

COMMUNITY UPDATE

Division of Community Development Newsletter

Newsletter

This is the first issue of the new DCD monthly newsletter. The newsletter is meant to be a resource for DCD employees to stay informed on DCD events, issues, and resources.

Did You Know...

The Navajo Nation is comparable in size to the state of West Virginia. The Navajo Reservation includes more than two million acres.

Upcoming Events

April 21st: Presidential Election

April 22nd: Navajo Nation Council Spring Session Begins

April 22-23: Earth Day Spring Clean-up Activities

April 27th: NN Sovereignty Day

May 5th: Cove Chapter LGA Certification Event

June 18th: Rural Addressing Partnership Summit, Crownpoint - NTU gym



Message from the Executive Director:

Hello! My name is Carl Smith, and I am excited to be the new Executive Director at Navajo Nation Division of Community Development. I have been working with many of you recently on enhancing our programs and I must say it has been extraordinarily rewarding to work with team members of this organization, many who have been with us for quite some time. I am also inspired by your commitment and by our shared belief that the critical work you do has a positive impact on our communities and our Navajo Nation.

I have unique work experience in many areas throughout my life, primarily construction since the age of 12 years old. I also worked in Law Enforcement and have helped run non-profit organizations such as Gallup Battered Families, and CARE 66. I have several years of experience in Human Resources as well. I'm originally from Mariano Lake, NM but currently have a home in Rock Springs NM. I am so honored and privileged to bring my experiences to Division of Community Development in order to

continue this critical work with you and your departments. I encourage everyone to continue striving forward because you are all doing wonderful, outstanding work!

As I step into this new role for Division of Community Development, I can tell you that our focus will be to continue to provide the highest quality service to our community members, Council, and Chapters to continue to effectively deliver a high-impact program that provides significant benefit to both our community and the Navajo Nation Government. We are determined to make the quality of community services the highest priority in this organization.

I look forward to what lies ahead for us. I know that we are in a time of change, not only within our organization, but within our government and community. And, that can sometimes be challenging. But, with dedication, hard work, and community support, we can accomplish our common goals together. I am grateful for the opportunity to be the individual to lead Division of Community Development through this time of change.

I am looking forward to working with you and privileged at this opportunity.

Thank you.

Mr. Jim Littlesinger retires

Jim Littlesinger retired after working for the Navajo Nation for 21 years. His last day of employment was on Friday, April 3, 2015. There was a small reception held for Jim at the Solid Waste Management Program Office on Thursday, April 2. Thanks go out to Mr. Littlesinger for his service to the Navajo Nation and the Navajo people and best wishes go to him to enjoy his well-deserved retirement!

We wish him well!



Jim Littlesinger's retirement send off with an award for his dedicated service to the Navajo Nation and its people for 21 years, with farewell wishes from Mr. Carl Smith, Executive Director, DCD, Information Technology Section, CIO, and SWM Program.

New DCD Hires - Welcome Aboard!

We are pleased to welcome:

- **Donny Jones**, *Accountant* - Bahaali Administrative Service Center
- **Jonathan J. Allen**, *Accountant* - Nageezi Administrative Service Center
- **Lawrence Lano**, *Planner* - Ganado Administrative Service Center
- **Lee Begay**, *Administrative Assistant (Temporary - from Dept. of Workforce Development)* - Central ASC Office



Open Positions within DCD

Administrative Service Center Accountants:

Region 2, Crownpoint, New Mexico
Region 4, Baca, New Mexico
Region 15, Shiprock New Mexico
Region 6, Baahaali (Bread Springs), New Mexico

Administrative Service Center Planners:

Region 3, Baca, New Mexico
Region 4, Baca, New Mexico
Region 9, Birdsprings, Arizona
Region 11, Shonto, Arizona
Region 12, Dennehotso, Arizona

Chapter Coordinators:

Whippoorwill, Arizona
Shiprock, New Mexico
Tse' Alnaoht'ii (Sanostee), New Mexico

Chapter Accounts Maintenance Specialists:

Klagetoh, Arizona
Navajo Mountain, Arizona
Tolani Lake, Arizona
Tse' Alnaoht'ii (Sanostee), New Mexico



DEPARTMENT SPOTLIGHT

Design and Engineering Services

The Design and Engineering Services Department is the department responsible for implementing public facilities capital development projects on the Navajo Nation. Design and Engineering Services has been the Lead Agency for the newly complete 6.6 million dollar Shiprock Youth Complex located on south side of Shiprock Bureau of Indian Affairs building. The building was constructed with grant funding from Navajo Housing Authority for Shiprock Dine' Youth Office and for the use of all youth located with the Northern Navajo Agency. The building was designed by Dyron Murphy Architects and constructed by Arviso Construction Company.



