii. **Office Support Section (OSS)** shall provide professional and administrative support to NDSS Sections, Departments and Programs.
- b) Executive Support Section (ESS)** shall provide professional and technical support to the Departments/Programs on interpretation of federal and state grant requirements, compliance with Navajo Nation personnel policies, and act as a liaison between external entities and the NDSS.
- c) Human Resources Section (HRS)** shall provide professional and technical support to NDSS Sections, Departments and Programs in all aspects of personnel management and ensure compliance with the Navajo Nation Personnel Policies Manual.
- d) Contract Compliance Section (CCS)** shall review contracts and grants for all NDSS Departments and Programs to strengthen contract and grant performance through compliance that entails monitoring and evaluation of administrative and direct services activities.
- e) Financial Management Section (FMS)** shall provide technical support and oversee all accounting and financial management, administration, interpretation, and compliance of all fiscal and budgetary matters under the NDSS in accordance with acceptable accounting standards and applicable Navajo and federal laws, rules and procedures.
- f) Management Information Systems Section (MIS)** shall provide NDSS Sections, Departments and Programs with technological solutions to efficiently manage the communications and information infrastructure, ensure compliance with all Navajo Nation information technology policies, procedures, permissions, and protocols, provide data communication,

transmission of data and provide technical assistance. MIS will promote the effective use of devices to access, convert, store, protect, process, transmit, and securely retrieve data information.

- g) Department for Self-Reliance(DSR)** uses the Navajo concept and teachings of T'aa hwo ajit'eego to provide assistance and services to empower individuals and families eligible for Tribal Temporary Assistance for Needy Families (TANF) to take responsibility for their lives through development and implementation of a plan that moves them and their family members toward self-reliance. The DSR is committed to providing services with integrity and ethics to empower individuals and families by promoting T'aa hwo ajit'eego through appropriate support, opportunities and education. The DSR adopted these teachings as a foundation and a model for Customers to follow on their path to self-reliance.
- h) Navajo Children and Family Services (NCFS)** aims to prevent the breakup of Navajo families, to protect the best interests of Navajo children and to promote stability within Navajo families. NCFS, in compliance with the Indian Child Welfare Act (ICWA), Public Law 95-608 and 25 U.S.C. § 1901 – 1963, provides services to preserve and reunite Navajo families with their children who are subject to removal from their parents for placement in foster care or adoptive homes. For families living off the reservation, NCFS promotes and preserves the permanent placement of Native American children in Native American homes.
- i) Developmental Disabilities Program (DDP)** implements and administers a comprehensive case management system to ensure the delivery of necessary medical-related services to Medicaid-eligible members, including those who live with physical and developmental disabilities.
- j) Department of Family Services (DFS)** provides specialized services to children, adults, and elderly who experience abuse, neglect or crises, and helps maintain healthy and stable families by providing quality, holistic and culturally competent community-based social services and financial assistance in meeting short-term basic needs, including immediate emergency and home energy needs.
- k) Child Care Development Fund Program (CCDF)** increases the availability, affordability and quality of childcare services for income-eligible parents who are working, attending job training or participating in an educational program, and whose children may have special needs or are placed in protective custody.
- l) Navajo School Clothing Program (NSCP)** assists parents of Navajo school children by providing their eligible child(ren) with clothing to encourage school attendance with the ultimate goal of supporting Navajo students attain higher educational levels. NSCP works in conjunction with

participating schools and on an emergency basis to provide clothing to eligible children.

**m) Navajo Treatment Center for Children and their Families (NTCCF)** provides mental health, outpatient therapeutic services to children who are affected by childhood trauma such as psychological, physical and sexual abuse including neglect and abandonment.

**n) Strengthening Families Program (SFP)** provides sensitive and culturally appropriate prevention, education, crisis intervention, supportive, and shelter services for victims of family, criminal, domestic, and dating violence and to adults affected by sexual trauma as a result of sexual assault and/or sex and human trafficking.

