



May 21, 2025 @ 10:00am

TOHATCHI CHAPTER MEETING AGENDA

AUDIO TELECONFERENCE CALL NUMBER: (575) 567-3331 PIN: 290 206 733#

JOIN WITH GOOGLE MEET: <https://meet.google.com/vsc-zdtr-mbz?authuser=0&hs=122>

- I. MEETING CALL TO ORDER
- II. ROLL CALL
- III. INVOCATION
- IV. REVIEW/APPROVAL OF THE AGENDA
- V. APPROVAL OF APRIL 23, 2025 MEETING MINUTES
- VI. PRESENTATION:
 - 1.
- VII. UNFINISHED BUSINESS:
 1. None
- VIII. NEW BUSINESS
 1. April 2025 Financial Report
- IX. RESOLUTIONS:
 1. 045-05-2025: Resolution to recommend and approve the Housing Discretionary Assistance fund 09 for the following community member, Harry Plummer, Jr.
 2. 046-05-2025: Resolution to approve Public Employment Personnel (PEP) Policy and Procedures for Tohatchi Chapter.
 3. 047-05-2025: Resolution to approve the student Youth Employment Program (SYEP) Policy and Procedures for Tohatchi Chapter.
 4. 048-05-2025: Resolution supporting and approving the new Housing Discretionary Policy for Tohatchi Chapter.
 5. 049-05-2025: Resolution to approving Equipment and Tool Usage Policy in accordance to the correction action plan (CAP) in which the Tohatchi Chapter is currently working on with the Auditor General's Office.
- X. ANNOUNCEMENTS:
- XI. NEXT MEETING DATE AND TIME: 06-09-2025 @ 10:00am Planning Meeting
- XII. ADJOURNMENT:



May 21, 2025 10:00am

TOHATCHI CHAPTER MEETING MINUTES

- I. MEETING CALL TO ORDER: 10:27am
- II. ROLL CALL: President Elvis Bitsilly, Vice President Rodgers, Secretary/Treasurer Jean Crawford, and Grazing Officer Gerald Moore.
- III. INVOCATION: Harry Plummer, Jr.
- IV. REVIEW/APPROVAL OF AGENDA:
Motion: 1st Priscilla Duncan 2nd Eulanda Thompson Vote: 14-0-3
Maria, CSC – request to add on another resolution which will be 050-04-2025. This resolution is the approval of the IMBA Bike Trail construction. There is already a resolution dated back to 2023 which speaks to the construction of the Bike Trail construction by IMBA. I received an e-mail from the Department of Justice who is requesting to provide an updated resolution for the Bike Trail. It's basically the same resolution but the resolution number and the amounts in the resolution was changed from \$7,950.00 to \$7,917.50.
- V. APPROVAL OF APRIL 23, 2025 MEETING MINUTES:
Motion to read on your own:
Motion: 1st Fern Spencer 2nd Priscilla Duncan Vote: 15-0-2
- VI. PRESENTERS:
1. None
- VII. UNFINISHED BUSINESS:
1. None
- VIII. NEW BUSINESS:
1. April 2025 Financial Report –

APRIL BALANCE FUND		
1	Chapter Activities Gen Fund	\$20,271.54
3	Land Claims Trust	\$22,210.31
8	Supplement Youth Fund	\$18,847.03
9	Housing Discretionary Fund	\$3,201.24
10	LGA Grant Fund	\$60,942.36
12	Chapter Stipends	\$16,339.44
13	Scholarship General Fund	\$7,092.00
14	Scholarship Claims Fund	\$3,453.48
15	PEP Fund	\$-8,861.26
16	Veterans Fund	\$6,067.92
17	Emergency Fund	\$26,144.91
23	NN Sales Tax	\$75,772.73

25	NN CIP - \$180,000	\$15,085.76
26	Red Willow Farm	\$1,040.37
27	NN CIP - \$200,000	\$3,877.78
40	Unhealthy Food Tax	\$99,966.45
61	Senior Citizen Fund	\$2,162.99
51	NAPI	\$2,237.56
80	General Fixed Assets	
34	Agriculture & Infrastructure	\$3.68
	Total Fund Balance	\$375,856.29

Secretary/Treasurer Crawford – The financial reports were reviewed by Maria, CSC and Secretary /Treasurer. For the month of April 2025, our books are in balance and everything has been reconciled back to Wells Fargo's books. We also have the Chapters total assets amount which is **\$880,726.90**. The Chapter can provide a Budget to Actual report on request.

Kevin Mitchell – The minus in the PEP fund after they were paid out or does the Chapter still owe them a paycheck?

Maria, CSC – The PEP staff were paid out.

Fern Spencer – Is it all the Chapters across Navajo who have not received their budget?

Maria, CSC – I called the office of OOC and they said all the forms which we are required to submit requesting for our budget has not been received by their office. I then called ASC with DCD (Department of Community Development) and I was told the paperwork was still sitting at the ASC office and they just submitted our paperwork as of this past Monday. OOC said they will give us a call once the paperwork reaches their office. The paperwork should have been at OOC office back in April but it's still sitting at ASC's office. I did check with other Chapters in District 14 and all the Chapters got their paperwork kicked back except for Coyote Canyon who has not submitted their paperwork.

