



THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

DIVISION OF HUMAN RESOURCES

Ms. LaVonne Tsosie, Division Director
Telephone: (928) 871-6375
Email: ltosie@navajo-nsn.gov

FY 2016 Second Quarter Report
(January, February, March 2016)

TABLE OF CONTENTS

	<u>Page No.</u>
I. EXECUTIVE SUMMARY	2
II. CRITICAL ISSUES	2
III. PROJECT STATUS	8
IV. BUDGET STATUS	14
V. OPERATIONAL & PROCESS IMPROVEMENT INITIATIVE STATUS	15

I. EXECUTIVE SUMMARY

The Division of Human Resources has a total of 14 departments that include the DHR Administration Office, Department of Personnel Management, Staff Development and Training Department, Navajo Department of Workforce Development, Department of Navajo Veteran Affairs, Department of Retirement Services, Office of Navajo Labor Relations, Office of Broadcast Services, Navajo Office of Vital Records and Identification, Navajo Occupational Safety & Health Administration, Office of Navajo Women and Families, Department of Child Support Enforcement, Navajo Nation Band, and Office of Background Investigations.

All departments under Division of Human Resources provide direct services to the Navajo People. Accordingly, we consider our programs vital to the Navajo Nation. Presented in this report are critical issues, project statuses, budget status, and operational and process improvement reports from the Division of Human Resources.

Division Director LaVonne Tsosie has been addressing major and minor concerns with all departments since her appointment as Division Director on 12/7/15. This is in an effort to improve and upgrade processes and procedures within the division. All programs are being evaluated in their entirety to see what can be improved for services to the Navajo People.

Among the issues that face the Division is the projected budget shortfall to take place in Fiscal Year'17 and the improvement of department processes and work flow. The Navajo Nation is currently facing budget shortfalls for Fiscal Year'17 and the departments are struggling to operate to their full capacity with limited funding. Through the leadership of the Begaye/Nez Administration, the Division has been tasked with evaluating programs and their effectiveness and to eliminate any duplication of services provided by the departments. The Division is tasked with evaluating how programs can become more efficient and self-sustaining.

The Division continues to work on helping and improving the functions of the programs as it relates to the direct services provided to the Navajo People.

II. CRITICAL ISSUES

- A. Division of Human Resources
 - i. Identifying the much-needed changes to be made to the Personnel Policies Manual, Navajo Preference in Employment Act, NOSHA, Child Support, Office of Navajo Women and Families, and Vital Records and Identification.
 - ii. Fiscal Year'2017 Budget preparation with the expected shortfalls.
- B. Department of Navajo Veteran Affairs

- i. Although the department has been maintaining stable operations with the current staff, the departments' still has a shortfall in the administrative function. DNVA did hire an ASO this past quarter, which should help with operations. The following positions are still needed, Community Outreach Coordinator, External Contracts/Grants Management, and a Public Information's Officer.
 - ii. Several Agencies have been experiencing Internet and WIFI network issues. This hinders the overall process of the 6B rollout and certification of the end users.
 - iii. The Fiscal Year'16 budget has been anything but an impediment to progress within the department. Although the department continues to make progress in critical areas, there are shortages and currently have negative balances in the administrative and operational costs of the department.
 - iv. Technically the department is in the third year housing construction. However, the department has just started the second year construction this fiscal year. The delay was due to various initial constructions technical, operational, and fiscal planning. The Navajo Veterans Housing Project experienced a year one set back, however DNVA has strenuously worked to devise a plan to have a solid housing construction program.
 - a. DNVA is writing a request for proposal to contract out the 3rd year housing construction to maintain the momentum of housing construction set in the 2nd year housing construction.
 - v. With the passing of the enabling legislation to establish a Navajo Nation Veterans Administration and Navajo Veterans Advisory Council, the department sits with many questions of possible reorganization. What will the functions be of the department, as it becomes the Veterans, Administration, where are the dollars coming to support the transition? What is the primary duty and responsibility of the Navajo Veteran Liaisons under the Office of the President and Vice President? How will the Navajo Advisory Council and when or how soon will an executive director come on board to assist with the reorganization and development of the Navajo Nation Veterans Administration, and what is the big picture in the transition? The current personnel of the DNVA understand the potentials and its needs for the transition but it has expressed that the department is legally under the Office of the President and Vice President. On the contrary it is expressed that it is still under the Division. At this point, the Division has no clear direction on the evolution of the new Veterans Administration.
 - a. DNVA recommends that OPVP implement some preliminary administrative plans pending the transition. In the interim, the department will continue to operate its daily tasks and functions per the Plan of Operation.
 - b. Identify the organizational structure and funds to create and implement transitional plans. The needs a key executive level strategic planning to make the best strategic decision for all Navajo Veterans.
- C. Department of Personnel Management
- i. The designation of the chapter Community Services Coordinator and Accounts Maintenance Specialist positions have become issues by the Health, Education and Human Service Committee (HEHSC).

