

RESOLUTION OF THE
HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE
OF THE NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES; SUPPORTING AND RECOMMENDING LORRAINE A. DAVIS FOR CONSIDERATION TO BE ELECTED AS SECRETARY TO THE WESTERN ASSOCIATION OF FOOD DISTRIBUTION PROGRAMS ON INDIAN RESERVATIONS BOARDS

WHEREAS:

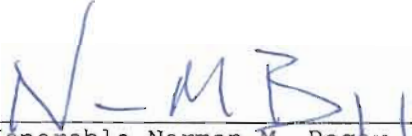
- A. The Navajo Nation established the Health, Education and Human Services Committee as a standing committee of the Navajo Nation Council. 2 N.N.C. §400(A).
- B. The Health, Education and Human Services Committee is empowered to established Navajo Nation policy, promulgate rules and regulations concerning health. 2 N.N.C. § 401 (B) (1).
- C. The Health, Education and Human Services Committee ensures compliance and implementation of laws and policies of the Navajo Nation relating to health and is the oversight committee for the Division of Health (now Department of Health). 2 N.N.C. §§ 401 (B) (2); 401 (C) (1).
- D. The Navajo Nation Department of Health has a program under it called Navajo Nation Food Distribution Program. <http://www.nndoh.org/fdp.html#>
- E. Navajo Food Distribution Program is committed to the Health and Well-Being of the Navajo People. Navajo Food Distribution Program is ready to supply food and nutritional training to Dine. <http://www.nndoh.org/fdp.html#>
- F. A Navajo Food Distribution Program Warehouse Supervisor, Lorraine A. Davis, for the Tuba City Food Distribution Program wants support to be considered for a Secretary position on the Western Association of Food Distribution Program on Indian Reservations Board.
- G. Both the Navajo Nation Food Distribution Program Manager and the Acting Executive Director of the Navajo Department of Health give their support. (Exhibit "A").
- H. The Health, Education and Human Services Committee finds it in the best interest of the Navajo Nation and its food programs to support Lorraine A. Davis for consideration to be elected as Secretary to the Western Association of Food Distribution Program on Indian Reservations Board.

NOW, THEREFORE BE IT RESOLVED:

- A. The Health, Education and Human Services Committee hereby expresses its support for Lorraine A. Davis for consideration to be elected as Secretary to the Western Association of Food Distribution Program on Indian Reservations Board.

C E R T I F I C A T I O N

I hereby certify that the foregoing resolution was duly considered by the Health, Education and Human Services Committee of the Navajo Nation Council at a duly called meeting at Thoreau, Navajo Nation (New Mexico), at which a quorum was present and that the same was passed by a vote of 3 in favor and 0 opposed, this 27th day of May, 2015.



Honorable Norman M. Begay, Vice-Chairperson
Health, Education and Human Services Committee

Main Motion

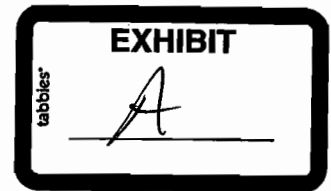
Motion: Honorable Nathaniel Brown

Second: Honorable Amber Kanazbah Crotty



THE NAVAJO NATION

NAVAJO FOOD DISTRIBUTION PROGRAM • POST OFFICE BOX 3939 • TUBA CITY, ARIZONA 86045 • TELEPHONE (928) 283-3290 • FAX (928) 283-3297

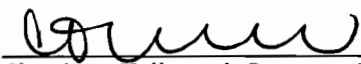


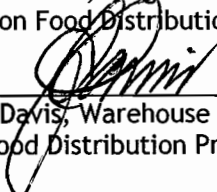
BEN SHELLY
PRESIDENT

REX LEE JIM
VICE PRESIDENT

MEMORANDUM

TO : Ramona Antone-Nez, Acting Executive Director
NAVAJO DEPARTMENT OF HEALTH

THROUGH : 
Claudeen Tallwood, Program Manager
Navajo Nation Food Distribution Program

