

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICE COMMITTEE
OF the 23rd Navajo Nation Council - Third Year, 2017

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; AMENDING AND APPROVING THE PLAN OF OPERATION FOR THE NAVAJO EMPLOYEE HOUSING PROGRAM AND THE ESTABLISHMENT OF THE NAVAJO NATION EMPLOYEE HOUSING COMMITTEE AND ITS PLAN OF OPERATION

BE IT ENACTED:

SECTION ONE. AUTHORITY

- A. The Health, Education and Human Services Committee of the Navajo Nation Council has legislative oversight of general government services and human services, hence the Division of General Services, including the authority to review, recommend or propose adoption of appropriate Plans of Operation. 2 N.N.C. §§ 400 (C) (1), 401 (C) (1)

SECTION TWO. FINDINGS

- A. The Navajo Nation Division of General Services, Employee Housing Program has proposed amending its plan of operation. See Exhibit "A".
- B. The Navajo Nation Division of General Services, Employee Housing Program has proposed to establish a Navajo Nation Employee Housing Committee to provide assistance in housing assignments of Employee Housing Units and implementing the Employee Housing Rules and Regulations. See Exhibit "A-1".
- C. The Navajo Nation finds it in the best interest of the Navajo People to approve the proposed changes to the Navajo Nation Division of General Services, Employee Housing Program and the proposed establishment of the Navajo Nation Employee Housing Committee and its respective Plan of Operation. See Exhibits "A" and "A-1".

SECTION THREE. APPROVAL

The Health, Education and Human Services Committee hereby approves the amended Plan of Operation for the Navajo Nation Division of General Services, Employee Housing Program and the establishment of the Navajo Nation Employee Housing Committee and its Plan of Operation as found at Exhibits "A" and "A-1" respectively.

CERTIFICATION

I, hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee Of the 23rd Navajo Nation Council at a duly called meeting in Shiprock, Navajo Nation (New Mexico), at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 15th day of May, 2017.



Norman M. Begay, Vice-Chairperson
Health, Education and Human Service Committee
Of the 23rd Navajo Nation Council

Motion : Honorable Amber Kanazbah Crotty
Second : Honorable Nathaniel Brown

EXECUTIVE OFFICIAL REVIEWTitle of Document: EHP and EHC Plan of Operations Contact Name: JIM, ORLANDOProgram/Division: DIVISION OF GENERAL SERVICESEmail: ojjim2000@frontiernet.net Phone Number: 9288717684☐ **Business Site Lease** Sufficient Insufficient

| | | | |
|---|-------------|---|---|
| 1. Division: _____ | Date: _____ | □ | □ |
| 2. Office of the Controller: _____ | Date: _____ | □ | □ |
| (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: _____ | □ | □ |

☐ **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: _____ | □ | □ |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

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

| | | | |
|---|-------------|---|---|
| 1. Office of Management and Budget: _____ | Date: _____ | □ | □ |
| 2. Office of the Controller: _____ | Date: _____ | □ | □ |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |

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

| | | | |
|--|-------------|---|---|
| 1. NNEPA: _____ | Date: _____ | □ | □ |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Lease Purchase Agreements**

| | | | |
|--|-------------|---|---|
| 1. Office of the Controller: _____ | Date: _____ | □ | □ |
| (recommendation only) | | | |
| 2. Office of the Attorney General: _____ | Date: _____ | □ | □ |

☐ **Grant Applications**

| | | | |
|---|-------------|---|---|
| 1. Office of Management and Budget: _____ | Date: _____ | □ | □ |
| 2. Office of the Controller: _____ | Date: _____ | □ | □ |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |

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>9-19-16</u> | ☒ | □ |
| 2. Office of the Attorney General: _____ | Date: <u>9/20/16</u> | ☒ | □ |

☐ **Relinquishment of Navajo Membership**

| | | | |
|--|-------------|---|---|
| 1. Land Department: _____ | Date: _____ | □ | □ |
| 2. Elections: _____ | Date: _____ | □ | □ |
| 3. Office of the Attorney General: _____ | Date: _____ | □ | □ |



EMPLOYEE HOUSING PROGRAM PLAN OF OPERATION



PROPOSED

EMPLOYEE HOUSING PROGRAM PLAN OF OPERATION

Exhibit "A"

I. ESTABLISHMENT

There is hereby established the Employee Housing Program within the Division of General Services of the Navajo Nation Government Executive Branch.