- a. The Auditor General presented information regarding the referral of 21 cases to Ethics and Rules office relating to questionable disbursement of chapter funds; and requested support from HEHSC on the designation of these positions.
 - b. Some HEHSC members are not in support of the designation because it will not resolve the audit issues and the criminal background check will delay the filling of vacant positions because it takes too long to complete the background process.
 - c. HEHSC is concerned about whether the designation required their approval. Pursuant to the NNPPM, Section K, DPM has the direct responsibility to make designations for sensitive positions. There is no requirement for HEHSC approval of designations.
 - d. The Administrative Service Center Department Manager is requesting that the background checks be conducted in phases. No formal decision has been made to date.
- ii. DPM has been meeting with the Office of the President and Vice President, San Juan County, Office of the Speaker, NN Fire & Rescue Services, DOJ and Division of General Services regarding the transition of three (3) fire stations that the San Juan County has been operating to the Navajo Nation Fire & Rescue Services.
 - a. DPM advertised 15 positions for the fire stations located in Shiprock, Newcomb and Ojo Amarillo; and referrals have been made to the program. DPM received notice that selections have been made to fill 7 positions.
 - b. There is an issue with the background check process, which is hindering their efforts to fill the positions prior to the 4/1/16 transition date.
 - c. Due to other issues that need to be addressed prior to the transition, a decision was made by the Navajo Nation to request for an extension of the transition date from 4/1/16 to 10/01/16. San Juan County granted the extension.
 - d. At this time there is a concern as to whether these positions should be filled since San Juan County will continue to provide services to the Nation.
 - iii. Implementation of the DPM Performance Audit Corrective Action Plan, i.e., the completion of the revisions to the DPM FileMaker Pro (Applicant, Requisition File and PCQ) databases to ensure compliance and to improve the timeliness of the recruitment and classification processes.
 - a. The revisions to the Recruitment database are ongoing and are about 60% complete. The HRS Manager has been providing periodic updates and feedback on changes or additions. Some changes and additions involve more research and testing.
 - b. Another major task that needs to be done is the cleanup of existing data. This needs to be completed prior to final conversion.
 - iv. The Pilot Project, which allows certain divisions to conduct qualification assessments on the applications, received for their respective position advertisements needs to be evaluated.
 - a. The pilot project was originally established for a one year period beginning November 2013; however, has not been reviewed to determine its effectiveness, nor has it been legally extended. This will be a coordinated effort between the Division of Human Resources, OPVP and DPM.
 - b. There are several divisions that have requested that they do their own assessments; and one (1) has expressed the need for the equivalency clause.

- v. DPM has identified issues with the Employee Performance Appraisal Forms (EPAF) being submitted by programs for the employees.
 - a. EPAFs have been submitted for employees with overall ratings of “Does not meet standards” or “Unsatisfactory”; however there is no indication of what action is being taken to improve the performance of these employees. DPM has been issuing memos to programs requesting the corrective measures being taken, but there has been no response.

- D. Navajo Office of Vital Records & Identification
 - i. Fort Defiance enrollment office is closed due to the water pipes breaking during the winter and the BIA/BIE Facilities Department stated not to occupy the building until further notice or when the repairs are done.
 - ii. Currently in the process of looking for additional office space for two agency offices.

- E. Office of Broadcast Services
 - i. Navajo Film Office
 - a. To date the Navajo Film Office is still swamped with requests to film in the NN parks area. The Navajo Film Office refers projects to the Parks Department, but most times parks department is unavailable and those requesters return back to the Navajo Film Office seeking further assistance. There needs to be an awareness campaign initiated by Navajo Parks, or need to be able to assist the film people. Overall the Navajo Nation receives bad ratings by these outside film entities.
 - b. In 2013 the Navajo Nation Council Human Services Committee recommended a change in policy for the Navajo Film Office, this was done after the Navajo Parks & Recreation Department change their “Back Country Packing” permits to “Film Permits” and began to issue Film Permits without having to go through the proper Review Process.
 - (l) 6B Rollout
 - c. FMIS training needed for staff that deal with OBS budgets and purchases.
 - d. FMIS 6-B Roll Out has been an ongoing purchasing process for ALL Navajo Nation programs and will continue to be OOC’s priority to streamline department purchases. Therefore all staff that implement and approves/purchases should be FMIS trained. Staff have option to set FMIS training with OOC, training is offered online and can be accomplished during regular work hours. Currently Media Production Specialist is the only staff member FMIS trained.
 - e. The disconnection of FNX programming from NNTV5 because of lack of funding.
 - f. In 2014 NNTV5 negotiated with FNX, native TV Station from San Bernardino, CA to its programming to augment its daily TV programming.
 - g. FNX/Navajo Nation went through the SAS Process with the retransmission and was signed by the NN President and FNX Board of Directors.
 - h. FNX connectivity anticipated to be disconnected; conversion of DVDs needs to be implemented to ensure play box has programming by the end of this month.

