

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

23<sup>RD</sup> NAVAJO NATION COUNCIL - First Year, 2015

AN ACTION

RELATING TO HEALTH, EDUCATION AND HUMAN SERVICES COMMITTEE; APPROVING  
AMENDMENTS TO THE PLAN OF OPERATION FOR THE NAVAJO NATION  
TELECOMMUNICATION & UTILITIES DEPARTMENT WITHIN THE DIVISION OF  
GENERAL SERVICES

BE IT ENACTED:

SECTION ONE. FINDINGS

- A. The Health, Education and Human Services Committee (HEHSC) is established as a standing committee of the Navajo Nation Council with oversight committee for the Division of General Services. 2 N.N.C. § 400(A); 2 N.N.C. § 401(C)(1).
- B. The Navajo Nation Telecommunication & Utilities (NNTU) department under the Division of General Services provides access to essential telecommunication and utilities service for the Navajo Nation government.
- C. Pursuant to the Plan of Operation previously adopted, amendments to the NNTU Plan of Operation may be approved by the Government Services Committee of the Navajo Nation Council in accordance with what was previously 2 N.N.C. § 343(B)(2). See GSCAU-27-09 attached as Exhibit A.
- D. On May 11, 2011, the Navajo Nation abolished the powers given to the Government Services Committee [CAP-10-11], specifically 2 N.N.C. § 343(B)(2).
- E. References in the Navajo Nation Code and other official documents to the Government Services Committee shall mean the Naabik'iyati' Committee unless the amendments enacted herein [CJA-03-13] or the context of previous law indicates otherwise. See CJA-03-13 at Section 5.
- F. Currently, the law indicates that the HEHSC may amend the Plan of Operation for NNTU as HEHSC was granted oversight over the Division of General Services to review, recommend or propose the adoption, amendment or rescission of its Plan of Operation. 2 N.N.C. § 401(C)(1).


- G. Amongst the changes to the Plan of Operation for NNTU, some of the proposed amendments clarify that HEHSC is the legislative oversight committee and may amend the Plan of Operation if need be in the future.
- H. The amended Plan of Operation for NNTU is attached as Exhibit B.

**SECTION TWO. APPROVING AMENDMENTS TO THE PLAN OF OPERATION FOR THE NAVAJO NATION TELECOMMUNICATION & UTILITIES DEPARTMENT WITHIN THE DIVISION OF GENERAL SERVICES**

The Navajo Nation hereby approves the amended Plan of Operation for the Navajo Nation Telecommunications & Utilities Department within the Division of General Services attached as Exhibit B.

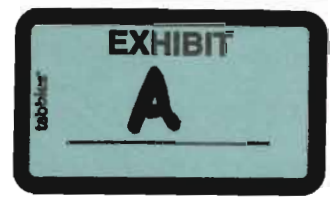
**C E R T I F I C A T I O N**

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 Fort Defiance, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 3 in favor and 0 opposed, this 11<sup>th</sup> day of September 2015.

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

**Main Motion**

Motioned: Honorable Amber Kanazbah Crotty  
Seconded: Honorable Nathaniel Brown  
Vice-Chairperson not voting



GSCAU-27-09\A

**RESOLUTION OF THE  
GOVERNMENT SERVICES COMMITTEE  
OF THE NAVAJO NATION COUNCIL**

**21<sup>st</sup> NAVAJO NATION COUNCIL – Third Year, 2009**

**AN ACTION**

**Relating to Government Services; Amending the Plan of Operation for the Navajo Nation Telecommunication & Utilities Department; and repealing the Plan of Operation for the Enhanced 911 Office Effective October 1, 2009, In recognition of the Transition of Rural Addressing and 911 Emergency Communication Responsibilities to the Division of Community Development and Division of Public Safety, Respectively**