FROM : 
Lorraine A. Davis, Warehouse Supervisor
Tuba City Food Distribution Program

DATE : April 24, 2015

SUBJECT : REQUEST FOR SUPPORT & APPROVAL FOR CONFIRMATION OF APPOINTMENT
TO SERVE AS SECRETARY TO THE WAFDPIR BOARD

Pursuant to CAP-10-11 dated May 11, 2011, as an employee, I am the Warehouse Supervisor with the Navajo Nation Food Distribution Program - Tuba City Warehouse. I am hereby respectfully requesting your support and approval of the nomination for me to serve as the Secretary to the Western Association of Food Distribution Program on Indian Reservations (WAFDPIR) Board of Directors.

Per the 22nd Navajo Nation Council Reorganization Act which enacted amendments to Title 2 of the Navajo Nation Code, specifically,

Article 5 Naa' bik'iyati' Committee
§ 701. Powers

A. The Committee shall have the following enumerated powers:

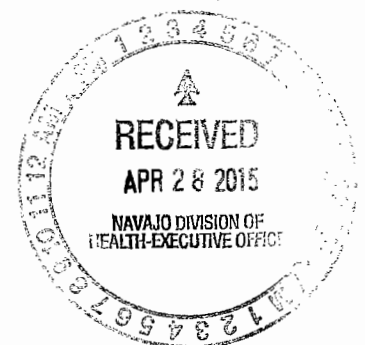
1. To give final confirmation of appointments to boards, commissions, and colleges, unless otherwise provided by law.

Per the WAFDPIR By-Laws Article VIII - Officers, Section 5: "The Secretary shall issue notice of all Board of Director, and Membership meetings, shall attend and keep the office minutes, shall have charge of all corporate books, records, and papers, shall attest by signature all written contracts of the WAFDPIR Board, and shall perform all other such duties as are incident to the office." A Copy of the WAFDPIR By-laws is attached for your review.

Per the WAFDPIR By-Laws Article VII - Board of Directors, Section 2 states: "The election officers shall hold office for a period of two (2) years."

The Appointment of this position also requires the support and approval of the respective Oversight Committee, with your approval, I will forward my request to Mr. Jonathan Hale, Chairperson of the Health, Education & Human Services Committee for their consideration to the support, approval and confirmation of this appointment. Should you have any questions please do not hesitate to contact me at 928-283-3290.

APPROVED / DISAPPROVED:  04/28/15
Ramona Anton Nez, MPH, BSN, Acting Executive Director
Navajo Department of Health



3/23/15

REVISED & APPROVED:

September 2009



Western Association of Food Distribution Programs on Indian Reservations

BY-LAWS

ARTICLE I - Name

The name of the WAFDPIR shall be the WESTERN ASSOCIATION OF FOOD DISTRIBUTION PROGRAMS ON INDIAN RESERVATIONS (**WAFDPIR**) hereinafter referred to as the WAFDPIR.

ARTICLE II - Location

The location of the WAFDPIR shall be at the business address of whoever is elected as President of the WAFDPIR in accordance with these by-laws.

ARTICLE III - Purpose

The WAFDPIR shall be formed for the express purpose of providing an effective, efficient, and economical FDPIR. Methods to accomplish these purposes will include, but are not limited to:

- A:** Developing a strong line of communication with the grantor agency, United States Department of Agriculture/Food and Nutrition Service (USDA/FNS) at the Field, Area, Regional, and National office levels.
- B:** Regional sharing of technical and managerial expertise required to operate an effective, efficient, and economical FDPIR.
- C:** Developing common plans of action required to provide the maximum of services to the eligible households represented by each member of the WAFDPIR.

ARTICLE IV - Membership

Section 1: Membership in the WAFDPIR shall be open to any approved FDPIR program, represented by its Director.

Section 2: All member programs of the WAFDPIR in good standing shall be entitled to one vote in the annual meeting and the exercise all other privileges of membership. Members in good standing are those programs whose annual dues are paid in full for the current year.

Section 3: For the purpose of this article, Director shall mean 'any person who is responsible for the operation of a FDPIR site, not including satellite sites administered by the FDPIR program.