- F. Navajo Occupational Safety and Health Administration
 - i. Addressing deficit accounts with the additional Indirect Cost Budget received.

- ii. NIOSH operating with limited duties in the areas of consultations, trainings, investigations, and workplace education.
 - iii. Performance Criteria via the ability to meet OSHA Standards in the areas of employer/employee awareness public education, workplace inspection/assessments, implementation of corrective measures, and providing consultations and technical assistance.
 - iv. Will be submitting recommended changes to the current Plan of Operation through the 164 Review Process.
- G. Staff Development and Training Department
- i. Staff Development is still in need of a proposed Executive Order for all off Navajo Nation travel that has been an ongoing issue with many division as few seem to have received a memo from the Office of the President and Vice President receiving permission to only have their division directors approve off Navajo Nation travel. A new Executive Order would be adequate due to the accountants at OOC requiring the memorandum for all Navajo Nation travel to be signed by the Presidents office. As of today, no Executive Order had been issued from OPVP.
- H. Office of Navajo Women & Families
- i. Travel funds limiting the completion of Resource Manual. Travel funds limiting attendance at training, conference's and meeting's.
- I. Department of Retirement Services
- i. Sensitive Positions being designated and conducting background checks for 9 employees.
 - ii. Defined Benefit
 - a. eepoint.
 - b. Scanning Project.
 - c. Establish new fiscal year 2017 estimate fringe rate.
 - d. Complete the FY'15 actuarial valuation report.
 - iii. Defined Contribution 401 (K) Savings Plan
 - a. Communication and Education to Employees.
 - iv. Deferred Compensation
 - a. Search for new Deferred Compensation Plan provider to be effective June 30, 2016.
- J. Navajo Department of Workforce Development
- i. Technical assistance and FMIS work is needed to close out old business units and close out NDWD grants. Office of the Controller Contract Accounting needs to help with all outstanding Financial Reports to complete the closeout process. Meetings have been held with OOC and OMB Contracts and Grants Section. (On-going Issue, no response yet).
 - ii. Assistance is needed from the Navajo Nation Executive Branch in resolving audit findings, which require involvement from other departments. We cannot have a work session to agree on what is acceptable to be implemented within the Navajo Nation. The Department Manager is required to implement corrective action plans; however,

other responsible parties do not respond with their timely assistance. The Chief-of-Staff needs to re-initiate mandatory meetings on Single Audit findings and other audits for externally funded departments.

K. Office of Background Investigations

- i. Currently the OBI office is short staffed and as 2 staff have left. As a result it is causing high turnover time for the background check process.
- ii. OBI is now located in the Training center building which provides limited office space for daily operations as well as only one telephone line for the office. Another phone line is needed.
- iii. The Division Director revamped the procedures for the background checks. A work session will be held with DPM and the proposed procedures will be forwarded to DOJ for review.

L. Office of Navajo Labor Relations

- i. Navajo Preference in Employment Act Amendments. The NPEA Task Force continues monthly meetings. ONLR has submitted proposed amendments to the task force.
- ii. Tuba City and Chinle Labor Compliance officer positions are waiting to be filled. The Chinle LCO is awaiting a background check to be completed by OBI, and the Tuba City position remains an open until filled basis.

M. Department of Child Support Enforcement

- i. Internal Revenue Service (IRS) audit of the New Mexico Child Support Enforcement Division's safeguarding of Federal Tax Information (FTI) has resulted in questionable access for Navajo Nation Department of Child Support Enforcement (NNDCSE). NNDCSE contacted IRS for clarification and seeking alternatives available.
- ii. Department of Justice not providing adequate legal service for child support thus NNDCSE quotas are not being met. DCSE staff are asked by Department of Justice (DOJ) legal department to draft legal pleadings despite the demand by DOJ for NNDCSE staff to refrain from "illegal practice of law that may be a criminal offense".
- iii. NNDCSE is not receiving responses to Request for Service (RFS) sent to DOJ for child support case transfers and Intergovernmental cases to determine jurisdiction. Thus resulting in cases idling since September 2015 and there are outstanding request for services at DOJ.
- iv. DOJ overstepping authority in the administration portion of program activities. Thus, the Intergovernmental Agreement with the State of Arizona is at a standstill. IGA will expire September 30, 2016, and the 164 Review Process is very lengthy.
- v. RFS for review and response regarding the Pitney-Bowes contract remains idle at DOJ for 164 Review. Meanwhile, the program continues to purchase stamps for mailing Certified Letters and regular mail. The Pitney-Bowes contract would eliminate the program from purchasing postage stamps frequently.
- vi. Incorrect dates on Notice of Hearings were sent to the absent parents by Navajo Nation Office of Hearings and Appeals (OHA). OHA personnel were informed of the error on the Notices so the corrected Notices of Hearing were sent four (4) business days before