The Grand Opening of the Shiprock Youth Complex was held on March 24, 2015. The attendees include Dine' Youth Office, Shiprock Community youth of all ages, Shiprock Planning Commission, Shiprock Chapter Officials, Navajo Nation President Ben Shelly and First Lady Martha Shelly, Navajo Housing Authority Staff, NTUA Staff, Indian Health Service Shiprock Service Unit Staff, and Navajo Nation Design and Engineering Services Staff.

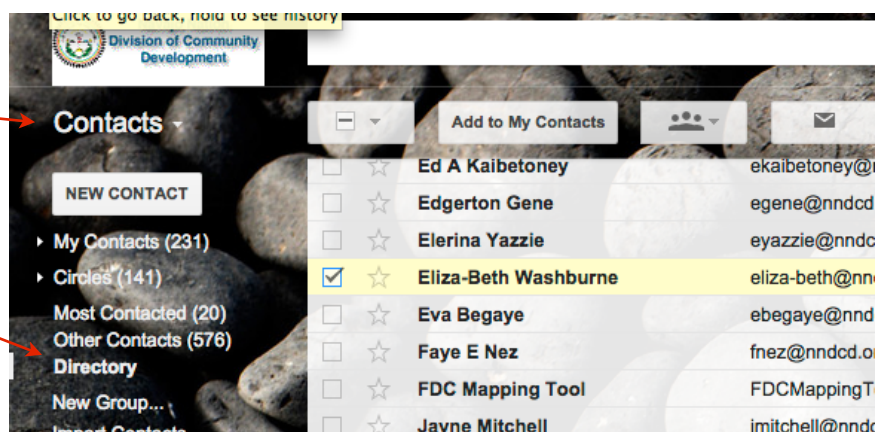
Good Job DES!!!

Budget Form 2 Submissions Are Due at the End of Each Quarter

To submit your budget Form 2 reports, log into the WIND system from <http://wind.enavajo.org>. Click on “Budget” and select the appropriate budget from the list of budgets assigned to your department. Next, click on “Budget Details” and then “Program Performance”. Then enter the information for the quarter that you are reporting in and click the “Submit” button.

Google Tip of the Month

Use
Contacts
to add anyone in your
domain by clicking on
Directory
and adding
them to your
Contacts.





AmeriCorps Aids Navajo Nation Addressing Authority

In December 2014, our Partners, the Apache County Recorder's Office, LeNora Fulton, apply for a grant and it was approved to help assist with collection of Apache County residential data. A group of fine young people from AmeriCorps NCCC (National Civilian Community Corps) of the Denver campus southwest region arrived on January 8, 2015 and our office and Apache County provided orientation and training on how to collect data.

The team went out in pairs and went door to door starting at the Fort Defiance community. They started by a little introduction to the homeowners and that the information is for Rural Addressing where Physical Addressing can be established and that later it will be linked with 9-1-1. They asked for the homeowner's name, mailing address, a land-line, general home location, type of home structure, and any additional home description. The team also inputted the data that was collected in NNAA's mapping tool and also saw the finished Rural Addressing Project where street/road signs

and structure signs were installed in San Juan County, New Mexico chapters.

The first team (Fire 2) that was here collected about 4,000 residential data within the 6-weeks they were here covering Fort Defiance, Window Rock, St. Michaels, Hunters Point, and Oak Springs. The next team (Fire 6) that came in after orientating them began finishing up Oak Springs/Pine Springs and west on AZ 264 to Kin Dah Lichii, Ganado, Nazlini, Klagetoh, Burnside, and into Chinle. Again, the second group collected over 7,000 residential data. The next team (Water 1) will be starting in Chinle and working their way northward to the areas that haven't been covered. We're hoping that the Chapters will now continue with this project since the AmeriCorps kick-started this process.

"The team members learned to adapt to the culture around them and saw parts of this diverse country that often go overlooked. Fire 6 gained skills including but not limited to public speaking, map orientation, cartography, data collection, data entry into the Mapping Tool. Fire 6 also learned a great deal about the Navajo culture, history and tradition while being fully immersed on the reservation." - **Benjamin Bradley**, Fire 6 Leader

DCD DEPARTMENTS AND PROGRAMS

Administration

The Division of Community Development Administration department is responsible for overseeing all DCD departments and programs, developing and administering policies and procedures, and serves as the primary hub for dispersal of information to the departments and chapters. DCD Administration also has an IT Services section with two staff that provides IT technical support to departments and chapters, maintains networking and cloud services and applications, manages IT projects, and provides training and outreach for cloud services and software. Also under DCD Administration is the Navajo Nation Rural Addressing program also with two staff.