#### **IV. RESPONSIBILITY AND AUTHORITY**

The responsibilities and authority of the NDSS Executive Administration are:

- A. To develop, organize, implement, administer, and coordinate various social services programs and projects;
- B. Ensure the various Sections, Departments and Programs are in compliance with established directives, guidelines, policies and legislation of the Navajo Nation, state, and federal governments;
- C. To coordinate Program and Department activities with other tribal, federal and state programs;
- D. To provide consultation and technical assistance to other human services programs;
- E. To monitor and evaluate the Sections, Departments and Programs periodically and to recommend improvements or changes;
- F. To develop and recommend program plans, budgets, policies, and procedures;
- G. To serve as the public relations and information center for the Division;
- H. To assist with the negotiation of all contracts and grants for the Division;
- I. To render administrative decisions on all personnel and client grievances at the Division level;
- J. To coordinate and administer personnel management services;
- K. To ensure the mission, goals, objectives, and philosophy of the Division align and are achieved in accordance to the overall Navajo Nation mission, goals and objectives;
- L. To serve as the representative to Legislative, Executive and Judicial Branches, outside organizations, agencies, and tribal, state and federal governments;
- M. Provide technical assistance to local social services offices, chapter governments, tribal divisions, Navajo Nation Council, and other Navajo tribal entities on administrative matters related to social and human services;

N. To report to the Health, Education and Human Services Committee of the Navajo Nation Council and to the Office of the President and Vice-President.