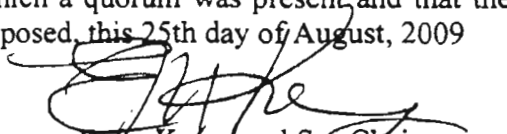
**BE IT ENACTED;**

1. The Navajo Nation finds that the Navajo Nation Telecommunications & Utilities Department and E-911 Task Force have fulfilled the directive issued by Resolution GSCJA-09-03 to "...research and coordinate with the necessary Divisions and Offices to recommend the most efficient and effective emergency 911 system to be established with the Navajo Nation," by researching and coordinating rural addressing and other 911 emergency communication responsibilities with the Division of Community Development and Division of Public Safety.
2. The Navajo Nation hereby recognizes the transition of rural addressing and 911 emergency communication responsibilities to the Division of Community Development by amendment to the Division of Community Development Plan of Operation by Resolution GSCO-27-08, and by proposed plan of operation amendments still pending for the Division of Public Safety.
3. The Navajo Nation hereby amends the Plan of Operation for the Navajo Nation Telecommunication & Utilities Department, previously approved by Resolution GSCJN-23-07, to remove the E-911 Office from the Department's organizational chart effective October 1, 2009, as set forth in the attached Exhibit A.
4. The Navajo Nation hereby repeals and deletes the Plan of Operation for the Enhanced 911 Office within the Navajo Nation Telecommunication & Utilities Department in the Division of General Services, previously approved by Resolution GSCAU-36-07, effective October 1, 2009, as set forth in the attached Exhibit B.

5. The Navajo Nation hereby acknowledges the transfer of all four staff from the E-911 Office within the Navajo Nation Telecommunications & Utilities Department to the Division of Community Development, in accord with the transition authorized by this resolution, Resolution GSCAU-27-08 and the proposed Fiscal Year 2010 operating budget effective October 1, 2009

#### **CERTIFICATION**

I hereby certify the foregoing resolution was duly considered by the Government Services Committee of the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 5 in favor and 0 opposed, this 25th day of August, 2009



Ervin Keeswood Sr, Chairperson  
Government Services Committee

Motion: Amos Johnson  
Second: Charles Damon

**PLAN OF OPERATION FOR THE  
NAVAJO NATION TELECOMMUNICATION & UTILITIES  
DIVISION OF GENERAL SERVICES**



**SECTION I. ESTABLISHMENT**

The Navajo Nation Telecommunication & Utilities (NNTU) department is established as a department within the Division of General Services, Executive Branch of the Navajo Nation Government.

**SECTION II. PURPOSE**

The purpose of the Navajo Nation Telecommunication & Utilities department is to plan, administer, and manage for the telecommunications and utility activities for the Navajo Nation. To carry out the above purposes, the Navajo Nation Telecommunication & Utilities department shall provide a centralized telecommunication and utility management service as a department of the Division of General Services.

**SECTION III. STAFFING AND ORGANIZATION**

**A. STAFFING**

1. All personnel in the Navajo Nation Telecommunication & Utilities department shall be hired in accordance with the Navajo Nation Personnel Policies and Procedures Manual.
2. The Navajo Nation Telecommunication and Utilities department shall be administered by a Program Manager. The Program Manager shall supervise all administration personnel within the Navajo Nation Telecommunication and Utilities department. The Program Manager shall be supervised by the Executive Director of the Division of General Services.
3. The Program Manager is authorized to hire additional personnel to carry out the organizational duties and responsibilities contingent upon availability of funds.

**B. ORGANIZATION**

1. The organization chart of the Navajo Nation Telecommunication & Utilities department is displayed as Exhibit "A", incorporated herein by reference.
2. The Navajo Nation Telecommunication & Utilities department provides services from a central office located at Window Rock, Arizona.

**SECTION IV. RESPONSIBILITY AND AUTHORITY**

The Program Manager and staff of the Navajo Nation Telecommunication and Utilities department are hereby authorized and responsible to:

1. Formulate overall administrative and operating policies and procedures necessary for effective management of the department and other added program responsibilities.
2. Implement and enforce policies and procedures for the department's operations to ensure compliance with guidelines, rules regulations and requirements set by the funding sources and the Navajo Nation Government.

3. Assure accountability of tribal funds and resources, with guidelines, including the enforcement of and compliance with policies, rules, regulations and tribal laws.
4. Seek additional funding for program development, expansion, and improvements.
5. Periodically review fiscal allocations to ensure that expenditures are made according to planned programmatic activities and authorized budgets.
6. Procure telecommunications and utilities services for the Navajo Nation governmental departments and programs contingent upon the availability of funds.
7. Conduct annual audits of usage and inventories of equipment for telecommunications and utilities services to ensure proper accountability.
8. Negotiate with service providers to deliver quality of service at competitive rates.
9. Ensure the timely submission of service requests and subsequent resolution.
10. Ensure the timely review, analysis, and submission of invoices for payment to services providers.
11. Recommend cost saving measures to ensure the efficient use of resources.
12. Keeping abreast of emerging technologies through research and training.
13. Provide technical recommendations to the Navajo Nation relating to projects and issues.
14. Provide general training on equipment usage and services.
15. Provide basic directory assistance within the Navajo Nation government.
16. Conduct public service awareness campaigns on the Navajo Nation in partnership with other entities.