Section 4: Staff persons of member FDPIR sites shall be entitled to run for offices and represent the FDPIR site, so long as the existing FDPIR Director does not hold an officer position and no conflict of interest would be presented. The President of WAFDPIR must be a Project Director.

ARTICLE V – Membership Dues

- Section 1:** The dues for membership in the WAFDPIR shall be in the sum of ~~\$150~~ **\$200** per program per year. In the absence of the USDA not automatically deducting ~~\$150~~ **\$200** in each program's annual budget for WAFDPIR membership, the WAFPIR Treasurer will bill each program for membership dues by December 31st of each year. Membership dues may be brought to the annual regional meeting to keep the member in good standing (not to be confused with conference registration fees).
- Section 2:** The membership period shall be for one year beginning October 1st, and ending on September 30th of each federal fiscal year.
- Section 3:** The membership dues of any given FDP site can be waived if substantial justification is presented to the Board of Directors during a regular, special, or annual meeting and approved by a majority of the members in good standing who are present.

ARTICLE VI - Annual Meeting

- Section 1:** There shall be an annual meeting of the WAFDPIR each year at a time and place selected at the previous year's annual meeting. In the absence of the membership selecting a site for the following year the WAFDPIR board will select the site. Business properly presented to the membership shall be transacted and in the election year the Election of officers will be conducted. The principle location for the annual meeting shall be held in Reno, Nevada, unless the board treasury can support holding it elsewhere.
- Section 2:** Notice of the time and of the annual meeting shall be given in writing by the officers to each member in good standing at least thirty (30), but no more than sixty (60) days prior to the date of the meeting. Notices shall state the time, place, and purpose of the meeting.
- Section 3:** The President or, during their absence, the First Vice-President shall preside at all meetings. In the absence of both the WAFDPIR President and First Vice President, WAFDPIR's Second Vice President will step in and facilitate all meetings.
- Section 4:** A quorum for the transaction of business at an annual meeting shall consist of ¼ of the member programs in good standing that are present.
- Section 5:** The members of the WAFDPIR shall have the power, by a majority vote of the quorum, to remove any officer from office. The request for removal must be placed on the agenda of the annual meeting.
- Section 6:** Any director may designate in writing, in advance of any meeting, a representative to act on their behalf. Unless otherwise approved, by a majority of board members present at the meeting, only written notices in the form of a dated email message or a memo on tribal letterhead will be accepted if received 24 hours in advance of any meeting called. This same principle applies to any ITO director (in good standing) who wishes to designate a representative to act on their behalf at any WAFDPIR annual meeting.
- Section 7:** Non-election year WAFDPIR business meeting format:
1. Roll Call (WAFDPIR Board & Membership)
 2. Review/Approve Current Agenda
 3. Read and Approve Previous Annual Meeting Minutes
 4. WAFDPIR Primary Officer Reports (if any)
 - a. President
 - b. First Vice President

- c. Second Vice President (NAFDPIR)
- d. Secretary
- e. Treasurer
- 5. Old Business
 - a. Selecting Next Year's WAFDPIR Conference Site
- 6. New Business
 - a. Resolutions for consideration
- 7. General Comments
- 8. Adjourn

Section 8: Election year's the WAFDPIR business meeting will follow the following format:

- 1. Roll Call (WAFDPIR Board & Membership)
- 1. Review Current Agenda
- 2. Approval of Previous Annual Meeting Minutes
- 3. WAFDPIR Primary Officer Reports (if any)
 - a. President
 - b. First Vice President
 - c. Second Vice President (NAFDPIR)
 - d. Secretary
 - e. Treasurer
- 4. **ELECTION OF OFFICERS**
 - a. Nominations for President
 - b. Nominations for Vice President
 - c. Nominations for Secretary
 - d. Nominations for Treasurer
 - e. Nominations for NAFDPIR Vice President
 - f. Nominations for Parliamentarian
 - g. Nominations for Sergeant-At-Arms
- 5. Old Business
 - a. Selecting Next Year's WAFDPIR Conference Site
- 6. New Business
 - a. Resolutions for Consideration
- 7. General Comments
- 8. Adjourn

Section 9: Conference registration fees will be set by the WAFDPIR Board. All early registrants who submit their registration fees, at least two-weeks, in advance will receive a discount.