the date of the hearing. This may have resulted in insufficient time of the notice to the absent parents and violation of the process for affected parent.

- vii. All twenty-five (25)-child support cases scheduled for administrative hearings by OHA in March were continued because the Hearing Officer was not available. The Chief Hearing Officer appeared to hear the cases, however stated he did not have any hearing folders to go by, and therefore advised to continue all the cases until another hearing date is set. In addition to not having the hearing folders available OHA did not have anyone available to record the cases scheduled to be heard. Some parties to the case appeared but were informed the hearings are continued. The continuances results in the Navajo children's paternity and child support obligations not being determined and remain an issue.
- viii. Program hiring will be delayed due to the compliance of the Background Check requirement since the designation of sensitive position for all NNDCSE positions are now designated.
- ix. NNDCSE has seven (7) vacant positions; four (4) positions have been advertised. NNDCSE is waiting for the referral of applicants; interview/selection process will be scheduled upon receipt of the referrals, than the applicant is required to complete background check to process their Personnel Action Form (PAF) for employment. The interview was completed for one (1) position; the applicant is in the process of completing the background check. The other positions are still going through the termination process. Once the terminations are completed the positions will be advertised.

III. PROJECT(S) STATUS

A. Division of Human Resources

- i. Assisting all DHR programs with their projects, concerns, and planning for their departments.

B. Department of Navajo Veteran Affairs

- i. Department Website enhancement project with includes monthly newsletters for each agency.
- ii. Organizational Records Management.
- iii. Navajo Veterans Loan Program Policy revision, and partnering with Navajo Nation Credit Services.
- iv. Operational implementation of the 6B Rollout program at the Western Navajo Agency office.
- v. Veterans Service Officer training for accreditation, which enables the VSO's to prepare, process and execute Veterans benefits claims. An MOU will be initiated upon completion of the draft MOU and approval buy the Health, Education, And Human Service Committee.
- vi. Comprehensive Navajo Veterans population registration drive, in which we are looking to create a digital population platform for Veterans.
- vii. Preparation for the Navajo Nation Veterans Stand Down, June 2016.
- viii. Assist Navajo Housing Authority with the HUD-VASH implementation plan.
- ix. Navajo Veterans housing Program infrastructure cost proposal to the NTUA.

- x. Navajo Veteran housing Program 3rd year housing construction Request for Proposals to construct 75 homes, this may also include additional 11 homes under the DNVA- Fort Defiance Agency due to inconsistency, and personnel matters.
- xi. Navajo Nation Veterans cemetery initiative through the VA via partnership with Rosebud Sioux Indian Tribe.
- xii. Review of the 2010 audit report and 2014 Fort Defiance Audit report to ensure the department is in compliance.
- xiii. Reclassification of the Senior Planner position to Senior Program and Projects Specialist, in which they will strictly oversee the process management of the Navajo Veterans Trust Fund and training of the Veterans Service Officers.
- xiv. Stabilize the current administrative, operational, and logistical function of the DNVA's Fort Defiance Agency.

C. Department of Personnel Management

- i. The 164 Review of the technical language corrections to the NNPPM amendments has been completed and was forwarded to Chairman Hale, sponsor for appropriate legislation.
- ii. The EIG Section completed the sample PAFs and forwarded them to the Delegated HR Director for review and approval.
- iii. The EIG Section continues to coordinate participation in the upcoming project for on-line PAF entry, on-line timesheet entry and the proposed customized modification of HRIS modules to streamline processes for various employment changes within the Navajo Nation.
- iv. DPM continues to revise its Applicant, Requisition/JVA and PCQ databases and to develop reports and internal controls to address concerns pursuant to the DPM Performance Audit Corrective Action Plan and accountability of DPM. This project is ongoing.
- v. The FY'16 Conditions of Appropriations #7 and #10 have been completed.
- vi. The thorough review of the Collective Bargaining Agreement (CBA) for the Executive Branch by the DPM supervisors to identify areas that may impact provisions of the NNPPM and require changes to HRIS to ensure compliance still needs to be conducted.
- vii. The Quick Hire project for the Navajo Department of Workforce Development and Office of Dine Youth participants and is pending feedback from the Employee Information Group (EIG) staff on when we can restart this project..
- viii. The automation of the Arizona New Hire reporting needs to be completed and is pending a meeting with the staff to discuss task assignments.
- ix. The budget development process is beginning and DPM is reviewing its current process to determine its effectiveness and is looking at other methods to accommodate the upcoming FY'17 budget process. DPM has been preparing reports regarding the vacant general fund positions and the budget vs actual to determine savings for the vacancies. This information is needed to address the FY'16 shortfall and potential FY'17 shortfalls.
- x. DPM has been meeting with the Office of the Controller and Retirement Services to address an issue with individuals who are currently receiving annuity payments thru the Nation and whose assignments have to remain active so that the system can generate their payments. This has caused some problems for DPM as they continue to appear on