## **SECTION V. LEGISLATIVE OVERSIGHT**

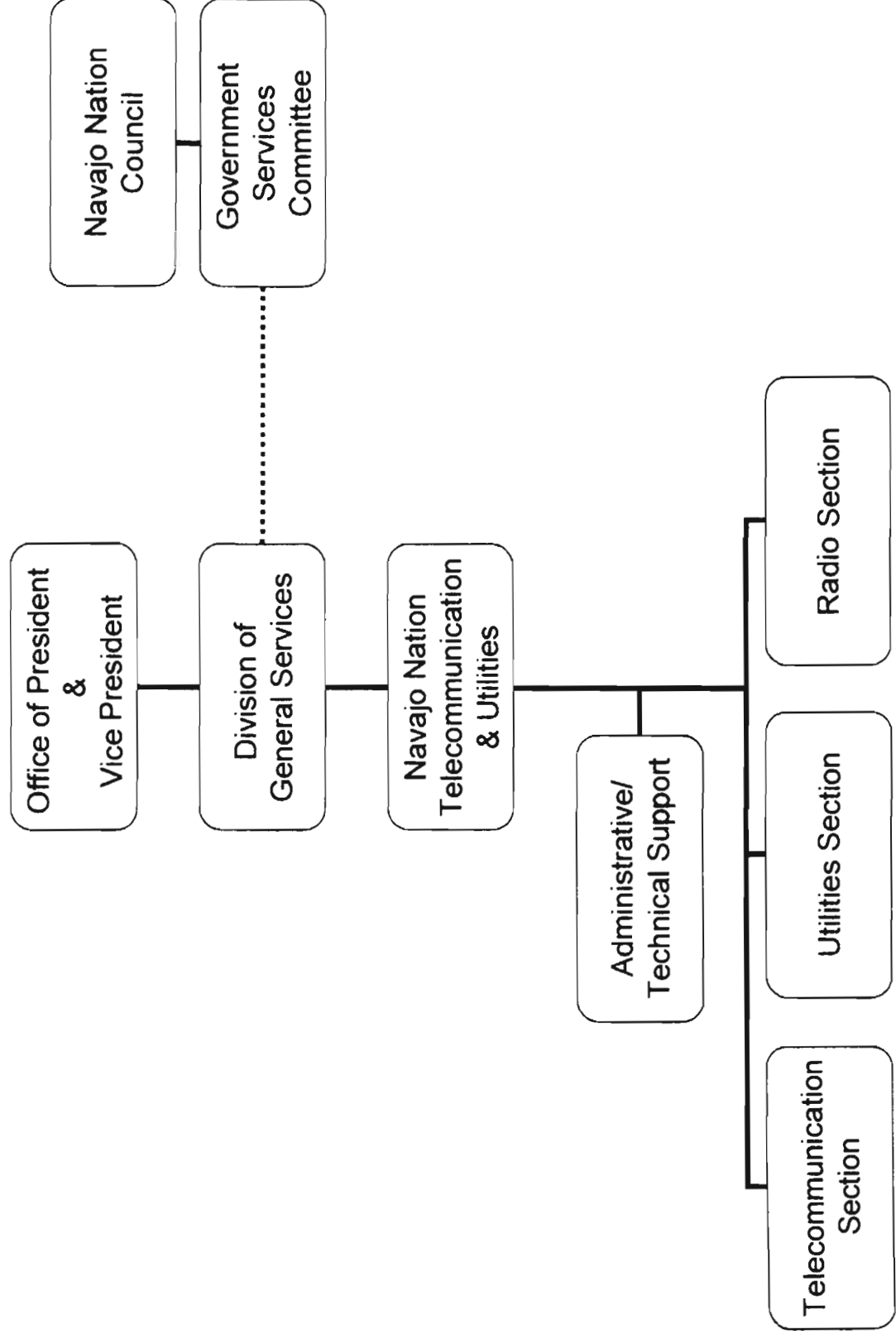
The Government Services Committee of the Navajo Nation Council is the oversight committee for the Division of General Services.

