

SUMMARY OF PROPOSED LEGISLATION

Tracking No. 0228-24

DATE: October 11, 2024

RE: **AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND THE NAVAJO NATION COUNCIL; CONFIRMING THE APPOINTMENT OF JULISSA M. JOHNSON AS EXECUTIVE DIRECTOR OF THE OFFICE OF LEGISLATIVE SERVICES**

PURPOSE OF THIS LEGISLATION:

Council will be confirming the appointment of Julissa M. Johnson as the Executive Director of the Office of Legislative Services.

FINAL AUTHORITY and VOTE REQUIREMENT:

The Navajo Nation Council has final authority. A simple majority vote is required.

- 1 of Legislative Services serves at the pleasure of the Naabik'iyáti' Committee. 2 N.N.C. §953.
- 2 B. The Speaker of the Navajo Nation Council wishes to appoint Julissa M. Johnson as the
- 3 Executive Director of the Office of Legislative Services.
- 4 C. Given Ms. Johnson's experience and background with the Office of the Legislative Services
- 5 and the Legislative Branch, she is highly qualified to serve as the Executive Director of the
- 6 Office of Legislative Services. Ms. Johnson's resume, letter of interest, and Certificate of
- 7 Indian Blood are attached as **EXHIBIT A**.
- 8 D. The Speaker of the Navajo Nation believes it to be in the best interest of the Navajo Nation
- 9 for Julissa M. Johnson's appointment to be confirmed by the Navajo Nation Council.

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11 **SECTION THREE. CONFIRMING THE APPOINTMENT OF JULISSA M.**

12 **JOHNSON AS EXECUTIVE DIRECTOR OF THE OFFICE OF**

13 **LEGISLATIVE SERVICES**

14 The Navajo Nation Council hereby confirms the appointment of Julissa M. Johnson as the

15 Executive Director of the Office of Legislative Services, effective immediately.

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17 **SECTION FOUR. EFFECTIVE DATE**

18 This Action shall be effective in accordance with 2 N.N.C. §221(C).

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Julissa M. Johnson

Window Rock, AZ 86515

September 22, 2023

Attn: Manuel Rico, Jr., Chief of Staff
Office of the Speaker
P.O. Box 3390
Window Rock, AZ 86515

Dear Mr. Rico,

I'd like to formally submit this letter of interest for the Executive Director position with the Office of Legislative Services. I have worked with the Office of Legislative Services for the seven years and have focused on providing professional services to the Navajo Nation and the Navajo people.

In my current position as the Policy Analyst with the Tracking Section, I am responsible for conducting research and analyzing policies on a variety of topics, including changes to the Navajo Nation Codes. The current work experience has given me the opportunity to work on a wide range of projects. I am also an effective communicator, able to write clear and concise reports that are easy to understand.

I have always been interested in politics and government, and I feel that this position would be a great way to combine my interests with my professional career. I am confident that I can contribute to the success of the organization's mission, "to serve as a resource providing uniform and adaptive professional services to assist Navajo Nation legislators in the development of public policy."

Thank you for your time and consideration. I look forward to hearing from you soon. If you should have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Julissa M. Johnson". The signature is fluid and cursive.

Julissa M. Johnson

JULISSA M. JOHNSON

Window Rock, AZ 86515

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PROFESSIONAL SUMMARY

Skilled Policy Analyst with a background in completing in-depth reviews under tight timelines to evaluate current, pending and proposed changes. Well-versed in authoring reports and developing recommendations to benefit the Navajo Nation, and a resource in providing uniform and professional services. Over 7 years of experience in Legislative Services.

SKILLS

- Work Organizing and Prioritizing
- List Development
- Legislative Tracking
- Electronic Filing System
- Database Management
- Evaluating Legislation
- Research
- Active Listening
- Project Management
- Attention to Detail

WORK HISTORY

NAVAJO NATION OFFICE OF LEGISLATIVE SERVICES

Policy Analyst | Window Rock, AZ | March 2017 - Current

- Supervise the Office of Legislative Services - Tracking Section
- Process, track and close legislation introduced through the Navajo Nation Legislative Process.
- Identify, evaluate and develop solutions to remove complications to change.
- Investigate policies currently under discussion to assess impact.
- Drafted and presented reports outlining policy actions.
- Intake and oversee grassroots' support or opposition for proposed legislation.
- Recommend updates to current legislation, regulations and policies.
- Assist with the fiscal year budget process.
- Modify, update and process existing legislative policies.
- Carry out administrative tasks and aid the current Interim Executive Director.
- Review outstanding requests and redirect workloads to complete projects on time.
- Check documentation for accuracy and validity.
- Serve as Legislative Advisor for the Naabik'iyáti' Tó Níítóli Task Force and current Title II Reform Subcommittee.