ARTICLE VII - Board of Directors

Section 1: The business and property of the WAFDPIR shall be managed by a Board of seven (7) Directors, who shall be the seven officers elected by the WAFDPIR. Each Board member shall be a member in good standing in order to be a Board member.

Section 2: The elected officers shall hold office for a period of two (2) years.

Section 3: Regular meetings of the Board of Directors will be held at a date, time, and place agreed upon by the Board.

Section 4: Regular meetings of the Board of Directors may be called by the President, or any three (3) members of the Board. Special meetings of the Board of Directors may be held without notice and at any time and place, by unanimous consent of the Board members. Notice of all regular and special meetings, except those held by unanimous consent shall be given at least ten (10) days prior to the time fixed for the meeting.

Section 5: A quorum for the transaction of business at any regular or special meeting of the Board of Directors shall consist of four (4) members.

Section 6: Vacancies in the Board of Directors may be filled by appointment by the remaining members of the Board, at any regular, special, or annual meeting.

Section 7: At each annual membership meeting, the Board of Directors shall submit a statement of business done during the preceding year, together with a report of its tangible property, and the general financial condition of the Board.

ARTICLE VIII - Officers

Section 1: Officers of the WAFDPIR Board shall be the President, First Vice-President, Second Vice President (NAFDPIR), Secretary, Treasurer, Parliamentarian and a Sergeant-at-Arms. They shall be elected for a two-year term and shall hold office until their successors are duly elected and qualified. Such officer(s) who ceases to be an employee of an FDPIR site shall cease to hold office.

Section 2: The President shall preside at all meetings, shall sign all written contracts, and shall perform all such duties as are incident to the office.

Section 3: First Vice-President shall perform duties assigned by the President or Board of Directors, and preside over all meetings when the President is absent.

Section 4: Second Vice-President to WAFDPIR shall act as a NAFDPIR liaison between WAFDPIR and NAFDPIR and the ITO's. They are NAFDPIR spokespersons to all USDA/FNS offices in Western Region. They will assume the leadership and responsibilities for the NAFDPIR to ensure participation of the membership ITO's and NAFDPIR functions.

Section 5: The Secretary shall issue notice of all Board of Director, and Membership meetings, shall attend and keep the office minutes, shall have charge of all corporate books, records, and papers, shall attest by signature all written contracts of the WAFDPIR Board, and shall perform all other such duties as are incident to the office.

Section 6: The Treasurer shall have custody of all monies, and securities of the WAFDPIR, shall make a report of the general financial condition of the WAFDPIR at each meeting, for the membership, if so required by the WAFDPIR. Four (4) signatures will be on the Bank account signature card. Any transfer of funds from an account to another, or changes must be approved by the WAFDPIR. The Treasurer will sign all checks and notify to the President. In the absence of the Treasurer's signature any one of the remaining check signers may sign checks and notify the remaining board members.

Section 7: The Parliamentarian is an advisor to the Chairperson, and shall see that the meeting is conducted in proper manner, foresee problems and make corrections, and assume other duties as assigned by the Chairperson.

Section 8: The Sergeant at Arms' role is to maintain order throughout all meetings and assemblies of the association, included but not limited to: calling members out of order (going off the topic), and/or remove any disruptive or verbally abusive member to be removed or excused from the meeting.

ARTICLE IX - Amendments

Section 1: Amendments to these by-laws may be made by a vote of the majority of the members present at an annual meeting.

Section 2: Proposed amendments shall be sent out in advance of any such meeting, in writing, in order to give members at least thirty (30) days to review such proposed changes. Any amendments/changes to the By-Laws will be identified in the following ways:

1. Proposed amendments or changes to the By-Laws will be "underlined."
2. Proposed deletions or erasures to the By-Laws will be ~~stricken through~~.