II. PURPOSE

The purpose of the ~~Employee Housing Program (EHP)~~ is to: (1) provide housing for Navajo Nation employees ~~under a fiscally self-sufficient operation~~; (2) ~~control activities related to administering the operations of the Navajo Employee Housing Program~~; (3) insure a ~~comprehensive quality maintenance program for all Employee Housing units~~; (4) ~~provide seek additional funding for rental housing units, as funds become available~~; and (5) ~~establish annual housing rental rates consistent with costs related to adequate maintenance.~~

III. OBJECTIVES

- A. To develop an efficient property management and maintenance plan to ensure the health, safety and welfare of tenants and the protection of Employee Housing units.
- B. To provide professional customer service to Employee Housing tenants.

III. STAFFING AND ORGANIZATION

IV. PERSONNEL AND ORGANIZATION

A. STAFFING PERSONNEL

1. ~~There is established the position of Director of Employee Housing Program. The Program shall be administered by a Program Supervisor. The Program Supervisor Director of Employee Housing Program shall be under the direct supervision of the Executive Director of General Services Director. The Department Director shall be authorized to recommend additional technical and clerical positions as needed to carry out the Employee Housing Program organizational purposes as stated herein.~~
2. The Program Supervisor may recommend additional professional, technical, and clerical positions as needed to carry out the organizational purpose as the budget provides. Additional positions shall be acquired in accordance with Navajo Nation Personnel Policies and applicable budget rules established for conducting the annual Navajo Nation budget process.



EMPLOYEE HOUSING PROGRAM PLAN OF OPERATION

PROPOSED

- ~~2. Additional positions shall be acquired in accordance with applicable Personnel Policies and Procedures and applicable budget rules established for conducting the annual Navajo Nation budget process.~~

~~All personnel will be employed and compensated pursuant to Personnel Policies and Procedures of the Navajo Nation and shall in no way influence or pressure staff members on any political matters.~~

B. ORGANIZATION

1. The Organizational Chart of the Employee Housing Program is displayed as exhibit attachment "A".
2. There is hereby established a Navajo Nation Employee Housing Committee that provides assistance in the housing assignments of Employee Housing units and the planning and implementation of Employee Housing Rules and Regulations.
~~administration of the Employee Housing Program.~~

III. RESPONSIBILITY AND AUTHORITY

The ~~Department Director~~ Program Supervisor and staff of the Employee Housing Program is hereby authorized and responsible to:

1. Supervise and manage all Program personnel.
 2. Delegate authority to Program personnel when necessary.
 3. Report and be responsible to the Division of General Services Director for the accomplishment of the purpose and objectives of the Program.
 4. Conduct periodic review of the program for effectiveness and progress of various projects and to ensure that expenditures are within the authorized budget limitations.
 5. Coordinate with the Housing Committee to: 1) develop and implement the Employee Housing Rules and Regulations; 2) recommend rental rates for Employee Housing units; 3) and provide technical and administrative support for the Housing Committee.
- ~~1. Institute and maintain principles of sound management.~~
 - ~~2. Perform periodic inspections of housing units to ensure no abuse or damages by tenants has occurred.~~
 - ~~3. Collect rental fees, receipts, damage deposits and other funds and to ensure such revenue is deposited into the Navajo Nation Housing Revolving Fund Account.~~



EMPLOYEE HOUSING PROGRAM PLAN OF OPERATION

PROPOSED

- ~~4. Promptly inform tenants of changes in occupancy status, rental rates, housing rules and regulations and other actions affecting tenants.~~
- ~~5. Assess costs to cover repair expenses for damages and/or misuse of property by tenants.~~
- ~~6. Work directly with Navajo Nation Housing Committee in maintaining the policies established by the Committee. The Committee has established rules and regulations for all tenants and the Program shall enforce these rules and regulations.~~
- ~~7. Work directly with Navajo Nation Housing Committee to determine the required rental rates to maintain the housing units.~~
- ~~8. Coordinate Navajo Nation Housing Committee meetings which shall be held monthly.~~

IV. LEGISLATIVE ~~OVERSIGHT~~ OVERSIGHT

The Government Health, Education, and Human Services Committee of the Navajo Nation Council shall provide legislative oversight to the Employee Housing Program pursuant to 2 NNC §401 (C) (1).

VII. AMENDMENTS

This Plan of Operation may be amended upon recommendation by the Program with final approval by the Government Health, Education, and Human Services Committee of the Navajo Nation Council. ~~as deemed appropriate.~~

