

RESOLUTION OF THE  
RESOURCES AND DEVELOPMENT COMMITTEE  
Of the 23rd Navajo Nation Council---Second Year 2016

AN ACTION  
RELATING TO RESOURCES AND DEVELOPMENT COMMITTEE; CONFIRMING THE  
APPOINTMENT OF M. TERESA HOPKINS AS THE EXECUTIVE DIRECTOR FOR  
THE OFFICE OF NAVAJO TELECOMMUNICATIONS REGULATORY COMMISSION

SECTION ONE. AUTHORITY

A. The Resources and Development Committee of the Navajo Nation Council has legislative oversight over telecommunications and the authority to grant final confirmation of appointments to enterprise boards; Navajo Nation Water Rights Commission; and entities under the authority of the Committee requiring appointments. See 2 N.N.C. § 500 (C); See also 2 N.N.C. § 501 (B) (9); See also 2 N.N.C. § 1455;

SECTION TWO. FINDINGS

A. Pursuant to 2 N.N.C. §3455. The President of the Navajo Nation shall employ an Executive Director of the Commission who shall serve at the pleasure of the President of the Navajo Nation and be subject to confirmation by the Government Services Committee of the Navajo Nation Council. All other staff shall be employed by the Executive Director in Accordance with Personnel Policies Manual of the Navajo Nation.

B. The former Government Services Committee for purposes of this resolution is the Resource and Development Committee.

C. The Navajo Nation President, Mr. Russell Begaye, has appointed M. Teresa Hopkins, as the Executive Director for the Office of Navajo Telecommunications Regulatory Commission. See Exhibit A (Appointment Letter); See also Exhibit B (Letter of Appointment of M. Teresa Hopkins); See also Exhibit C (Resume).

**SECTION THREE. CONFIRMING APPOINTMENT**

A. The Navajo Nation Resources and Development Committee confirms M. Teresa Hopkins as the Executive Director for the Office of Navajo Telecommunications Regulatory Commission.

B. M. Teresa Hopkins shall serve at the pleasure of the Navajo Nation.

**CERTIFICATION**

I, hereby, certify that the foregoing resolution was duly considered by the Resources and Development Committee of the 23<sup>rd</sup> Navajo Nation Council at a duly called meeting at Twin Arrows Casino Resort, (Navajo Nation) Twin Arrows, Arizona, at which quorum was present and the same was passed by a vote of 3 in favor, 0 opposed, 1 abstained this 11<sup>th</sup> day of April, 2016.



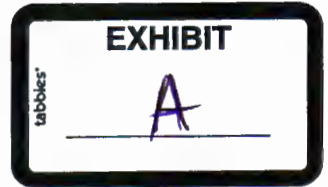
Walter Phelps, Pro Tem Chairperson  
Resources and Development Committee  
Of the 23<sup>rd</sup> Navajo Nation Council

Motion: Benjamin Bennett  
Second: Davis Filfred



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT



March 8, 2016

Honorable Benjamin Bennett  
23<sup>rd</sup> Navajo Nation Council  
P.O. Box 3390  
Window Rock, AZ 86515

Dear Honorable Council Delegate Bennett:

We respectfully request that you sponsor the legislation to confirm the Presidential appointment of Ms. Mary Teresa Hopkins, as the Division Director for the Office of Navajo Telecommunications Regulatory Commission. After a considerable search and interview process, this Administration selected Ms. Hopkins. Based on her extensive experience and knowledge, she possesses the qualifications and experience to best represent the Navajo Nation in this prestigious position.

Attached is Ms. Hopkin's appointment letter and resume. If you have any further questions, please contact Perry Shirley, Executive Staff Assistant at (928) 871-7000. Thank you.

Respectfully,

THE NAVAJO NATION

Russell Begaye, President

Jonathan Nez, Vice President

c: Arbin Mitchell, Chief of Staff  
Office of the President and Vice President

2345



# THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE PRESIDENT



June 18, 2015

Teresa Hopkins

St. Michaels, AZ 86511

Re: Appointment as Executive Director to the Navajo Nation Telecommunication  
Regulatory

Dear Ms. Hopkins:

This letter serves to appoint you as the Executive Director to the Navajo Nation Telecommunications Regulatory. This Appointment shall take effect on July 6, 2015 at 8:00 a.m. and is subject to confirmation by the Navajo Nation Council.

Your duties are outlined in the plan of operation for the Office. You shall be responsible for the administration and management of the Navajo Nation Telecommunications Regulatory and the supervision of all personnel. This includes ensuring compliance with all applicable Navajo Nation and other laws and policies.