Our Ft Defiance Agency account who we have been working with all long has left his position. So now, we have to do our follow up on our own.

Fern Spencer – So when the Senior Center is opened back up, will their staff get paid?

Maria, CSC – Yes, they will because they are paid under the Navajo Nation (DALTEC). Right now, we have paid in full our PEP workers, but will not be returning to work until we receive our budget. I have the 2 ladies from workforce here along with myself and Jeannie Muskett the accountant. Mr. Desteau requested to volunteer his time to work at the trash station.

Motion to accept the April 2025 Financial Report

Motion: 1st Kevin Mitchell 2nd Priscilla Duncan Vote: 16-0-2

IX. RESOLUTIONS:

1. **045-05-2025:** Resolution to recommend and approve the Housing Discretionary Assistance fund 09 for the following community member, Harry Plummer, Jr.

Motion: 1st Kevin Mitchell 2nd Fern Spencer Vote: 14-0-4

2. **046-05-2025:** Resolution to approve Public Employment Personnel (PEP) Policy and Procedures for Tohatchi Chapter.

Maria, CSC – We worked on these 4 policies with Mr. Rodriguez Morris, attorney with DOJ to get approval which we did on April 10th. Now, we are asking our community to pass the resolutions to be implement.

Harrison Plummer member Coyote Canyon Chapter – gave some advice on Chapter policies.

Franklin Sandoval –I’ve been asked to apply for the position of heavy equipment operator and I do possess a CDL license. I am retired now, but I did work and was trained by the BIA. Mr. Plummer stated the policy for PEP is contradicting: for example; he used the heavy equipment operator, if you have your heavy equipment on a State or Federal funded highway, you are required to have a CDL. We had a great opportunity when the construction company at the new high school was hauling materials to different locations. The Chapter heavy equipment operator could have been filling in pot holes and putting in drainage where the headstart buses travel.

Maria, CSC – read a memorandum from the Navajo Nation Department of Justice from Rodriguez Morris who is the Tribal Court Advocate and attorney for Chapter Unit. He states the policies are illegal sufficient after careful review.

Vice President Lee Rodgers – Mr. Plummer mentioned NN Personnel Policy, you are reading into something that is not there. Policy states Maria, CSC will be the oversight and the AMS will be handling the accounting portion of the Chapter business. I recommend the wording under Now, THEREFORE BE IT RESOLVED THAT; policy will state “it has been reviewed by the Department of Justice.” The Chapter will be transparent as to who and how many community members have applied for the PEP position.

Secretary/Treasurer Crawford – When the Chapter had their audit completed back in 2021, there were 12 findings and the majority of the findings were insufficient policies. We have been working with DOJ from day 1 going back and forth to have a strong policy for each of the areas mentioned in these policies.

Doris Benallie – This policy states hazard conditions, and Mr. Sandoval states the heavy equipment operator should recognize a hazard condition. Recently near Red Willow Farm on the county road they were replacing a culvert and the heavy equipment operator had the PEP workers were running around in the gutters while the grader was whipping its chains. This was a hazard waiting to happen with the PEP workers. And as Mr. Plummer stated, put the clauses in there and ask Maria, CSC to clarify hazards conditions

Kevin Mitchell – I know the Chapter has been working very hard on these policies with DOJ, going back and forth with them. And if the Department of Justice has approved the policies and DOJ finds that these policies are sufficient for approval. Then, that’s what the Chapter needs to implement now.

Motion: 1st Kevin Mitchell 2nd Priscilla Duncan **Vote:** 16-0-4

3. **047-05-2025:** Resolution to approve the student Youth Employment Program (SYEP) Policy and Procedures for Tohatchi Chapter.

Franklin Sandoval – I’m going back to the section that states “first come, first serve” How many high school students and how many college students have applied. Also, when was it open for students to apply?

Maria, CSC – It’s actually based on our funding and for this summer I have funding for 10 high school or middle school students and 5 for college students. The application becomes available in the middle of May and closes on the same day the schools let out for summer. If I do get all 10 students and 5 college students hired, they will only be working 2 weeks. Currently, I have 10 high/mid school students and 2 college students ready to work. I might be able to extent their employment to a month but again it all depends on the funding.

Franklin Sandoval – I would like to recommend for next year; this announcement be made earlier like in April so the students who want to work will be aware of the date the applications will be accepted and the closing date as well. This will meet the statement in the policy which says “1st come; 1st serve.

Maria, CSC – I also want to recommend that the students pick up the application not the parent. When parents pick up the application, it’s like they are forcing their kid to work and this is what the kids tell me when I hire them. I didn’t want to work, my working for my parents. Then when the kids get paid, guess where the check goes, to the parent. One student told me; I have to pay for the light bill and my mom’s

car insurance. The money they earn should be going to them for school supplies, clothes, or tuition.

Kevin Mitchell – Just want to mention, the SYEP (summer youth employment program) is being advertised in the newspaper and at the last Chapter meeting. So, the Chapter is doing a good job getting the information out there in the community letting people know.