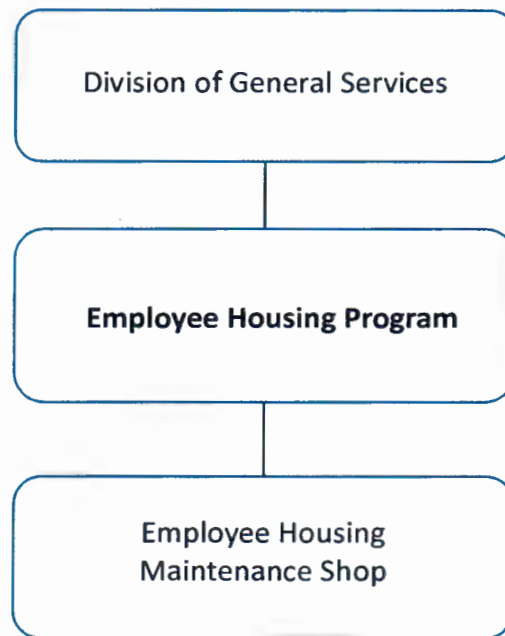


EMPLOYEE HOUSING PROGRAM
PLAN OF OPERATION

PROPOSED

Attachment "A"

ORGANIZATIONAL CHART





NAVAJO NATION EMPLOYEE HOUSING COMMITTEE PLAN OF OPERATION

PROPOSED



I. Establishment

There is hereby established the Navajo Nation Employee Housing Committee ("Committee").

II. Purpose

To provide housing for Navajo Nation employees by establishing regulations, assigning units and determining rental rates in coordination with the Navajo Nation Employee Housing Program. For purposes of determining eligibility for Navajo Nation employee housing, a "Navajo Nation employee" shall be defined as:

- A. ~~An~~ A full time employee of the Executive, Judicial or Legislative Branch of the Navajo Nation as ~~defined by pursuant to~~ the respective Branch's personnel policies.

III. Organization

- A. The Committee shall be comprised of seven (7) members.
1. The President of the Navajo Nation shall, in writing, appoint three (3) members from among Executive Branch employees.
 2. The Speaker of the Navajo Nation Council shall, in writing, appoint two (2) members from among Legislative Branch employees.
 3. The Chief Justice of the Navajo Nation Supreme Court shall, in writing, appoint two (2) members from among the Judicial Branch employees.
 4. ~~Committee members shall serve without compensation.~~
 5. ~~Committee members shall serve four-year terms and may be reappointed.~~
- B. Committee members shall serve without compensation.
- C. Committee members shall serve four-year terms and may be reappointed.
- D. Four (4) members of the Committee shall constitute a quorum. A quorum of the Committee shall be present to conduct a valid Committee meeting.
- E. ~~Written notice to all~~ Any proposed Committee meeting ~~Committee members and to the Employee Housing Program,~~ shall be required a 24-hour written notice ~~hours in advance of any proposed meeting~~ to constitute a duly call Committee meeting, at which official Committee action may be taken.
- F. All official meetings, requiring Committee action, shall be held in Window Rock, Navajo Nation (Arizona).
1. Special meetings and/or work sessions may be called by the Chairperson or the Committee.
 2. Expenses for any meetings and/or work sessions held outside of Window Rock, AZ will be paid for by each individual Committee members' respective Branch.
- G. ~~Each~~ A Committee member shall have one vote in all matters before the Committee.
- H. A Committee member shall not ~~participate or~~ vote on any Committee matter in which the said Committee member has a conflict of interest.



NAVAJO NATION EMPLOYEE HOUSING COMMITTEE PLAN OF OPERATION

PROPOSED

- I. A written record of all official Committee actions taken at each meeting shall be maintained by the ~~Employee Housing Program~~.
- J. By majority vote, the Committee shall select its Chairperson and Vice Chairperson. Chairperson and Vice Chairperson shall serve for the term of their respective appointments. In the absence of the Chairperson, the Vice Chairperson shall perform the duties and responsibilities of the Chairperson. ~~The Chairperson shall have the following duties and responsibilities:~~
 - 1. The Chairperson shall have the following duties and responsibilities:
 - a. Preside over all Committee meetings and work sessions, ~~hearings~~.
 - b. Schedule and provide a minimum of 24-hour advance written notice of the date, time and location of all Committee meetings, ~~and hearings~~.
 - c. Vote only in the event of to break a tie-vote, ~~of the Committee~~.
 - d. Represent the Committee in all matters relating to its actions and activities.
- K. The ~~Employee Housing Program~~ shall provide technical assistance to the Committee.

