

RESOLUTION OF THE
NAVAJO NATION COUNCIL
24th NAVAJO NATION COUNCIL - THIRD YEAR, 2021

AN ACTION

RELATING TO NAABIK'ÍYÁTI' COMMITTEE AND THE NAVAJO NATION COUNCIL;
CONFIRMING THE APPOINTMENT OF MR. MANUEL RICO, JR. AS EXECUTIVE
DIRECTOR OF THE OFFICE OF LEGISLATIVE SERVICES

SECTION ONE. AUTHORITY

- A. The Naabik'íyáti' Committee has the legislative oversight authority over the Office of Legislative Services. 2 N.N.C. § 701(A) (5).
- B. The Navajo Nation Council is the governing body of the Navajo Nation. 2 N.N.C. § 102(A).
- C. A proposed resolution requiring final action by the Navajo Nation Council shall be assigned to the Naabik'íyáti' Committee. 2 N.N.C. § 164(A) (9).

SECTION TWO. FINDINGS

- A. The Speaker of the Navajo Nation Council shall recommend for appointment a person to serve as the Executive Director of the Office Legislative Services, with confirmation by the Navajo Nation Council. The appointed Executive Director of the Office of Legislative Services serves at the pleasure of the Naabik'íyáti' Committee. 2 N.N.C. § 953.
- B. The Speaker of the Navajo Nation Council has appointed Mr. Manuel Rico, Jr. as the Executive Director of the Office of the Legislative Services. Mr. Rico, Jr.'s letter of interest and Certificate of Indian Blood is attached as **Exhibit A**.
- C. Given Mr. Rico, Jr.'s background and experience, Mr. Manuel Rico, Jr. is qualified to serve as the Executive Director of the Office of Legislative Services. Mr. Rico, Jr.'s resume is attached as **Exhibit B**.
- D. The Speaker of the Navajo Nation Council believes it is in the best interest of the Navajo Nation for Mr. Manuel Rico, Jr.'s appointment to be confirmed by the Navajo Nation Council.

SECTION THREE. CONFIRMATION OF THE EXECUTIVE DIRECTOR OF THE OFFICE
OF LEGISLATIVE SERVICES

The Navajo Nation Council confirms the appointment of Mr. Manuel Rico, Jr. as the Executive Director of the Office of Legislative Services.

CERTIFICATION

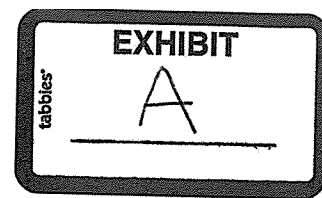
I hereby certify that the foregoing resolution was duly considered by the 24th Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 21 in Favor, and 00 Opposed, on this 22nd day of July 2021.


Honorable Seth Damon, Speaker
24th Navajo Nation Council

July 28, 2021
DATE

Motion: Honorable Nathaniel Brown
Second: Honorable Thomas Walker, Jr.

Speaker Seth Damon not voting



Manuel Rico Jr.
P.O. Box
Window Rock, AZ 86515

December 10, 2020

Office of the Speaker
Attention: Sherylene Yazzie, Interim Chief of Staff
P.O. Box 3390
Window Rock, Arizona 86515

Dear Ms. Yazzie:

I am formally submitting this letter to announce my interest in the recent vacancy of the Office of Legislative Services – Executive Director position. I am Tótsohnii born for Nakaii. My maternal grandparent is Tábaqahá and my paternal grandparent is Nakaii. I am originally from Beshbitoh, Arizona. I earned my Bachelor's Degree in Business Administration with concentrations in Operations Management and Marketing from the University of New Mexico - Anderson School of Management. I have also attained 25 credit hours within the Executive Masters in Business Administration Program at UNM's Anderson School of Management.

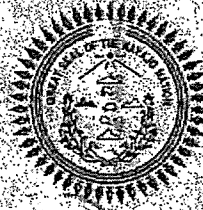
Currently, I am employed as a Senior Programs & Projects Specialist with the Office of Legislative Services and have also been given the duties and responsibilities of Interim Executive Director. As noted on my resume I have exceptional years of experience as it pertains to management and supervision. My current duties and responsibilities with the Office of Legislative Services include the processing of all legislative, financial, and personnel related documents for the Office of Legislative Services and for the Legislative District Assistants Program. I am also the project leader for our Diné Bibeahas'aanii Binaaltsoos (DiBB) legislative tracking system. Furthermore, I am an active member on the Navajo Nation Motor Vehicle Review Board and the Navajo Nation Step Increase / Bonus Review Committee.

As a Project Manager and Project Assistant in the commercial construction industry, I have managed and assisted with various building projects that ranged from \$200,000 to \$46 Million dollars. My duties and responsibilities as a Project Manager included the execution of all pre-construction, construction, and post-construction documents to ensure projects were delivered safely, on time, and within the estimated budget. I believe my education and prior work experience supplements my current knowledge and experience with the Office of Legislative Services.

In conclusion, I would like to thank you for your time and consideration. If you should have any further questions please feel free to contact me at

Sincerely,

Manuel Rico Jr.