Your salary shall be that of the current budgeted salary for the position. During this appointment, you will report to the Chief of Staff, President Begaye, and Vice President Nez. Thank you.

Sincerely,

Russell Begaye, President  
THE NAVAJO NATION

Jonathan Nez, Vice President  
THE NAVAJO NATION

# M. Teresa Hopkins

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**Objective**

To continue in the field of information technology and development with an increased emphasis in public administration and e-commerce.

**Experience**

September 2005 – Present

Albuquerque, NM

**CEO, Dine' Digital Services, LLC**

- Responsible for the operations and management of Dine' Digital Services, LLC, company specializing in records management, scanning services, network designs.
- Supervise five individuals on a daily basis.
- Contact and provide demonstration of product and services to potential customers.
- Designed company logo, with business cards, envelopes, and letterhead.
- Maintain contact on a weekly basis with several local government and private entities in the Albuquerque area; as well as tribal nations throughout the United States who have expressed an interest in digitizing and scanning services.
- Established partnership agreements with CompuScan Imaging Solutions, Inc.
- Negotiating DDC's ability to resell office products and supplies, janitorial supplies, and school supplies.
- Provide user training to the tribal organizations on how to use the Internet, use of Adobe Acrobat, Capture Perfect, UbiQuati Imaging solution and the Microsoft Office Suite.
- Increased sales from \$5,000 per year to \$250,000 per year.

Provide technological assistance in:

- assessment of current records information management system and structure.
- assessment of existing computer hardware and software as it relates to document management and imaging.
- designing and recommending the upgrading of or replacement of existing computer hardware and software as it relates to document management and imaging.
- a legal review of State and federal recording-keeping laws and regulations based current records information management system and internal regulations and policies, including corporate compliance with the "Sarbanes-Oxley Act of 2002", to mitigate corporate risk to liability exposure.
- develop an appropriate request for proposal for these general services, as necessary.

Provide technological assistance in:

- telecommunication licensing assessment.
- other telecommunication related activities, i.e. federal funding support, incentives, etc.
- provide a renewable energy assessment.
- identifying economic development opportunities to promote the use of telecommunications and renewable energy.

October 2004 – August 26, 2005

Window Rock, AZ

**CEO, Dine' Technologies Corporation**

- I developed the Business Plan for the Navajo Nation to create a new company called Dine' Technologies Corporation and received approval for start-up monies.
- I established contracts for accounting and legal services.
- Represented the company as a Board of Director of the Intertribal Information Technology Corporation.
- Served as an officer, Secretary on the Dine' Development Corporation Board of Directors.
- Acquired and signed lease for office space at two locations, one in Albuquerque, NM and one at Fort Defiance, AZ.
- Requested for insurance bids from various brokers re: premise liability insurance, medical insurance, D & O insurance, workers compensation, and general liability insurance.
- I interviewed and selected four Navajo individuals for employment. Two full time employees to be stationed in Albuquerque, NM and two full employees to be stationed in Ft. Defiance, Arizona. I will commute between the Albuquerque and Ft. Defiance locations.
- Purchased the necessary digitizing equipment and software; computer hardware and software; office furniture.
- I installed and set-up wireless network for DTC.
- I designed company logo, with business cards, envelopes, and letterhead.
- Assisted with the training to ensure that all DTC employees completed training in CompuScan's software called Ubiquati; MScan 3.2.; and Adobe TypeReader.
- I made contact with several local government and private entities in the Albuquerque area who have expressed an interest in digitizing services.
- I was contacted to be a subcontractor on a bid of \$29,000,000 from the Air Force to digitize documents. DTC will act as the service bureau for this contract.
- I enrolled all DTC employees to be members of the Association of Record Managers and Administrators International.
- I began the process of DTC to become a dealer of digitizing equipment and software, i.e. Lexmark, Canon, and CompuScan, etc.
- Established DTC have the ability to resell all office products and supplies, janitorial supplies, and school supplies.
- Set up DTC to be part of the Microsoft Partner Program.
- I drafted DTC Personnel Policies and Procedures Manual.
- I drafted and finalized DTC employment contracts.
- Provided user training to the Navajo Nation Council Government Services Committee on: how to use the Internet, use of Adobe Reader; and Microsoft Office Suite.