DCD Administration personnel includes: Carl Smith, Executive Director; Leslie Sandoval, Senior Office Specialist; Sharon Blatchford, Office Assistant; Brenda Holgate, Programs & Projects Specialist; Shirlene Jim, Legislative Associate; Norbert Nez, Computer Operations Manager; Sylvia Jordan, Principal Information Systems Technician; M.C. Baldwin, GIS/Rural Addressing Coordinator; and Rachelle Silver-Tagaban, GIS/Rural Addressing Technician.

Administrative Service Centers



Left to right: (Central Ofc) Nicketa Kirk, Senior Office Specialist; (Shiprock Ofc) Rory Jacques, Planner; (Chinle Ofc) Kuhyonre Nata'ani, Chinle Planner; Jayne Mitchell, Senior Accountant; Marlene Hoskie, Whippoorwill Planner; Louis Shepherd, Senior Planner; Natasha Kaye, Chinle Accountant

The Administrative Service Centers, (ASC) is the newest program under the Division of Community Development of the Navajo Nation. On Thursday, June 26, 2014 the Resources and Development Committee unanimously voted 3-0 approving the Legislation 0139-14, "Amending the Plan of Operation for the Navajo Division of Community Development in N.N.C. §1453 and Approving a Plan of Operation for New Administrative Service Centers which will Replace the Local Governance Support Centers as Part of the Decentralization Project Plan".

The ASC Administration began operations on October 14, 2014 to provide technical assistance to the 110 Chapters on the Navajo Nation, from 16 ASC sites divided by (2) service areas;

A. Crownpoint Administrative Service Area (51 Chapters)

B. Chinle Administrative Service Area (59 Chapters)

The ASC program's purposes are to provide planning services and guidance to chapters specifically relating to project planning, infrastructure development, community land use planning, and guidance in the implementation of Five Management System and policies.

The goals of the Administrative Service Centers are to promote local governance to develop independent and sustainable communities, implement a project management system, promote Local Governance Act certification for chapters, assist chapters with Post- Local Governance Act certification needs, and enhance human resource and professional development.

Capital Improvement Office

"The purpose and mission of the Capital Improvement Office shall be to provide the Navajo Nation Government with a formal mechanism for decision-making related to infrastructure development and capital improvement programming."



Clockwise from top: Jackie Morgan, Office Specialist; Margaret Begay, Accountant; Marie Begay, Contract Analyst; Casey Begay, Department Manager II

The Capital Improvement Office was established in 1985 within the Division of Community Development under the Executive Branch. CIO serves as the Administrative and Monitoring Navajo Nation Office for all Capital Planning and Infrastructure Development Projects funded through Navajo Nation General Funds. Since 1985, the Navajo Nation Council has appropriated over \$ 100,000,000.00 for Capital Improvement Projects throughout the Navajo Nation. The CIO is responsible for the administration, coordination, and development of the Capital Improvement Plan which was passed in May 2014.

The Capital Improvement Plan is a six year plan that prioritizes Projects for funding based on a prioritization and proposal evaluation process. The Capital Improvement Budget is to be appropriated separately from the Annual Navajo Nation Operating Budget based on available funds. The Capital Improvement Budget is the first of the six year plan.

Design and Engineering Services

The Design and Engineering Services Department is the department responsible for implementing public facilities capital development projects on the Navajo Nation. The department was established under the Division of Community Development for the purpose of providing planning, architectural, engineering, surveying, technical services and construction administration to the chapters, Navajo Nation

Departments and Tribal entities. The following are used: Schematic Design Services, Design Development Services, Construction Document Services, Bidding or Negotiation Services, Construction Contract Administration Services and Post Construction Services.

Community Housing and Infrastructure Dept

Community Housing & Infrastructure Department (CHID) is under the Navajo Nation Division of Community Development and was established in 2008. The CHID department consists of four (4) Programs: 1. Community Development Block Grant,(CDBG) 2. Housing Improvement Program (HIP), 3. Native American Housing Assistance & Self-Determination Act (NAHASDA) and 4. Weatherization Assistance Program (WAP)

Navajo Nation Addressing Authority



Rachelle Silver-Tagaban, GIS/Rural Addressing Technician (far left); M.C Baldwin, GIS/Rural Addressing Coordinator (second from right); and Larry Noble, Apache County Recorder's Office staff (fourth person from right); with Americorps Fire 6 Team

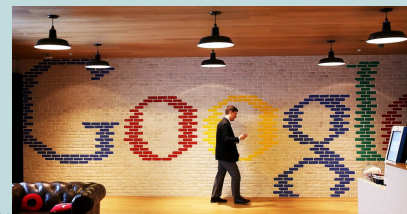
NNAA provides technical assistance, guidance, public assistance to all Navajo Nation chapters. Our office provides Rural Addressing (RA) Training and assist the chapters in their conduction of their Rural Addressing activities. We also collaborate with the surrounding counties as well. We rely on the chapters to do the ground-work and we continue to assist and support them in completing their RA projects. We also assist the public in providing them with documentation for Physical Address Verification to be used to apply for a Drivers License, a Loan, Tax Filing, etc.