THE NAVAJO NATION

KELSEY A. BEGAYE
PRESIDENT

TAYLOR MCKENZIE, M.D.
VICE PRESIDENT

UNACCEPTABLE IF ALTERED

CERTIFICATE OF NAVAJO INDIAN BLOOD

PART A (To be used if applicant is enrolled)

FORT DEFIANCE

AGENCY

May 17, 2002

DATE

I certify that Manuel Rico, Jr. is listed on the Navajo Indian Census Roll, dated January 01, 1940, Which is an official record of this office as being of 1/2 Degree Navajo Indian blood, with Roll Number, _____, Date of Birth _____

Record: January 18, 1989.


VITAL STATISTICS MANAGER
VST/

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 ♦ P.O. BOX 290 ♦ FORT DEFIANCE, ARIZONA 86504

MANUEL RICO, JR

P.O. Box
WINDOW ROCK, AZ 86515

@gmail.com

Current proud member of the Navajo Nation working for the Navajo People. I have experience in leading and managing teams in an academic and professional environment. I demonstrate exceptional communication and writing skills, strong attention to detail, highly motivated, and easily adjusts to change.

EDUCATION

Executive Masters in Business Administration (25 Credit Hours)	May 2017 – April 2018
Anderson School of Management, University of New Mexico	Albuquerque, NM

Bachelor of Business Administration (Degree Awarded)	May 2015
Concentration: Operation Management and Marketing	Albuquerque, NM
Anderson School of Management, University of New Mexico	

Associate of Arts in Pre-Business Administration (Degree Awarded)	July 2013
University of New Mexico – Gallup Campus	Gallup, NM

EMPLOYMENT HISTORY AND EXPERIENCE

<i>Senior Program & Project Specialist</i>	07/2015 – Present
NN - Office of Legislative Services	Window Rock, NN

- Supervise the Office of Legislative Services – Legislative Tracking Section.
- Process and track legislative bills as they go through the legislative process.
- Serve as Legislative Advisor for the Navajo Nation Council, Naabik'iyáti' Committee, and Naabik'iyáti' Title II Subcommittee.
- Delegated Executive Director in the absence of department Executive Director
- Financial duties included the processing of financial documents such as program budgets, purchase requisitions, request for direct payments, and employee back pays.
- Administrative duties included the establishment and implementation of department personnel and legislative policies and procedures.
- Assist with the fiscal year budget process.
- Financial Management Information System Certified: Common Foundation and Inquiry.

Project Manager / Project Assistant

03/2006 – 08/2008

Pilkington Commercial Company

Yuma, AZ

- Managed commercial projects that ranged from 5,500 square feet to 546,000 square feet in size and from \$1.1 Million to \$46 million in cost.
- Organized and processed all construction documents to ensure compliance with local, state, and federal regulations. Documents included project notice to proceed, project insurance, change orders, request for proposals, architects' supplemental instructions, and monthly payment applications.
- Organized and facilitated monthly construction progress meetings that contributed to the development and update of the overall construction schedule. Meetings typically included general contractors, architects, engineers, and local representatives.
- Facilitated weekly safety meetings and daily jobsite safety checks to ensure company complied with OSHA safety standards.
- Developed and organized end of project closeout documents including blueprint redline (As-Built) for multiple projects.

Project Assistant

09/2004 – 03/2006

Pilkington Construction Company

Yuma, AZ

- Assist multiple Project Managers and onsite Superintendents with diverse commercial construction projects. Duties include the review and processing of construction documents including project submittals, shop drawings, request for information, architects' supplemental instructions, and Material Safety Data Sheets to ensure job specification compliance.
- Responsible for organizing all required information pertaining to the close-out process of a project including extra material, operation and maintenance manuals, and company and manufacture warranties.
- Assist with reviewing the contract plans and specifications to ensure accuracy.
- Responsible for general contractor's employee time records and weekly safety meeting presentation and meeting minutes.
- General / Skilled Labor Duties: general clean-up, fire caulking, patch and repair drywall, install ceiling tiles, trench digging, and inspect fall protection requirements on a daily basis.

BOARDS/COMMITTEES

- *Board Member* (2016 to Present) – Navajo Nation Motor Vehicle Review Board, Window Rock, Arizona

Duties and Responsibilities included reviewing and approving all addition, deletion, and/or modifications to all of the Navajo Nation's fleet of tribal vehicles. This included reviewing vehicle specifications and proposed and current program budgets and decisions were made

in the best interest of the Navajo Nation.

- *Committee Member* (2016 to Present) – Navajo Nation Step Increase / Bonus Review Committee, Window Rock, Arizona

Duties and Responsibilities included reviewing and approving all addition, deletion, and/or modifications to all of the Navajo Nation's fleet of tribal vehicles. This included reviewing vehicle specifications and proposed and current program budgets and decisions were made in the best interest of the Navajo Nation.

REFERENCES

** Available Upon Request **

NAVAJO NATION

847

Navajo Nation Council Summer Session

7/22/2021
03:51:24 PM

Amd# to Amd#

Consent Agenda Items (D)

PASSED

MOT Brown

SEC Walker, T

Yeas : 21

Nays : 0

Excused : 0

Not Voting : 2

Yea : 21

Begay, E

Daniels

Nez, R

Tso, D

Begay, K

Freeland, M

Slater, C

Tso, E

Begay, P

Halona, P

Smith

Walker, T

Brown

Henio, J

Stewart, W

Yazzie

Charles-Newton

James, V

Tso

Yellowhair

Crotty

Nay : 0

Excused : 0

Not Voting : 2

Wauneka, E

Tso, C

Presiding Speaker: Damon