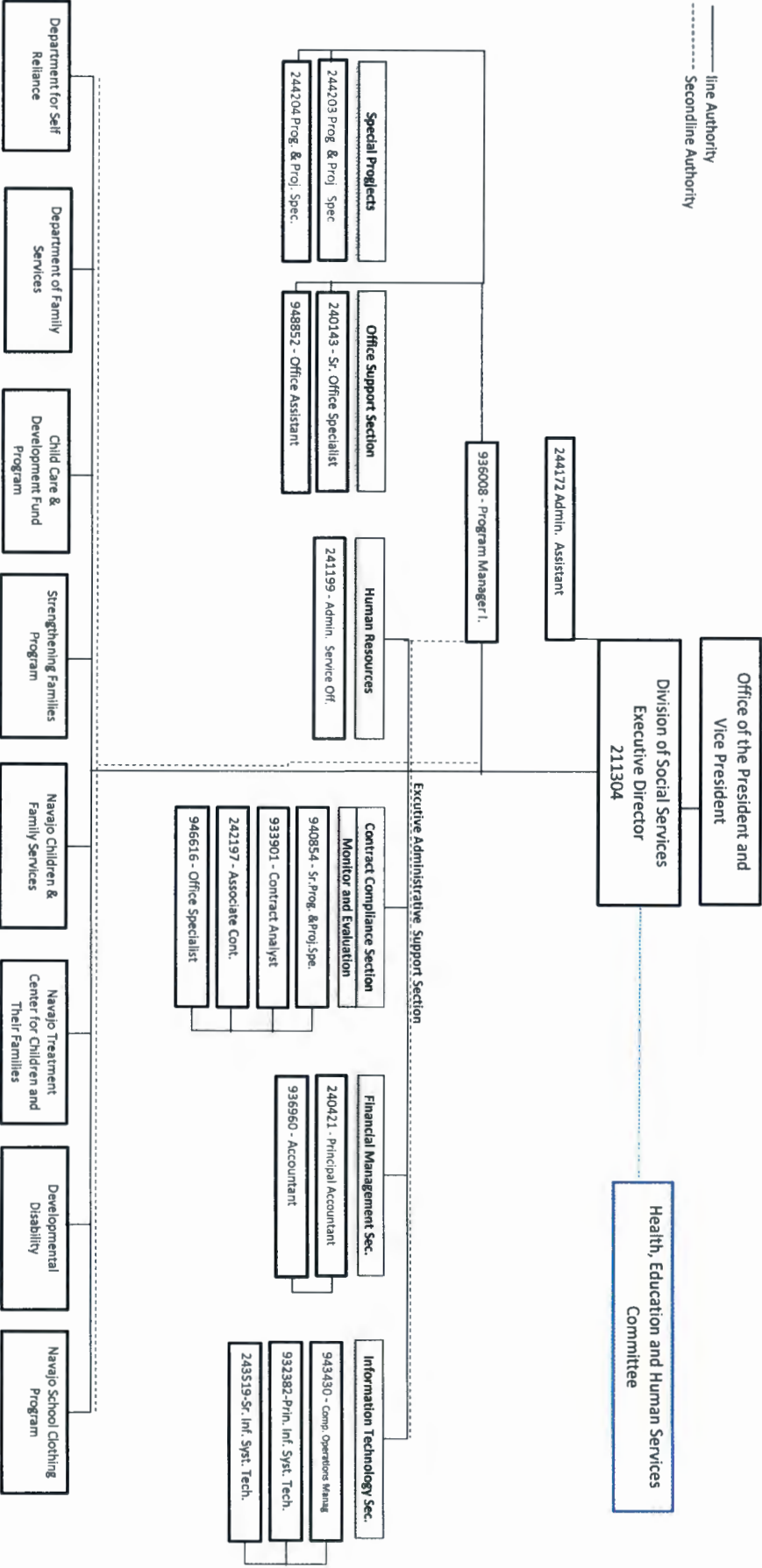
**V. LEGISLATIVE OVERSIGHT**

The Health, Education and Human Services Committee of the Navajo Nation Council shall serve as the legislative oversight committee for the Executive Administration, Navajo Division of Social Services (2N.N.C§1655).

**VI. AMENDMENTS**

This Plan of Operation may be amended from time to time by the Health, Education and Human Services Committee of the Navajo Nation Council (2N.N.C.§1656).

Division of Social Services





**NAVAJO DIVISION OF SOCIAL SERVICES**  
**Executive Administration**  
**Plan of Operation Findings**

- ~~A. The Navajo Division of Social Services was established by the enacted Resolution CS-57-89 to ensure quality, holistic, cultural, and values-based social and human services are provided and delivered to needy families and individuals living on or near the Navajo Nation.~~
- ~~B. The Navajo Division of Social Services was established to implement, enforce, coordinate, and monitor standards, policies, and procedures to ensure services are appropriate and adequate in promoting health, sustainability, and self-sufficiency among families and individuals throughout the Navajo Nation.~~
- ~~C. The Navajo Division of Social Services requests changes to its name and to the current plan of operations as enacted by Resolution GSCJN-17-09 to organize functions and to specify the roles of each Section in the delivery of services. The amendments to the proposed Plan of Operation for the Navajo Division of Social Services are as follows:~~
- ~~1. Establish consistency in referring to the division as Navajo Division of Social Services or by its acronym NDSS.~~
  - ~~2. The NDSS organization chart is attached hereto as Attachment "A".~~
  - ~~3. The Executive Director of the NDSS has direct oversight of the Executive Administrative Support Section and NDSS Programs.~~
  - ~~4. To include the newly created Special Projects, Office Support and Human Resources Sections.~~
  - ~~5. The Program Manager I has direct oversight of the Special Projects and Office Support Sections and will have second-line authority in the absence of the Executive Director.~~
  - ~~6. The Executive Administrative Support Section will provide professional and technical services to all NDSS Sections and Programs, including Human Resources, Contract Compliance, Financial Management, and Information Technology.~~
  - ~~7. The NDSS Programs will continue to provide direct social services to constituents throughout the Navajo Nation and includes the Department for Self-Reliance, Department of Family Services, Childcare and Development Fund Program, Navajo Children and Family Services, Navajo Treatment Center for Children and Their Families, Development Disabilities, Navajo School Clothing, and Strengthening Families.~~



Document No. 010878

Date Issued: 08/07/2018

**EXECUTIVE OFFICIAL REVIEW**

Title of Document: NN DSS & DSR Proposed Plan of Operation Contact Name: MIKE, LAURA M

Program/Division: DIVISION OF SOCIAL SERVICES

Email: lauramike@navajo-nsn.gov Phone Number: 871-6821

☐ **Business Site Lease** Sufficient    Insufficient

- |   |             |                          |                          |
|---|-------------|--------------------------|--------------------------|
| 1. Division: _____  | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: _____  | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review) |             |                          |                          |
| 3. Office of the Attorney General: _____  | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

- |  |             |                          |                          |
|--|-------------|--------------------------|--------------------------|
| 1. Division: _____                       | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

- |   |             |                          |                          |
|---|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: _____        | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: _____  | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Navajo Housing Authority Request for Release of Funds**

- |  |             |                          |                          |
|--|-------------|--------------------------|--------------------------|
| 1. NNEPA: _____                          | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Lease Purchase Agreements**

- |  |             |                          |                          |
|--|-------------|--------------------------|--------------------------|
| 1. Office of the Controller: _____       | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| (recommendation only)                    |             |                          |                          |
| 2. Office of the Attorney General: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Grant Applications**