Section 3: All revised or most current By-Laws will be date stamped on the front upper right corner for continuity and identification.

Section 4: The history of amendments to the By-Laws is available upon request from the WAFDPIR Secretary.

ARTICLE X - Termination

Section 1: The WAFDPIR may be terminated at any time by a unanimous vote of the membership, at any regular, special, or annual meeting if so determined by such a vote, the just debts of the WAFDPIR shall be liquidated and the remaining assets will be distributed equally amongst the paid members in good standing within the WAFDPIR.

CERTIFICATION

I, the undersigned, as Secretary of WAFDPIR, hereby certify that at a meeting of WAFDPIR duly called, noticed, and held on March 12, 2009, that fourteen (14) FDPIR sites were represented, and that the foregoing by-laws were adopted by a majority of the membership.

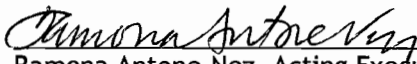
Benita Lewis
Secretary, WAFDPIR (s) Benita Lewis

March 12, 2009
DATE



MEMORANDUM

TO : Jonathan Hale, Chairperson
Health, Education & Human Services Committee

FROM : 
Ramona Antone-Nez, Acting Executive Director
NAVAJO DEPARTMENT OF HEALTH

DATE : April 28, 2015

SUBJECT : REQUEST FOR SUPPORT & APPROVAL FOR CONFIRMATION OF APPOINTMENT
TO SERVE AS SECRETARY TO THE WAFDPIR BOARD

Pursuant to CAP-10-11 dated May 11, 2011, on behalf of Lorraine Davis, the Warehouse Supervisor with the Navajo Nation Food Distribution Program - Tuba City Warehouse. I am hereby respectfully requesting your support and approval of the nomination to serve as the Secretary to the Western Association of Food Distribution Program on Indian Reservations (WAFDPIR) Board of Directors.

Per the 22nd Navajo Nation Council Reorganization Act which enacted amendments to Title 2 of the Navajo Nation Code, specifically,

Article 5 Naa'bik'iyati' Committee

§ 701. Powers

A. The Committee shall have the following enumerated powers:

1. To give final confirmation of appointments to boards, commissions, and colleges, unless otherwise provided by law.

Per the WAFDPIR By-Laws Article VIII - Officers, Section 5: "The Secretary shall issue notice of all Board of Director, and Membership meetings, shall attend and keep the office minutes, shall have charge of all corporate books, records, and papers, shall attest by signature all written contracts of the WAFDPIR Board, and shall perform all other such duties as are incident to the office." A Copy of the WAFDPIR By-laws is attached for your review.

Per the WAFDPIR By-Laws Article VII - Board of Directors, Section 2 states: "The election officers shall hold office for a period of two (2) years."

The Appointment of this position also requires the support and approval of the respective Program Manager, Department of Health Director, and the Oversight Committee for their consideration to the support, approval and confirmation of this appointment. See attached Memorandum dated April 24, 2015 Request to Approve Confirmation by Program Manager and Acting Department of Health Director. Should you have any questions please do not hesitate to contact me at 928-871-6350.

MEMO : Jonathan Hale, Chairperson
SUBJECT : REQUEST FOR SUPPORT & APPROVAL FOR CONFIRMATION OF APPOINTMENT
TO SERVE AS SECRETARY TO THE WAFDPIR BOARD

Page 2 of 2

CERTIFICATION

I hereby certify that the foregoing was duly considered by the Health, Education & Human Services Committee at the duly called meeting in Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was considered and Approve the Confirmation of the Appointment of Ms. Lorraine Davis to serve as Secretary to the Western Association of Food Distribution on Indian Reservations (WAFDPIR) by a vote of _____ in favor and _____ opposed, this _____ day of April, 2015.

Jonathan Hale, Chairperson, Health, Education
& Human Services Committee
Navajo Department of Health

Date

Motion: _____

Second: _____

phc: C. Tallwood, Program Manager, NNFDP
TCFDP Record File