Solid Waste Management Program

SWM Program provides opportunities for Navajo Nation communities to develop proper solid waste management and recycling practices. The program also assists and provides guidance for communities' to develop viable and self-sustaining regional solid waste disposal systems, and to close existing landfills and illegal dump sites.

Google's Secret to Hiring the Best People

In a WIRED article, Google's Senior Vice-President of People Operations, Lazlo Bock, shares some tools for making informed decisions when hiring.



Work Sample Test:

“The best predictor of how someone will perform in a job is a work sample test (29 percent). This entails giving candidates a sample piece of work, similar to that which they would do in the job, and assessing their performance at it... You can (and should) offer a work sample test to someone applying to work in a call center or to do very task-oriented work, but for many jobs there are too many variables involved day-to-day to allow the construction of a representative work sample.”

Tests of General Cognitive Ability:

“The second-best predictors of performance are tests of general cognitive ability (26 percent). In contrast to case interviews and brainteasers, these are actual tests with defined right and wrong answers, similar to what you might find on an IQ test. They are predictive because general cognitive ability includes the capacity to learn, and the combination of raw intelligence and learning ability will make most people successful in most jobs. The problem, however, is that most standardized tests of this type discriminate against non-white, non-male test takers.”

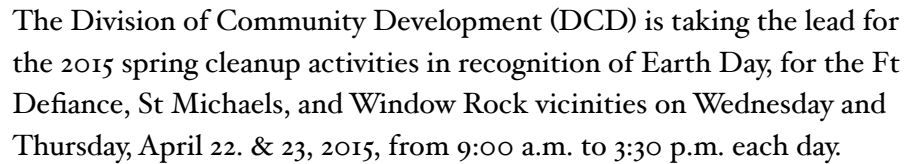
Structured Interviews

“Tied with tests of general cognitive ability are structured interviews (26 percent), where candidates are asked a consistent set of questions with clear criteria to assess the quality of responses. There are two kinds of structured interviews: behavioral and situational. Behavioral interviews ask candidates to describe prior achievements and match those to what is required in the current job (i.e., ‘Tell me about a time . . .?’). Situational interviews present a job-related hypothetical situation (i.e., ‘What would you do if . . .?’). A diligent interviewer will probe deeply to assess the veracity and thought process behind the stories told by the candidate.”

Conclusion

“Research shows that combinations of assessment techniques are better than any single technique... The goal of our interview process is to predict how candidates will perform once they join the team. We achieve that goal by doing what the science says: combining behavioral and situational structured interviews with assessments of cognitive ability, conscientiousness, and leadership.”

Read the full article at <http://www.wired.com/2015/04/hire-like-google/>



Solid Waste Management Program will be providing trash bags and gloves. Please ensure that you are dressed appropriately and take necessary safety precautions when parking vehicles and exiting vehicles along the highway.

Navajo Nation Divisions Earth Day Clean Up April 22 & 23, 2015 9:00am - 3:30pm

Assigned Areas To Pick Up Trash

SITE	AREA	DIVISIONS
MP25 - MP27	Window Rock	Office of Controllers
MP27 - MP29	W/R - Ft. Def.	Navajo Nation EPA
MP3 - Junction	Blk Rock Rd.	Division of Dine' Education
MP3 - MP476	Tse Bonito	Navajo Division of Transportation
MP30 - MP33	Rd to Navajo	Division of Community Development
MP470 - MP468	Rd to Ganado	Division of General Services
SM SL - MP475	By Sports Ctr.	Division of Natural Resources
MP475 - MP476	By Fleamarket	Division of Public Safety
WR PO Loop	Window Rock	Division of Health
HWY 264 SL - MP25	Window Rock Rt. 12 to FD	Division of Social Services
HWY 264 SL - MP3	SM Intersec. - Blk Rk Rd.	Navajo Hopi Land Commission
HWY 264 SL - MP471	SM Intersec. - MP471	Division of Economic Development
MP19 - HWY 264 SL	SM Intersec. - HP Road	Division of Human Resources
N12 SL - Pres. Ofc.	Window Rock Bus. Dist.	President/Vice President Office
MP29 - MP30	Ft. Defiance H.S.	Dept. of Justice
SL - Stop Light	HP - Hunters Point	
MP - Mile Post	SM - St. Michaels	
PO - Post Office	Bus. Dist - Business Dist.	