March 2003 – October 2004

Window Rock, AZ

**Consultant, Telecommunications and Renewable Energy**

- Administrative functions pertaining to developing, filing, and acquiring Navajo Nation and BIA approvals necessary to build and operate telecommunications facilities on tribal lands.
- Research of land records or official documents regarding telecommunications facilities.
- Scheduled meetings at the Window Rock or other locations.
- Attendance at meetings of Navajo Nation Council Subcommittees: Government Services Committee, Resources Committee and Intergovernmental Relations Committee; Navajo Nation Telecommunications Regulatory Commission and other relevant tribally designated Standing Committee deemed necessary to complete tasks as assigned.
- Assist with the negotiation of lease fees imposed by the Navajo Nation.
- Act as liaison between the Navajo Nation and company.
- Lobbying tribal nation to seek alternative energy as an option and as a form of economic development.
- Obtained approval from the Navajo Nation for eight new tower locations and three co-locations.

- Provide technical advice and assistance to oversight committees in the area of telecommunications.

Clients included, the Navajo Nation, CellularOne of Arizona, and the Intertribal Economic Alliance.

March 2001 – September 2001    Dine' College    Tsaile, AZ

**Interim Project Director – IIRD**

- Planned and implemented Youth Opportunity Program which was funded by US Department of Labor. Secured funding in the amount of \$3.3 million dollars for Year 1. \$4.0 million for Year 2.
- Planned and implemented a six week Summer Institute for youth from throughout the Navajo Nation.
- Planned and implemented a five week Fall Institute focusing on out-of-school youth from throughout the Navajo Nation.
- Planned and implemented Certificate Training Program in the areas of Equine Science and Veterinary Technician.
- Developed job descriptions for new positions under the Youth Opportunity Program.
- Developed and maintained web site for the 7<sup>th</sup> Annual Native American Music Festival.
- Work directly with the eight Dine' College Community Campus Centers on the Youth Opportunity Program.
- Represent Dine' College on all related issues regarding the Youth Opportunity Program.
- Developed and presented resolutions for review and approval by the Human Services Committee of the Navajo Nation Council.
- Development and presented resolutions for review and approval by the Dine' College Board of Regents.
- Prepare and present testimony in behalf of Dine' College President before the Subcommittee on Science, Technology & Space of the Senate Committee on Commerce, Science and Transportation.
- Serve as Board Member for the Alliance of Public Technology.

March 1999 – January 2001    Navajo Nation    Window Rock, AZ

**Division Director – Division of General Services**

- Supervised and directed ten Programs under the Division of General Services. Total staffing was 240 employees.
- Oversee the Division of General Services annual budget of \$20 million.
- Coordinated grant from the Gates Foundation in the Amount of \$2.0 million for computer systems to be housed at each of 110 Navajo communities.
- Coordinated Y2K Project for the Navajo Nation, as a result \$2.0 million in replacement computer equipment was received from the US Department of the Interior
- Coordinated visit by President William Jefferson Clinton to the Navajo Nation.
- Assisted with the purchase of 14 new buses for the Navajo Transit System. Total amount received for purchases was approximately \$3.0 million.
- Serve as board member to the Low Power Radio Coalition.
- Serve as advisor to the Navajo Nation Council and the Office of the President/Vice-President on all information technology related issues.
- Serve as Chairperson for the Navajo Nation Standards Group.
- Serve as Board Member for the Alliance of Public Technology.
- Member of the Executive Branch Budget Review Team.
- Planned and developed annual budgets at the local, state and federal levels.

- Prepared reports for presentations at the local, state and federal levels.
- Serve as advisor to the Federal Communications Commission regarding technology on Tribal lands.
- Work directly with the Navajo Nation Council, Navajo Nation Branch Chiefs and various oversight committees.
- Continual contact with federal agencies as US Department of Commerce, Federal Communications Commission, General Services Administration, etc.
- Serve as panel member at various conferences, workshops, meetings, etc.
- Coordinate joint technology initiatives between the Navajo, Hopi and Zuni Nations.
- Represent the President and Vice-President of the Navajo Nation at various official functions.

October 1993 – March 1999 Navajo Nation Window Rock, AZ

**Information Technology Coordinator – Agency Network Program**

- Directed and Supervised staff on annual program activities.
- Responsible for the implementation of an Open Information Environment as outlined in the Navajo Nation Council Resolution CJY-34-92.
- Responsible for the strategic planning and implementation of a Nation-wide computing enterprise.
- Member of the Decentralization Task Force to develop a decentralization plan.
- Serve as Chairperson of the Navajo Nation Standards Group.
- Member of the Legislative Branch Budget Review Team.
- Prepare and present testimony before the Navajo Nation Council, oversight committees, Federal Communications Commission, State Public Regulatory Commissions, etc.
- Designed, purchased, and installed the first Navajo Nation-wide area network connecting seven locations throughout the Navajo Nation.
- Designed, purchased and installed the first internet connection for the Navajo Nation.
- Assisted with system administrator activities for the Judicial and Legislative Branches of the Navajo Nation.
- Provided training and software support to users on Microsoft Products, WordPerfect, Adobe Products, Apple Macintosh systems.
- Assist with the delivery and installation of computer systems for the Navajo Nation.
- Visited each of the 110 communities to provide an overview and training on various technologies available.
- Planned and developed annual budgets at the local, state and federal levels.
- Prepared reports for presentations at the local, state and federal levels.
- Coordinated site visit by the Federal Communications Commission to the Navajo Nation.