## **SECTION VI. AMENDMENTS**

This plan of operation may be amended and approved by the Government Services Committee of the Navajo Nation Council.

# Navajo Nation Telecommunication & Utilities (NNTU) Department

## Organizational Chart



**PLAN OF OPERATION FOR THE  
NAVAJO NATION TELECOMMUNICATION & UTILITIES  
DIVISION OF GENERAL SERVICES**



**SECTION I. ESTABLISHMENT**

The Navajo Nation Telecommunication & Utilities (NNTU) department is established as a department within the Division of General Services, Executive Branch of the Navajo Nation Government.

**SECTION II. PURPOSE**

The purpose of the Navajo Nation Telecommunication & Utilities department is to plan, administer, and manage for the telecommunications and utility activities for the Navajo Nation. To carry out the above purposes, the Navajo Nation Telecommunication & Utilities department shall provide a centralized telecommunication and utility management service as a department of the Division of General Services.

**SECTION III. STAFFING AND ORGANIZATION**

**A. STAFFING**

1. All personnel in the Navajo Nation Telecommunication & Utilities department shall be hired in accordance with the Navajo Nation Personnel Policies and Procedures Manual.
2. The Navajo Nation Telecommunication and Utilities department shall be administered by a Program Manager. The Program Manager shall supervise all administrative personnel within the Navajo Nation Telecommunication and Utilities department. The Program Manager shall be supervised by the Executive Division Director of the Division of General Services.
3. The Program Manager is authorized to hire additional personnel to carry out the organizational duties and responsibilities contingent upon availability of funds.

**B. ORGANIZATION**

1. The organization chart of the Navajo Nation Telecommunication & Utilities department is displayed as Exhibit "A", incorporated herein by reference.
2. The Navajo Nation Telecommunication & Utilities department provides services from a central office and wireless service shop located at Window Rock, Arizona.

**SECTION IV. RESPONSIBILITY AND AUTHORITY**

The Program Manager and staff of the Navajo Nation Telecommunication and Utilities department are hereby authorized and responsible to:

1. Formulate overall administrative and operating policies and procedures necessary for effective management of the department and other added program responsibilities.
2. Implement and enforce policies and procedures for the department's operations to ensure compliance with guidelines, rules, regulations and requirements set by the funding sources and the Navajo Nation Government.

3. ~~As~~Ensure accountability of tribal funds and resources, with guidelines, including the enforcement of and compliance with policies, rules, regulations and tribal laws.
4. Seek additional funding for ~~program~~ department development, expansion, and improvements.
5. Periodically review fiscal allocations to ensure that expenditures are made according to planned ~~programmatic~~ departmental activities and authorized budgets.
6. Procure telecommunications and utilityies services for the Navajo Nation governmental ~~departments and programs~~ offices contingent upon the availability of funds.
7. Conduct annual audits ~~on~~ usage and inventoryies of equipment for telecommunications and utilityies services to ensure proper accountability.
8. Negotiate with service providers to deliver quality of service at competitive rates.
9. Ensure the timely submission of service requests and subsequent completion and resolution.
10. Ensure the timely review, analysis, and submission of invoices for payment to services providers.
11. Recommend cost saving measures to ensure the efficient use of resources.
12. Keeping abreast of emerging technologies through research and training.
13. Provide technical recommendations to the Navajo Nation relating to telecommunication and utility projects and issues.
14. Provide general training on telecommunication equipment usage and services.
15. Provide basic telephone directory service assistance ~~within~~ for the Navajo Nation government.
16. Conduct public service awareness campaigns on the Navajo Nation in partnership with other entities.

## **SECTION V. LEGISLATIVE OVERSIGHT**

The ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council is the oversight committee for the Division of General Services.