IV. Responsibilities and Authority

- A. The Committee is authorized and responsible to:
 - 1. Establish Committee rules and procedures for meetings, ~~and hearings~~.
 - 2. Establish Navajo Nation Employee Housing Rules & Regulations (Housing Regulations) ~~policies and procedures~~ uniformly applicable to all tenants.
 - 3. Determine eligibility and assign housing units in accordance with this Plan of Operation, and Housing Regulations, ~~approved regulations, policies and procedures governing tenant eligibility and occupancy~~.
 - 4. Approve rental and deposit rates as recommended by the ~~Employee Housing Program~~ and in accordance with the Rate-Setting Mechanism set forth in the Employee Housing Program's Fund Management Plan (Resolution No. BFD-139-95).
 - 5. ~~Ensure maximum continuous occupancy of all housing units and discourage lengthy vacancies.~~
 - 5. Approve tenant evictions in accordance with ~~Navajo Nation law and approved the Housing Regulations~~. Any final decision on a tenant eviction may be appealed within ten (10) calendar days to the Office of Hearings and Appeals. ~~, policies and procedures governing tenant occupancy and evictions.~~
 - 6. ~~Conduct eviction hearings as requested by tenants in accord with Navajo Nation law and approved regulations, policies and procedures governing tenant occupancy and evictions.~~
 - 6. Report annually to the Government Health, Education, and Human Services Committee of the Navajo Nation Council.
- B. ~~Committee findings and determinations on tenant eviction hearings may be appealed to the Office of Hearings and Appeals on questions of law within 10 days of issuance of the Committee's written findings and determinations.~~



NAVAJO NATION EMPLOYEE HOUSING COMMITTEE PLAN OF OPERATION

PROPOSED

V. Fiscal Responsibility

- A. ~~The Employee Housing Program Fund Management Plan, adopted by Resolution BFD-139-95, shall govern the collection and expenditure of funds associated with the Employee Housing Program's operation and maintenance of rental housing for Navajo Nation employees.~~
- B. ~~The Employee Housing Program shall be responsible for ensuring programmatic compliance with the Fund Management Plan.~~

V. Legislative Oversight

The ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council shall provide legislative oversight over the ~~Navajo Nation Employee Housing~~ Committee.

VI. Amendments

The ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council may amend the Plan of Operation upon the recommendation of the ~~Navajo Nation Employee Housing~~ Committee.



THE
NAVAJO
NATION

Division of General Services

nnehp.navajo-nsn.gov • employeehousing@frontiernet.net

Employee Housing Program

Box 4278, Window Rock, Arizona 86515

(928) 871-7684 • FAX: (928) 871-6697

RUSSELL BEGAYE
PRESIDENT



JONATHAN NEZ
VICE-PRESIDENT

EHP16-047

MEMORANDUM

TO: SAS Reviewers

FROM:


Lindsey Mescal, Program Supervisor
Employee Housing Program/DGS

DATE: July 28, 2016

SUBJECT: SAS#006435 – Approving the Plans of Operation for the Employee Housing Program and the Employee Housing Committee. Approving the Fund Management Plan for the Employee Housing Program.

The Employee Housing Program is requesting to have the three (3) attached documents be reviewed. I have included the proposed document and the current (in use) document for each.

1. Employee Housing Program Plan of Operation.
2. Employee Housing Program Fund Management Plan
3. Employee Housing Committee Plan of Operation

Your immediate and prompt approval/review is requested. If you have questions or need additional information, please contact our office at x7684. Thank You.

:attachments

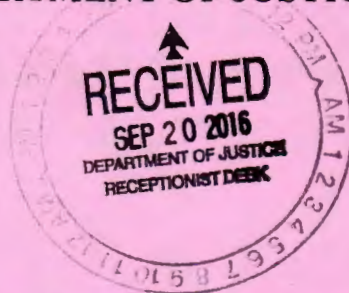
xc: File



NAVAJO NATION DEPARTMENT OF JUSTICE

DOCUMENT REVIEW REQUEST FORM

☐ RESUBMITTAL



| |
|---|
| DOJ |
| 09-20-16 8 Am |
| DATE / TIME |
| <input type="checkbox"/> 7 Day Deadline |
| DOC #: 006757 |
| SAS #: |
| UNIT: 4596 |

*** FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. ***

CLIENT TO COMPLETE

DATE OF REQUEST: 9/19/16 ENTITY/DIVISION: GENERAL SERVICES
CONTACT NAME: ORLANDO DEPARTMENT: EMPLOYEE HOUSEHOLD
PHONE NUMBER: x7684 E-MAIL: cjjm2000@hotmail.net
TITLE OF DOCUMENT: EHP & EHC Plans of Operation

DOJ SECRETARY TO COMPLETE

91
DATE/TIME IN UNIT: 9/20/16 @ 9:20 REVIEWING ATTORNEY/ADVOCATE: Michelle
DATE/TIME OUT OF UNIT: 9/20/16 @ 2:00

DOJ ATTORNEY / ADVOCATE COMMENTS

legally sufficient.

| | | | |
|-------------------------------|---------------|--|-----------------|
| REVIEWED BY: (PRINT) | DATE / TIME | SURNAMED BY: (PRINT) | DATE / TIME |
| Michelle Begay | 9/20/16 11:50 | Kendall Martin | 9/20/16 1:01 pm |
| DOJ Secretary Called: Orlando | | for Document Pick Up on 9/20/16 at 1:55 By: gm | |
| PICKED UP BY: (PRINT) | | DATE / TIME: | |