the Pay Status Code 9 which should not be occurring. An alternative method is being explored on how to continue to generate payments.

- xi. The DPM will be meeting with the Office of Background Investigations (OBI) to discuss the establishment procedures relating to obtaining investigating and adjudicating background checks pursuant to the NNPPM.
- xii. The issue of “waivers” needs to be addressed by OPVP.

D. Navajo Office of Vital Records & Identification

- i. Enrollment membership Database is up and operational, and all offices are encoding daily.
- ii. Navajo Nation Identification Cards are pending production due to the webcam not being recognized by the SQL server database. The Tribal Data Resources system programmers are working to resolve this incompatibility. They have shipped a revised version, which will be installed next week at all offices.
- iii. Document Management Database is still undergoing troubleshooting and diagnostics in which the new release of software will fix the compatibility issues.

E. Office of Broadcast Services

- i. NNTV5 disconnects FNX programming and will lose addition content and programming. Status-OBS submitted the appropriate disconnect notice through Navajo Telecommunications and Utilities Department. We are now exploring other options to bring the FNX programming. A small satellite dish might work but our Technicians are looking at the specifics.
- ii. The NNTV5 programming continues through productions with a variety of content.
- iii. The use of Drones for film making on the Navajo reservation has finally been opened by the Navajo Department of Justice. Filmmakers will now be required to submit documentation before obtaining permits.
- iv. Local video coverage and webcasting for daily NNTV5 programs.
- v. Daily NNRN Radio programs.
- vi. Maintaining www.obs.navajo-nsn.gov website with current events and Navajo Government, Navajo entities news.
- vii. Rocky Mountain Spotted Fever Video project for Navajo Nation Livestock and Veterinary Program Pre-production is completed and has been forward to NNLVP for review, after we'll start production and post-production.
- viii. Assist Electronic Technician Richard Mitchell with an alternative solution to restore FNX program with NNTV-5. Found out that we need to purchase satellite system and set up for free PBS signal. Equipment will cost approximately \$1000.00 not including installation services, also not including annual service of \$2500.00 per year to continue FNX feed.
- ix. Dezza Translator K38AU, replaced faulty LPDC power distributor IC board and Dezza Translator K38AU working again. Translator went down again due to Window Rock MCR Transmitter power supply burn out, which was replaced last January.

F. Navajo Occupational Health and Safety

- i. NOSHA PLAN of Operations Amendments.
 - ii. Continue NOSHA Act Amendments.
 - iii. Propose NOSHA Department expansion.
 - iv. Presentations to new Navajo Nation Employees orientations.
- G. Staff Development and Training Department
- i. Administrative Professionals Conference to take place in Albuquerque New Mexico at the end of April 2016. 164 Review Process complete and contract is in place, we are now just working on filling the quota of 300 seats for the event.
 - ii. Staff Development has also been working on the 2016 Youth and Elderly Empowerment Summit. However, the Office of the President and Vice President assigned Yvonne Kee Billison oversee the project and Staff Development is minimally involved in the planning of this event.
- H. Office of Navajo Women and Families
- i. Office of Navajo Women & Families networks/collaborates with all 8 Navajo Nation District Courts to pursue client referrals to our office for referral assistance.
 - ii. Attend 20 Court Hearings in support of our clients, who are facing Domestic Violence issues.
 - iii. Provide 105 referral services in support of Healthy Marriages & Initiative's.
 - iv. Provide 81 client services - Temporary Protection Order's.
 - v. Collaborate with Staff Development & Training Department to promote 2016 Navajo Nation Administrative Professional's Day Conference; 70% complete.
- I. Department of Retirement Services
- i. Administrative Projects:
 - a. Fiscal Year 2017 Operating budget preparation and submittal.
 - b. Xerox Contract: Negotiate and approve contractual service agreement.
 - c. Hire two additional staff which consists of advertising, reviewing and assessing the applications and interviewing.
 - d. Retirement Plan Administration Committee (RPAC) monthly meetings.
 - ii. Defined Benefit Plan Projects:
 - a. Maintain close working relationship with actuarial consultant, Willis Tower Watson of Las Vegas, Nevada and Los Angeles, California.
 - b. Approving the amended plan document for the Navajo Nation Retirement Plan.
 - c. eepoint Pension database system: When fully automated will provide pension calculation and retain records. The database will provide Navajo Nation employees a retirement kit when nearing retirement age.
 - d. Scanning Service: a new project within the Department of Retirement to scan and electronically store majority of the paper records to a database.
 - e. Law Enforcement Retirement Plan: Provide a review of the Law Enforcement retirement provision and compare with other affiliated plans.
 - f. 16th Annual Retiree Recognition: 272 retirees to be recognized for calendar year 2015.