NAVAJO NATION OFFICE OF THE CONTROLLER

Office Assistant Intern | Window Rock, AZ | June 2016 - October 2016

- Assisted Accounting Manager with the Travel Expense Management Program - FMIS project.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Interacted with customers by phone, email, or in-person to provide information.
- Maintained office records, both digital and physical.
- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.

- Managed daily data entry and kept clerical information accurate and up-to-date.
- Prepared and edited documents to produce precise, accurate and professional communication.
- Delivered clerical support by handling range of routine and special requirements.
- Input data into spreadsheets and databases.
- Promptly received and forwarded incoming communications, such as phone call, emails and letters, to appropriate staff.
- Compiled and analyzed data to produce budget reports.
- Monitored and tracked budgets and expenses.

NAVAJO NATION INSURANCE SERVICES/RISK MANAGEMENT PROGRAM

Office Assistant Intern | Window Rock, AZ | May 2016

- Answering incoming phone calls and transferred to staff members or provided requested information.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Proofread papers, letters and marketing materials to identify mistakes for quality control.
- Developed correspondence letters, memos, and emails.
- Researched subjects at request of staff to develop information and collate data.
- Supported program assistant and staff members in administrative activities, documentations and data management.

EDUCATION

ASSOCIATES OF APPLIED SCIENCE Accounting

Navajo Technical University (ongoing)

Crownpoint, NM

CERTIFICATE Bookkeeping

Navajo Technical University

Crownpoint, NM

HIGH SCHOOL DIPLOMA

Window Rock High School

Fort Defiance, AZ

CERTIFICATIONS

- Tribal Parliamentarian Procedure Certified
- Financial Management Information System (FMIS) Certified: Common Foundation and Inquiry



THE NAVAJO NATION

JOE SHIRLEY, JR
PRESIDENT

BEN SHELLY
VICE PRESIDENT

UNACCEPTABLE IF ALTERED

CERTIFICATE OF NAVAJO INDIAN BLOOD

PART A (To be used if applicant is enrolled)

FORT DEFIANCE
AGENCY

JANUARY 21, 2009
DATE

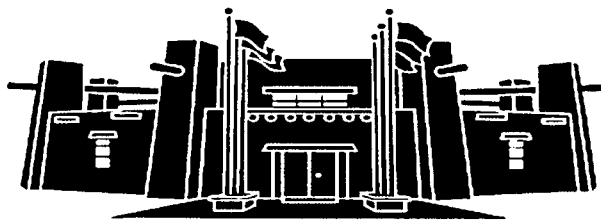
I certify that JULISSA MARTHA JOHNSON is listed on the Navajo Indian Census Roll, dated January 01, 1940, which is an official record of this office as being of 15/16 Degree Navajo Indian blood, with Roll Number, _____, Date of Birth _____.

RECORDED: JUNE 21, 1991.

mesli
For/Vital Statistics Manager
VST/

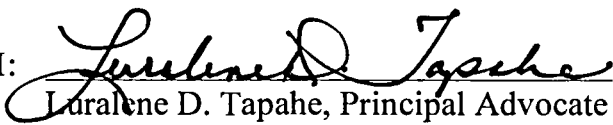
THE INFORMATION CONTAINED ON THIS DOCUMENT
HAS BEEN TAKEN FROM THE OFFICIAL TRIBAL ROLL OF THE NAVAJO NATION.

VITAL RECORDS & TRIBAL ENROLLMENT PROGRAM
THE NAVAJO NATION ♦ P.O. BOX 3240 ♦ WINDOW ROCK, ARIZONA 86515



MEMORANDUM

TO: Hon. Crystalyne Curley, Speaker
25th Navajo Nation Council

FROM: 
Luralene D. Tapahe, Principal Advocate
Office of Legislative Counsel

DATE: October 11, 2024

RE: **AN ACTION RELATING TO THE NAABIK'ÍYÁTI' COMMITTEE AND THE NAVAJO NATION COUNCIL; CONFIRMING THE APPOINTMENT OF JULISSA M. JOHNSON AS EXECUTIVE DIRECTOR OF THE OFFICE OF LEGISLATIVE SERVICES**

The Office of Legislative Counsel has prepared the above-described proposed legislation for you. OLC finds this draft to be legally sufficient, but as with any action of the Navajo Nation government, it can be challenged under applicable laws.