Geneva Begay - The workforce students can work more than the 2 weeks and can be placed at businesses here in Tohatchi. The parents should be told where their student will be place which would be helpful to the parents.

Maria, CSC – Workforce is under the Navajo Nation and has their own policy and procedures. They should be informing the parents where their student will be placed. Our PEP staff are under our funding from the Chapter and we have worked with the different businesses here in Tohatchi to place our students for employment.

Doris Benallie – Do you have a dollar amount for these students? Also, in the policy it does not state the hourly wages for the students.

Maria, CSC – I combined both the high school and college and budgeted for \$26,000 for two payrolls. The hourly wage for the college student is \$11.50 and high school student is at \$10.50. I did have the hourly wages in the policy but because the hourly wages change it was taken out of the policy.

Doris Benallie - You have to keep in mind when checks are signed, nepotism plays an important role as to who sign their checks.

Fern Spencer – When I was working at the high school, we had our recommendation as to who we wanted to work at the school, because we were looking for students who wanted to work. Some of these students were being criticized for not working, not showing up on time, or looking at their cell phones constantly. You need good work ethics to be part of the workforce. I know for the last couple of years, some of these students were put into areas depending on how they were working or not working. Then you have parents who say they don't want their child pulling weeds or mopping the floor, but that's part of growing up. Some recommendations are putting together a resume and have them get recommendations from their teachers or people they have worked for before. This is a good tool to have when you are completing a job application.

Motion: 1st Fern Spencer 2nd Pernell Halona Vote: 16-1-2

4. **048-05-2025:** Resolution supporting and approving the Housing Discretionary Policy for Tohatchi Chapter.

Motion: 1st Pernell Halona 2nd Priscilla Duncan Vote: 15-0-2

5. **049-05-2025:** Resolution to approve Equipment and Tool Usage Policy in accordance to the correction action plan (CAP) in which the Department of Justice (DOJ, Chapter Unit) has approved.

Doris Benallie – I would like to make a recommendation to have all the resolution reviewed annually for necessary amendments.

Motion: 1st Priscilla Duncan 2nd Sarah Tom Vote: 16-0-2

6. **050-05-2025:** Resolution to approve the scope of work prepared by Trail Solutions of the International Mountain Bicycling Association (IMBA) for a conceptual plan to develop a bike trail in zone 1 of the Tohatchi, New Mexico community for a total amount of \$7,917.50 using the Unhealthy Food Tax fund.

Maria, CSC – The Department of Justice asked for an update resolution for our bike trail because there is a difference in the amount being paid. First resolution had \$7950.00, but the actual amount is \$7917.50.

Motion: 1st Kevin Mitchell 2nd Doris Benallie Vote: 16-0-1

- X. **ANNOUNCEMENTS:** Kevin Mitchell – this week begins our GMCS graduations. This evening I will be

in Navajo for their graduation which starts at 6pm. Tomorrow night is Tohatchi High School graduation which starts at 6:30pm. I also want to thank the Chapter for the water, Gatorade, and all the snacks that were provided to the bike race. It was a successful turnout and I like to say thank you to Doris who was out there volunteering her time.

Maria, CSC – this week the headstart is having their promotion tomorrow at 10am, if the weather is good it will be held outside. Chapter will be closed on Monday for Memorial Day and the 1st Responders meeting will be held the next day on Tuesday. Also, Chooshgai School Board will be having their meeting here at Chapter on May 28 at 9am. Next Planning meeting will be moved to June 9th because on June 2 is Navajo Nation Memorial Day. Veterans meeting on June 6th. The Chapter President will be attending the Chapter orientation during the week of the 16th. First day of work for our summer youth employment will be on June 16th through July 11th. On June 19-22, there will be free spay and neuter at Tohatchi Chapter. The Chapter meeting for June has been moved to Wednesday, June 25th.

Doris Benallie – Sheepsprings Chapter is hosting a Veteran's run and walk at 7am this Friday, May 23rd. On June 2nd they will be having sheep to table. They will be butchering sheep and cooking for everyone.

Geneva Begay – RWFB meeting will be on May 27th, I'll have corn seeds to distribute. Also, meeting on the 22nd as well to discuss water and Chooshgai lake dam.

Grazing Officer Moore – District 14 Grazing Committee Meeting on June 4th at Tohatchi Chapter at 9am. Navajo Nation wool buying event will be on July 9th through the 11th at W/R fairgrounds at 9am. PRCA rodeo will be held on May 30-June 1st. NN Youth Team Roping Clinic scheduled for May 26-27th.

Vice President Rodgers – Requesting to move the Chapter meeting which is scheduled for June 25th at 10am to 9am instead, please.

XI. NEXT MEETING DATE: June 09, 2025 Planning Meeting @ 10am.

XII. ADJOURNMENT: 12:32 pm

Submitted by,



Secretary/Treasurer, Tohatchi Chapter **May 29, 2025**

cc: Elvis Bitsilly, President.

Ms. Lee Rodgers, Vice-President

Mr. Gerald Moore, Grazing Officer

Ms. Maria Allison, CSC

Mr. Sonny Moore, LDA

Council Delegate Nathan Notah