- g. Finalize the Annual Actuarial Valuation Report for calendar year ending September 30, 2015.
- h. Working with DOJ on court or legal issues regarding participates benefits and review of any major changes to the plan document.
- iii. Deferred Compensation Plan:
 - a. Maintain close working relationship with the Plan Provider: Currently JP Morgan Chase of Phoenix. Arizona.
 - b. Approval of eligibility for certain elected officials, political appointees and staff to be on the plan.
 - c. Maintain records for participates and their beneficiaries.
 - d. Provide quarterly statement to eligible participate on the plan.
 - e. Working with DOJ on any courts and legal issues regarding participates benefits and review of any major changes to the plan document.
- J. Navajo Department of Workforce Development
 - i. The NDWD filed offices provide employment and training services to the local communities, based on approved budgets and planned allowable program activities. For Program Year 2015, a total of 1,566 participants have been served for NDWD programs as follows:
 - a. WIOA Section 166 Comprehensive Services Program: 721
 - b. WIOA Section 166 Supplemental Youth Services Program: 609
 - c. Native Employment Works Program: 236
 - ii. The Department Manager received a response from the Department of Personnel Management on January 20, 2016, regarding the designation of 74 sensitive positions. NDWD's request had been submitted on February 5, 2014; therefore, the designation of sensitive positions took two years. All supervisors were orientated on February 16, 2016 and notices were issued to employees in designated positions. A status report has been submitted to the Executive Director of Division of Human Resources, for this department-wide initiative. As of March 18, 2016, all required employees have submitted their documents to Office of Background Investigations.
 - iii. The FY 2014 Single Audit has been completed by KPMG. KPMG had an overall entrance conference with Navajo Nation programs on January 14, 2016. The Department normally is audited with the Office of the Controller, according to requirements that need to be reviewed by the auditors. The audit for the department was conducted for four weeks. The assigned auditor reviewed more documents than last year's audit. The pre-exit conference was held on on March 8, 2016. The final exit conference is pending at this time.
 - iv. The Departments FMIS Coordinator has designated a number of support staff and the Department Manager to complete training and certification for FMIS and the 6B Rollout Project. Employees are in progress with their online trainings and they have to pass all required testing for certifications. The project should be implemented for the Department by the end of March 2016.
 - v. The NDWD Department Manager attended the meeting of the Native American Employment and Training (NAET) Council held on February 23 and 24, 2016 in Washington, D.C. The NAET meeting was held in conjunction with the National

Congress of American Indians convention. The two-day agenda comprised of update reports from ETA/U.S. Department of Labor unit supervisors, on Workforce Innovation and Opportunity Act initiatives, i.e. program performance measures, rules and regulations, apprenticeships and program services for adults and youth. The Veterans Administration Office of Tribal Government Relations, ETA/U.S. Department of Labor Office of Federal Contract Compliance and the BIA Acting Director (P.L. 102-477) also provided reports. Mr. Chris Lu, Deputy Secretary of U.S. Department of Labor came to the meeting and provided comments of support to the Council. The Council received a report from Mr. Norm DeWeaver on the Census analysis to benefit Native American programs. The two-day agendas were very full and the Council covered all agenda items. Council workgroup meetings will be scheduled for the Western Regional WIOA Training to be held in April 2016.

- vi. On-site visits were conducted by the NDWD Planning and Marketing Unit Programs and Projects Specialist, to provide technical assistance and review of the Native Employment Works requirements. All five Workforce Centers were visited from January 11, 2016 to March 14, 2016. The on-site assistance resulted in an increase of new program enrollments and updates of program records.

K. Office of Background Investigations

- i. OBI served 314 visitors to their office.
- ii. Invoiced 216 customers who requested for services, 201 for background checks, 7 for documents fees, and 9 for fingerprinting services. Out of the number 108 were regular status employees, 99 were applicants, and 9 were outside the Navajo Nation.