The map illustrates the Navajo Nation's layout with major roads and landmarks. Key locations include Window Rock, Ganado, AZ, and Gallup, NM. The map is color-coded to show different assigned areas for various divisions. Key locations include Window Rock, Ganado, AZ, and Gallup, NM. The map is color-coded to show different assigned areas for various divisions.

Local Governance Certified Chapters

Chapter	Agency	LGA Cert. Date		Chapter	Agency	LGA Cert. Date
1 Nahata Dził	Ft. Defiance	8/16/2002		1 Newcomb	Northern	6/18/2004
2 Steamboat	Ft. Defiance	5/30/2003		2 San Juan	Northern	3/7/2007
3 Cornfields	Ft. Defiance	7/14/2010		3 Tse'Daa'Kaan	Northern	6/21/2007
4 Naschitti	Ft. Defiance	11/22/2010		4 Sheepsprings	Northern	8/24/2007
5 Lupton	Ft. Defiance	11/24/2010		5 Tolikan	Northern	11/29/2010
6 Dilkon	Ft. Defiance	12/21/2010		6 Toadlena/Two Grey Hills	Northern	1/10/2011
7 Greasewood Springs	Ft. Defiance	12/21/2010		7 Burnham	Northern	7/11/2011
8 Kinlichee	Ft. Defiance	12/29/2010		8 Beclabito	Northern	1/10/2012
9 Teesto	Ft. Defiance	7/11/2011		9 Mexican Water	Northern	2/7/2012
10 Ganado	Ft. Defiance	12/2/2014		10 Upper Fruitland	Northern	2/28/2012
11 Houck	Ft. Defiance	12/2/2014		11 Aneth	Northern	3/31/2015
TOTAL: 11				TOTAL: 11		
Chapter	Agency	LGA Cert. Date		Chapter	Agency	LGA Cert. Date
1 Shonto	Western	9/22/1999		1 Chinle	Chinle	12/21/2010
2 Tuba City	Western	12/27/2004		2 Pinon	Chinle	2/21/2012
3 Kayenta	Western	8/6/2010		3 Whippoorwill Springs	Chinle	12/2/2014
4 Bodaway/Gap	Western	12/21/2010		4 Nazlini	Chinle	2/17/2015
5 Birdsprings	Western	7/11/2011		TOTAL: 4		
6 Chilchinbeto	Western	7/11/2011				
7 Leupp	Western	7/11/2011				
8 LeChee	Western	1/31/2012				
9 Dennehotso	Western	2/14/2012				
10 Tonalea	Western	12/2/2014				
TOTAL 10						
TOTAL CERTIFICATION : 42						
Chapter	Agency	LGA Cert. Date		Chapter	Agency	LGA Cert. Date
1 Littlewater	Eastern	11/15/2007		1 Littlewater	Eastern	11/15/2007
2 Baahaali	Eastern	12/24/2008		2 Baahaali	Eastern	12/24/2008
3 Whiterock	Eastern	12/21/2010		3 Whiterock	Eastern	12/21/2010
4 Ojo Encino	Eastern	3/6/2012		4 Ojo Encino	Eastern	3/6/2012
5 Baca/Prewitt	Eastern	12/22/2014		5 Baca/Prewitt	Eastern	12/22/2014
6 Casamero Lake	Eastern	4/15/2015		6 Casamero Lake	Eastern	4/15/2015
				TOTAL: 6		

Revised 4/20/2015

CHAPTER NEWS BRIEFS

Aneth Chapter Receives LGA Certification

On Tuesday March 31, 2015, Aneth Chapter received their LGA Certification from the Resources and Development Committee at a regular meeting held at Aneth Chapter.

Casamero Lake Chapter Receives LGA Certification

On Wednesday, April 15, 2015, the Resources and Development Committee approved the certification of Casamero Lake Chapter's Five Management System policies and procedures.

Chapters Prepare to Implement Rural Addressing

Newcomb Chapter hosted their public hearing for their four digit road naming system on March 20, 2015. The road names will be part of San Juan County (NM) road naming system for emergency calls. Beclabito was the first Chapter to do this followed by Gadii'ahit-Toko'i and Burnham. Sheep Springs Chapter is preparing for their public hearing on April 29, 2015.