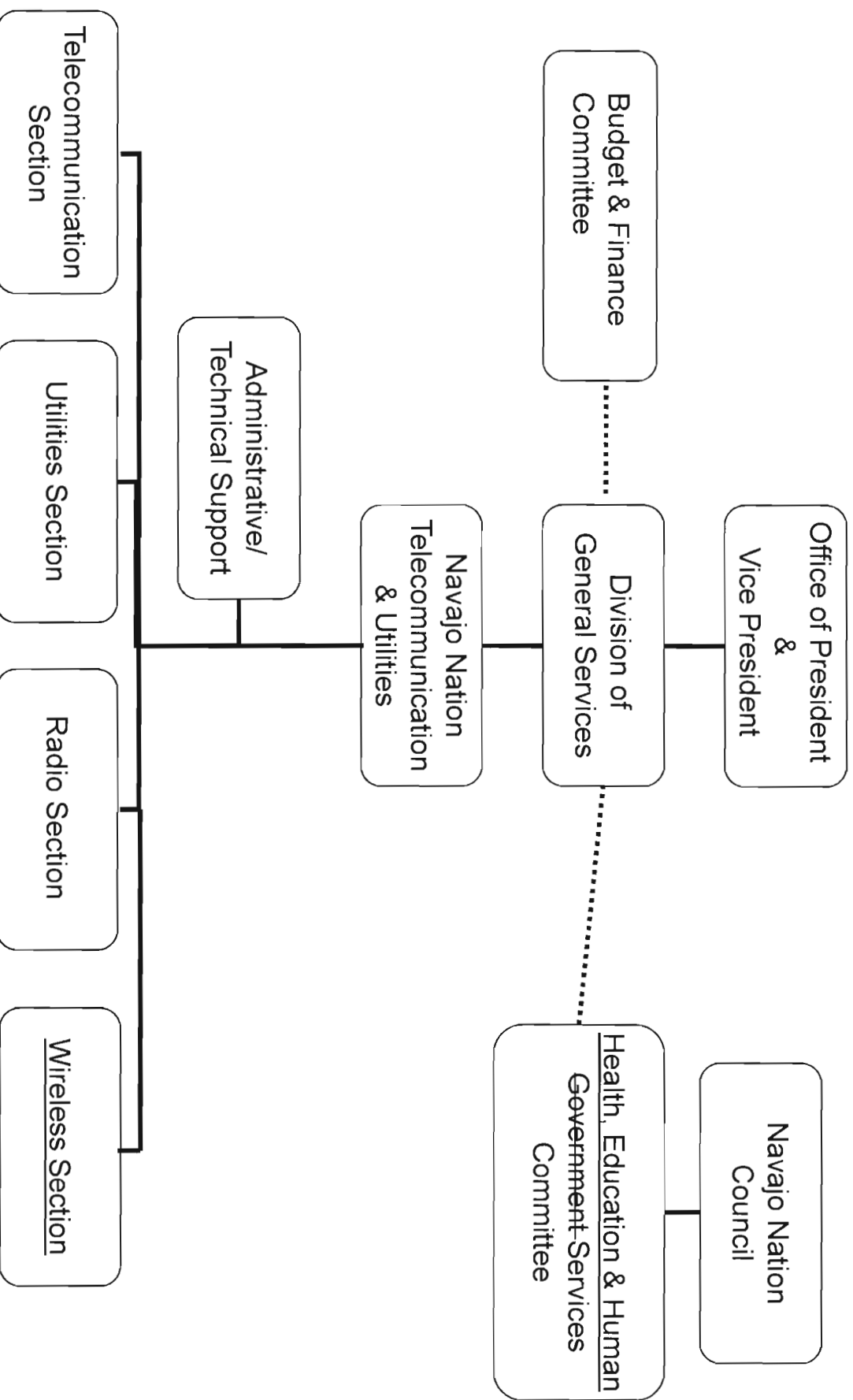
## **SECTION VI. AMENDMENTS**

This plan of operation may be amended and approved by the ~~Government~~ Health, Education, and Human Services Committee of the Navajo Nation Council.

Exhibit A

Navajo Nation Telecommunication & Utilities (NNTU) Department

Organizational Chart





# NAVAJO NATION DEPARTMENT OF JUSTICE

## DOCUMENT REVIEW REQUEST FORM



DOJ	
07/30/15	3:50pm
TE / TIME	
<input type="checkbox"/> Day Deadline	
DOC #:	004463
SAS #:	
UNIT:	H59W