L. Office of Navajo Labor Relations

- i. ONLR continues to work on project Navajo Nation wide to ensure compliance with the Navajo Preference in Employment Act from employers conducting business on the Navajo Nation. They have agency offices that monitor there areas and report to ONLR Central on project status and compliance.
- ii. Amending the Navajo Preference in Employment Act via the NPEA Task Force established by the Health Education and Human Services Committee.

M. Department of Child Support Enforcement

- i. IRS Safeguarding Compliance- CAP due to IRS on 3/31/16.
- ii. Renewal of Intergovernmental Agreement with the State of Arizona – Next meeting on 03/28/16 with Arizona, NNDOJ and NNDCSE to continue the negotiation.
- iii. Revision of Child Support Act and Guidelines – RFS sent to NNDOJ on March 25, 2016.
- iv. Revision of NNDCE Policy and Procedures – in review
- v. New office facility (former CI Building) for Tuba City – completely furnished and awaiting data/phone lines connectivity, conducted Walk-Thru Inspection with Business Environment on March 3, 2016 – deficiencies being addressed by Business Environment.

N. The Navajo Nation Band

- i. Navajo Nation Band is on down time during this quarter. The next scheduled performance for the full marching band is June 4, 2016 in Shonto, Arizona; however, the

requesting organization was informed by letter that there is a shortage of funds to meet their request. The program is able to contribute \$5,000, however, an estimate of \$3,500 is still needed. Shonto Chapter Coordinator was informed. The NNB Program does have a Fund Management Plan to accept sponsorships on behalf of the chapter event "Rock the Canyon".

- ii. There are currently 76 registered members of the Navajo Nation Marching Band. This includes members from all over the reservations and outskirt cities of Albuquerque, Farmington, Durango, Phoenix, and Flagstaff. Ages range from 13-58.
- iii. Due to limited FY'2016 budget, the NNB will participate in the Gallup Ceremonial, The Navajo Codes Talkers' Day, and the Navajo Nation Fair.

IV. BUDGET STATUS

Department	Personnel Balance	% Used	Operating Balance	% Used
DPM	938,695.64	36.1	160,594.28	27.66
SDTD	161,159.48	36.73	39,725.63	33.2
<i>NDWD Gen Funds</i>	\$71,431.00	32%	\$670.00	0%
<i>NDWD - External</i>	Federally Funded		Federally Funded	
DNVA Central	374,795.00	32.16	4,776.00	181.08
DNVA Chinle Gen Funds	130,679.00	44.88	69,894.00	50.63
DNVA CH Trust Funds CVO	391,396.70	73.5	N/A	
DNVA CH Trust Funds Housing				
DNVA Eastern Gen Funds	204,513.00	36.12	35,528.00	47.51
DNVA CP Trust Funds CVO	370,456.76	58.35	N/A	
DNVA CP Trust Funds Housing				
DNVA Ft.Def. Gen Funds	183,344.00	40.77	66,159.00	48
DNVA FD Trust Funds CVO	413,485.43	77.65	N/A	
DNVA FD Trust Funds Housing				
DNVA Western Gen Funds	199,517.00	35.79	17,992.00	53.08
DNVA TC Trust Funds CVO	314,643.82	54.56	N/A	
DNVA TC Trust Funds Housing				
DNVA Shiprock Gen. Funds	166,143.00	44.43	43,914.00	91.1
DNVA SR Trust Funds CVO	563,154.67	24	N/A	
DNVA SR Trust Funds Housing				
Retiree Pension Fund	N/A		18,334,648.00	55
DRS	120,489.00	62	523,521.00	47
RPAC	N/A		59,485.00	84
Broadcast	294,943.00	42.73	195,769.72	41.08
Vital Records General	Federal Funded		Federal Funded	
NOSHA	130,049.19	35.79	14,079.29	43.17

Navajo Women	58,217.00	56.82%	811.00	73.3
OBI	363,750.89	4	27,726.89	44
ONLR	393,023.72	37.12%	\$95,316.87	32.70%
DCSE Gen. Funds	All Federal		All Federal	
DCSE External Funds	1,823,688.91	17.29	835,451.86	34
NN Band	0	0	33,115	45.42
DHR Admin	179,728	44.05%	36,390	59

V. OPERATIONAL & PROCESS IMPROVEMENT INITIATIVE STATUS

A. Division of Human Resources

- i. DHR currently in the process of creating a task force to address the many issues with the Navajo Nation Personnel Polices manual.
- ii. Assessments being conducted at the Division Level. DHR is currently in discussion with OPVP on deciding if the process should be discontinued. The Division is currently looking at the effectiveness of the project and proper implementation, if it is decided to continue to have divisions do their own assessments.

