

THE NAVAJO NATION

RUSSELL BEGAY, PRESIDENT

JONATHAN NEZ, VICE PRESIDENT



MEMORANDUM

TO: Community Service Coordinators (CSC)
Accounts Maintenance Specialist (AMS)
NAVAJO NATION CHAPTERS
Chapter Managers, LGA Certified Chapters

FROM: Johnny Johnson
Johnny Johnson, Department Manager II
Administrative Service Center

DATE: February 14, 2018

SUBJECT: **MANDATORY TRAINING ATTENDANCE: Monthly Meeting**

For the month of February, the Administrative Service Center (ASC) in coordination with the Division of Community Development (DCD) Departments will be conducting its first mandatory MONTHLY training for CSCs and AMSs by AGENCIES on the following dates & locations:

	<u>AGENCY</u>	<u>DATE</u>	<u>CHAPTER LOCATION</u>	<u>TIME</u>
1.	Eastern	Tuesday, February 20	Crownpoint	9:00 AM to 4:00 PM
2.	Northern	Wednesday, February 21	Upper Fruitland	9:00 AM to 4:00 PM
3.	Fort Defiance	Thursday, February 22	Ft. Defiance	9:00 AM to 4:00 PM
4.	Central	Friday, February 23	Pinon	9:00 AM to 4:00 PM
5.	Western	Tuesday, February 27	Kayenta	9:00 AM to 4:00 PM

This training is part of our effort to strengthen communication and to provide technical assistance. Areas include customer service, program updates, providing guidance, teamwork, and to recognize the importance of long-term solutions.

Given the importance of the monthly meeting, CSCs and AMSs are to cancel all other meeting attendance and to participate at your respective training location. Staff are to adhere to travel policy, as well as, code of conduct.

LGA Certified Chapter Manager are welcome to attend. You may contact ASC at (928) 871-6221 or CPMD at (928) 871-6211. Thank you

ATTACHMENT: Agenda

Cc: Carl Smith, Executive Director, DCD
DCD Department Managers

ADMINISTRATIVE
SERVICE CENTERS
(ASC)

P.O. BOX 1904
WINDOW ROCK, AZ
86515

PHONE:
(928) 871-6221/6203
FAX: (928) 871-7189

WEBSITE:
NNDCD.org
NavajoChapters.org

ASC MISSION:
"Promoting
Viable
Communities
Through
Navajo Values"

Location:
NNDCD/ASC Office
Administration
Bldg. No. 2, #2296
2nd floor
Window Rock, AZ
86515

DIVISION OF COMMUNITY DEVELOPMENT

Community Service Coordinator & Accounts Maintenance Specialist Meeting Agenda

9:00 AM – 4:00 PM

Invocation	Volunteer
Purpose of Meeting	Carl Smith, Executive Director Division of Community Development
Introduction	DCD Staff
Chapter Finances	Brenda Holgate Program & Projects Specialist
ASC Updates & Issue	Johnny Johnson, Dept. Mgr. II Administrative Service Center
CPMD Updates & Issue	Sheryl Yazzie, Dept. Mgr. III Capital Projects Management Department
Rural Addressing Authority Updates & Issue	MC Baldwin, Dept. Mgr. Rural Addressing Authority
CHID Updates & Issue	Marlon Stevens, Dept. Mgr. Community Housing & Infrastructure Department
Information Technology Updates & Issue	Norbert Nez, Supervisor Information Technology
Human Resources Update	Christopher Francis, HR Specialist DCD Human Resources

*Cell phones, laptop computers and other electronic devices will not be allowed during the meeting.
Staff will be required to sign in the morning and afternoon.*