July 1992 – October 1993 Navajo Nation Window Rock, AZ

**Sr. Systems Analyst – Agency Network Program**

- Assist with the supervision and direction of the program.
- Assist with the implementation of the Open Information Environment.
- Responsible for updates to the Navajo Computing Environment Specifications.
- Member of the Standards Groups, representing the Legislative Branch.
- Assist with annual budget process.
- Provide technical support on computer hardware and software within the Legislative and Judicial Branches of the Navajo Nation.
- Provide training to users on hardware platforms as Apple Macintosh, IBM PC Clones and VAX/VMS Systems.
- Provided software training in WordPerfect, Russell Calendar Manager, VMS Mail, VMS

phone, terminal emulation, access to the financial reporting system, ClarisWorks, Microsoft Products.

- Coordinated orientation to all 110 chapters on "How to Buy a Computer System".
- Monthly site visits to chapters to assist with selection of new computer systems to be purchased, installation and training. Also assisted by providing demonstrations at Chapter planning meetings for computer acquisitions.
- Negotiate in behalf of tribal departments on equipment acquisition.
- Planned and developed annual budgets at the local, state and federal levels.
- Prepared reports for presentations at the local, state and federal levels.

March 1990 – July 1993 Navajo Nation Window Rock, AZ

**User Services Manager – Department of Information Technology**

- Directed and supervised staff of the User Services Section.
- Oversee studies to assist users in determination of appropriate hardware and software.
- Review, draft and implement updates into the Navajo Computing Environment Specifications.
- Planned and developed annual budgets at the local, state and federal levels.
- Prepared reports for presentations at the local, state and federal levels.
- Participate in the evaluation of new hardware and software products and provided recommendations.
- Review of all purchases for acquisition of new computer hardware and software to ensure purchased are made in line with Navajo Computing Environment Specifications.
- Assisted with the implementation and testing of new local area network as SCO Unix and DEC's Pathworks.
- Provided technical support and training on Informix Software Systems, VAX/VMS Wordperfect 5.0 and 5.1, Russell Calendar Manager, Word-11, Basic VMS Commands, MS-DOS Commands, GoldMail and Microsoft Office.
- Member of the Budget and Finance Committee Task Force to oversee the accomplishment of the 1992 budget directives.
- Development of plans to support decentralization.
- Increased internal sales from a deficit of -\$20,000 to \$500,000 profit.

December 1988 – March 1990 Navajo Nation Window Rock, AZ

**Technical Support Specialist – Computer Services Department**

- Assisted with direction and supervision of staff of the User Services Section.
- Worked directly with users to evaluate, design, recommend and implement computer automated solutions.
- Design new microcomputer systems for both single- and multi-users.
- Review new and existing computer systems for possible improvements and upgrades.
- Provide technical support to users in Informix Smartware Systems.
- Developed in-house record management system.

Member of five person planning and development management team to oversee implementation of the Navajo Nation's new Northern Telecom Digital Meridian Centrex telephone system.

**Memberships**

Past and Present

- Indigenous Community Enterprise Board of Directors
- Dine' Development Corporation Board of Directors
- Dine' Technologies Corporation Board of Directors
- Alliance for Public Technology
- National Association for Bilingual Education Special Interest Group – American

Indian/Alaska Native

- Navajo Nation Standards Group, Chairperson
- Navajo Nation Executive Branch Budget Review Team
- Navajo Nation Legislative Branch Budget Review Team
- Navajo Nation Decentralization Task Force Team
- Rocky Mountain Indian Chamber of Commerce
- American Indian Chamber of Commerce of New Mexico
- Association of Records Managers and Administrators (ARMA)
- ARMA – Rio Grande Chapter

**Education**

- Dine' Community College, Tsaiile, Arizona
- Mesa Community College, Mesa, Arizona
- Rio Salado Community College, Phoenix, Arizona

Certified Public Manager through Arizona State Government