☐ RESUBMITTAL

\*\*\* FOR NNDOJ USE ONLY - DO NOT CHANGE OR REVISE FORM. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. \*\*\*

CLIENT TO COMPLETE			
DATE OF REQUEST:	7/30/15	ENTITY/DIVISION:	DGS
CONTACT NAME:	Pearl Lee	DEPARTMENT:	NNTUA
PHONE NUMBER:	871-7740	E-MAIL:	
TITLE OF DOCUMENT: Plan of Operation - EOR Form			
#77 DOJ SECRETARY TO COMPLETE			
DATE/TIME IN UNIT: 7/30/15 @ 5:10		REVIEWING ATTORNEY/ADVOCATE: CE	
DATE/TIME OUT OF UNIT: 7-31-15 @ 3:10			
DOJ ATTORNEY / ADVOCATE COMMENTS			
document legally sufficient - but program did not attach legislation - no review of proposed legislation			
REVIEWED BY: (PRINT)	DATE / TIME	SURNAMED BY: (PRINT)	DATE / TIME
Cherie Espinosa	7/31/15 @ 5:40am	Kandis Martine	7/31/15 9:45am
DOJ Secretary Called: left msg on v.m.		for Document Pick Up on 7-31-15 at 3:10 By: jmerger	
PICKED UP BY: (PRINT)		DATE / TIME:	

Document No. 004463Date Issued: 07/30/2015**EXECUTIVE OFFICIAL REVIEW**Title of Document: Amend NNTU Plan of Operation Contact Name: YAZZIE, BARBARA JProgram/Division: DIVISION OF GENERAL SERVICESEmail: byazi@navajo-nsn.gov Phone Number: 9288717740☐ **Business Site Lease** Sufficient    Insufficient

1. Division: _____	Date: _____	□	□
2. Office of the Controller: _____	Date: _____	□	□
(only if Procurement Clearance is not issued within 30 days of the initiation of the E.O. review)			
3. Office of the Attorney General: _____	Date: _____	□	□

☐ **Business and Industrial Development Financing, Veteran Loans, (i.e. Loan, Loan Guarantee and Investment) or Delegation of Approving and/or Management Authority of Leasing transactions**

1. Division: _____	Date: _____	□	□
2. Office of the Attorney General: _____	Date: _____	□	□

☐ **Fund Management Plan, Expenditure Plans, Carry Over Requests, Budget Modifications**

1. Office of Management and Budget: _____	Date: _____	□	□
2. Office of the Controller: _____	Date: _____	□	□
3. Office of the Attorney General: _____	Date: _____	□	□

☐ **Navajo Housing Authority Request for Release of Funds**

1. NNEPA: _____	Date: _____	□	□
2. Office of the Attorney General: _____	Date: _____	□	□

☐ **Lease Purchase Agreements**

1. Office of the Controller: _____	Date: _____	□	□
(recommendation only)			
2. Office of the Attorney General: _____	Date: _____	□	□

☐ **Grant Applications**

1. Office of Management and Budget: _____	Date: _____	□	□
2. Office of the Controller: _____	Date: _____	□	□
3. Office of the Attorney General: _____	Date: _____	□	□

☒ **Five Management Plan of the Local Governance Act, Delegation of an Approving Authority from a Standing Committee, Local Ordinances (Local Government Units), or Plans of Operation/Division Policies Requiring Committee Approval**

1. Division: General Services	Date: <u>7/30/15</u>	<input checked="" type="checkbox"/>	□
2. Office of the Attorney General: _____	Date: <u>7/31/15</u>	<input checked="" type="checkbox"/>	□

☐ **Relinquishment of Navajo Membership**

1. Land Department: _____	Date: _____	□	□
2. Elections: _____	Date: _____	□	□
3. Office of the Attorney General: _____	Date: _____	□	□

☐ **Land Withdrawal or Relinquishment for Commercial Purposes**

Sufficient    Insufficient

1. Division:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Land Withdrawals for Non-Commercial Purposes, General Land Leases and Resource Leases**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Rights of Way**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. Office of the Attorney General:	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Oil and Gas Prospecting Permits, Drilling and Exploration Permits, Mining Permit, Mining Lease**

1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **Assignment of Mineral Lease**

1. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **ROW (where there has been no delegation of authority to the Navajo Land Department to grant the Nation's consent to a ROW)**

1. NLD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2. F&W	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3. HPD	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Minerals	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5. NNEPA	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
6. DNR	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
7. DOJ	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. OPVP	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>

☐ **OTHER:**

1.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	_____	Date: _____	<input type="checkbox"/>	<input type="checkbox"/>