Please review this legislation and its exhibits, to make sure that everything is satisfactory and in order. You should contact me immediately if any edits are needed, or if you have any questions or concerns.

I can be reached at the Office of Legislative Counsel at (928) 871-7166 or via email at luralenetapahe@navajo-nsn.gov.

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: _0228-24_

SPONSOR: Crystalyne Curley

TITLE: An Action Relating to the Naabik'íyáti' Committee and the Navajo Nation Council; Confirming the Appointment of Julissa M. Johnson as Executive Director of the Office of Legislative Services

Date posted: October 11, 2024 at 6:40PM

Digital comments may be e-mailed to comments@navajo-nsn.gov

Written comments may be mailed to:

**Executive Director
Office of Legislative Services
P.O. Box 3390
Window Rock, AZ 86515
(928) 871-7586**

Comments may be made in the form of chapter resolutions, letters, position papers, etc. Please include your name, position title, address for written comments; a valid e-mail address is required. Anonymous comments will not be included in the Legislation packet.

Please note: This digital copy is being provided for the benefit of the Navajo Nation chapters and public use. Any political use is prohibited. All written comments received become the property of the Navajo Nation and will be forwarded to the assigned Navajo Nation Council standing committee(s) and/or the Navajo Nation Council for review. Any tampering with public records are punishable by Navajo Nation law pursuant to 17 N.N.C. §374 *et. seq.*

THE NAVAJO NATION
LEGISLATIVE BRANCH
INTERNET PUBLIC REVIEW SUMMARY

LEGISLATION NO.: 0228-24

SPONSOR: Honorable Crystalyne Curley

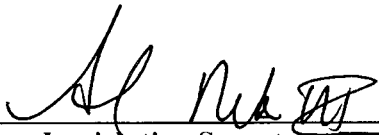
TITLE: An Action Relating to the Naabik'iyáti' Committee and the Navajo Nation Council; Confirming the Appointment of Julissa M. Johnson as Executive Director of the Office of Legislative Services

Posted: October 11, 2024 at 6:40 PM

5 DAY Comment Period Ended: October 16, 2024

Digital Comments received:

Comments Supporting	<i>None</i>
Comments Opposing	<i>None</i>
Comments/Recommendations	<i>None</i>



Legislative Secretary II
Office of Legislative Services

October 17, 2024; 8:35 AM

Date/Time

**25th NAVAJO NATION COUNCIL
NAABIK'ÍYÁTI' COMMITTEE REPORT
Second Year 2024**

The **NAABIK'ÍYÁTI' COMMITTEE** to whom has been assigned:

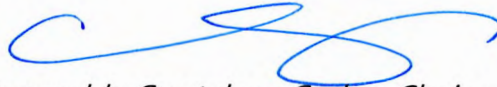
NAVAJO LEGISLATIVE BILL # 0228-24

An Action Relating to the Naabik'iyáti' Committee and the Navajo Nation Council;
Confirming the Appointment of Julissa M. Johnson as Executive Director of the Office of
Legislative Services

Sponsored by: Honorable Crystalyne Curley

Has had it under consideration and reports the same that the legislation **WAS PASSED
AND REFERRED TO THE NAVAJO NATION COUNCIL.**

Respectfully Submitted,



*Honorable Crystalyne Curley, Chairwoman
NAABIK'ÍYÁTI' COMMITTEE*

18 October 2024

MAIN MOTION

Motioned by: Honorable George H. Tolth

Seconded by: Honorable Eugenia Charles-Newton

Vote: 15 in Favor, 00 Opposed (Chairwoman Curley Not Voting)

NAVAJO NATION

496

10/18/2024

Naa'bik'iyati' Committee Special Meeting

10:36:50 AM

Amd# to Amd#

New Business: Item A. (CONSENT)

PASSED

MOT Tolth, G

#0215-24; #0228-24

SEC Charles-Newton,

Yeas : 15

Nays : 0

Excused : 4

Not Voting : 3

Yea : 15

Arviso, S

Claw, S

Nez, R

Yanito, C

Begay, H

James, V

Simpson, D

Yazzie, C

Begay, N

Johnson, C

Slater, C

Yazzie, L

Charles-Newton, E

Nez, A

Tolth, G

Nay : 0

Excused : 4

Simonson, G

Crotty, A

Daniels, H

Tso, O

Not Voting : 3

Jesus, B

Notah, N

Parrish, S

Presiding Speaker: Curley, C