- |   |             |                          |                          |
|---|-------------|--------------------------|--------------------------|
| 1. Office of Management and Budget: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Controller: _____        | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: _____  | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

- |  |                      |                                     |                          |
|--|----------------------|-------------------------------------|--------------------------|
| 1. Division: _____                       | Date: <u>9/13/18</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Office of the Attorney General: _____ | Date: <u>9/17/18</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☐ **Relinquishment of Navajo Membership**

- |  |             |                          |                          |
|--|-------------|--------------------------|--------------------------|
| 1. Land Department: _____                | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Elections: _____                      | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Office of the Attorney General: _____ | Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

			Sufficient	Insufficient
1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Rights of Way**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Assignment of Mineral Lease**

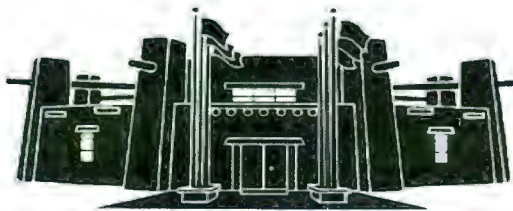
1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>


☐ **OTHER:**

1. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>



**MEMORANDUM**

**TO:** Honorable Norman M. Begay  
Navajo Nation Council

**FROM:**   
Edward A. McCool, Principal Attorney  
Office of Legislative Counsel

**DATE:** October 9, 2018

**SUBJECT: AN ACTION RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING THE NAVAJO NATION DIVISION OF SOCIAL SERVICES AND THE DEPARTMENT FOR SELF-RELIANCE RESPECTIVE PLANS OF OPERATION AS AMENDED**

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge. Please ensure that this particular resolution request is precisely what you want. You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§500, 501. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.

THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0338-18\_\_

SPONSOR: Norman Begay

**TITLE: An Action Relating To Health, Education And Human Services Committee:  
Approving The Navajo Nation Division Of Social Services And The Department For  
Self-Reliance Respective Plans Of Operation As Amended**

**Date posted: October 11, 2018 at 12:21 PM**

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto:comments@navajo-nsn.gov)

Written comments may be mailed to:

Executive Director  
Office of Legislative Services  
P.O. Box 3390  
Window Rock, AZ 86515  
(928) 871-7586

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

**Please note:** This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*



**THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW SUMMARY**

**LEGISLATION NO.: 0338-18**

**SPONSOR: Honorable Norman Begay**

**TITLE: An Action Relating To Health, Education And Human Services Committee:  
Approving The Navajo Nation Division Of Social Services And The Department For Self-  
Reliance Respective Plans Of Operation As Amended**

**Posted: October 11, 2018 at 12:21 PM**

**5 DAY Comment Period Ended: October 16, 2018**

**Digital Comments received:**

<b>Comments Supporting</b>	<i>None</i>
<b>Comments Opposing</b>	<i>None</i>
<b>Inconclusive Comment (1)</b>	<b>1. Roxanne Gorman, Department Manager III; Department of Self Reliance. Recommendation of amendments.</b>

  
\_\_\_\_\_  
**Legislative Secretary II  
Office of Legislative Services**

10/17/2018 8:45am  
\_\_\_\_\_  
**Date/Time**

# Legislation No. 0338-18

Laura Mike <lauramike@navajo-nsn.gov>

Mon 10/15/2018 9:28 AM

To: comments <comments@navajo-nsn.gov>;

The Navajo Division of Social Services received comments from Roxanne Gorman, Department Manager III, of the Department for Self Reliance with the following recommendations to Legislation No. 0338-18, regarding the NDSS and DSR Plans of Operation:

P. 3 of Plan, 2. a.: Strike "Program Manager I, who has oversight of the following Sections:" and replace with the paragraph "Special Projects Section" and "Office Support Section".

p. 3 of Plan, 2. b.: Include the Human Resources Section, Contract Compliance Section, Financial Management Section, and Management Information Systems Section under Executive Support Section.

Kind regards,

Laura M. Mike, Program Manager I

Navajo Nation Division of Social Services - Executive

Phone|928.871.6851

Cell|928.551.1646

[lauramike@navajo-nsn.gov](mailto:lauramike@navajo-nsn.gov)