B. Department of Navajo Veteran Affairs

- i. Implementation of the 6B Rollout Program, which included final draft of the Standard Operating Procedures.
- ii. Creating and implementing Strategic Management Plan for FY'2016.
- iii. Navajo Veteran Trust Fund Policy revision.
- iv. Navajo Veterans Housing Program Policy Revision.
- v. Logistical and Operational Planning of the 2nd year housing construction.
- vi. Passing of the Navajo Nation Veterans Act.
- vii. DNVA assisting NHA with the NHA's Navajo Veterans housing Assistance Program.
- viii. VAMC fee reimbursement Standard Operating Procedures.

C. Department of Personnel Management

- i. Communication is still at the forefront for improvement within DPM.
- ii. There are several areas where the current process needs to be reviewed to determine if changes are needed because the current process keeps generating the same problems. Certain changes have been recommended but no response from section staff.
- iii. DPM needs to become more proactive in using features of existing software to facilitate processes, i.e., an electronic document management system for file storage and retrieval. This system is only being use mostly for personnel records. The other is a more efficient use of hardware and software to facilitate access to files and backups. Another is software used by DPM have been upgraded but no action is contemplated for upgrade.
- iv. DPM needs to identify staff that can learn to maintain the existing databases. DPM needs people who have the skillset to perform these essential and necessary functions.

D. Navajo Office of Vital Records & Identification

- i. The enrollment information management system refresh is underway and working with the System Developers by requesting for bids for a professional services contract. The enrollment and vital records services is working to expand its system information capacity to meet clients' demands for research, membership verification, and providing certified documents to the customers.
 - ii. The Program will be working with the Kayenta Unified School District and the Kayenta Township office to acquire an office space from which to provide services in Kayenta, AZ.
- E. Office of Broadcast Services
 - i. Continuous Navajo Nation TV- 5 video productions, programs recorded for archival records and live web TV programs. JAN –Special Sessions, NABI, Winter Sessions. FEB - NNC Special, and NABI Sessions. MAR – Webcasted Navajo Nation Council Special Session.
 - ii. Total hours of NNRN radio transmitting, 106:50 hrs. 10 mins x 9 stations = 90 mins x 63 days = 5670 mins/60 mins = 94:50 hrs + 12 one hr KGLP programs = 106:50 hrs.
 - iii. Our website www.obs.navajo-nsn.gov is updated daily with local news, events and activities from all area of the Navajo Nation and other tribal entities. We posted for these months. JAN 100 flyers, FEB 89 flyers, and MAR 96 flyers
 - iv. Dezza Translator KU38 halt transmission due to LPU inoperable, TS was green, tried to open Status Menu to diagnose any Faults but will not access Menu List. Reset AC/DC power to LPU and PAB.
 - v. Assist with video recording/coverage as requested by NN department programs.
- F. Navajo Occupational Health and Safety Administration
 - i. Increase training cost and implement NIOSH updated request forms.
- G. Staff Development and Training Department
 - i. Completing the 6B Rollout initiative by the end of the month.
 - ii. Offered the vacant Computer Training Instructor position to one or three applicants.
- H. Office of Navajo Women and Families
 - i. Amend Office of Navajo Women and Families Plan of Operation.
 - ii. Support and assist Navajo Women's Commission to amend their Plan of Operation.
- I. Department of Retirement Services
 - i. To improve the processes to protect and keep confidential the Navajo Nation Retirement Records and Data files for employees, retirees (active and/or inactive), and entities.
 - ii. Re-do Position Classification Questionnaire for the Department of Retirement Services to be in compliance that all sensitive positions are in accordance with the Navajo Nation Department of Personnel Policies & Procedure Manual by the end of the first quarter of FY 2016
- J. Navajo Department of Workforce Development

- i. The processing of Personnel Action Forms needs to be automated with Department of Personnel Management and the Office of the Controller Contracts and Grants Section.
 - ii. The Office of the Controller Accounting Managers and the Controller need to schedule orientations for their policies, procedures and accounting manuals, including the 6B Roll-out Plan of Action.

- K. Office of Background Investigations
 - i. OBI Fund Management Plan Fiscal & Revenue Policies and Procedures to be submitted by the Senior Office Specialist.

- L. Office of Navajo Labor Relations
 - i. Working with the Navajo Nation Telecommunications & Utilities to complete a site assessment for the communication and data circuit lines for Chinle, Tuba City, and Window Rock offices to upgrade the current telephone units from the meridian units to the Cisco unit. The will result in cost saving of 4,764.00 annually.