

**LEGISLATIVE SUMMARY SHEET**

Tracking No. 0040-19

**DATE:** January 29, 2019

**SUBJECT: AN ACTION RELATING TO NAABIK'ÍYÁTI' COMMITTEE AND THE NAVAJO NATION COUNCIL; CONFIRMING THE APPOINTMENT OF SANTEE LEWIS AS THE NAVAJO NATION WASHINGTON OFFICE DIRECTOR**

**PURPOSE:** The purpose of this legislation is to confirm Santee Lewis as the Director of the Navajo Nation Washington Office.

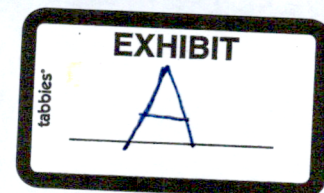
**This written summary does not address recommended amendments as may be provided by the standing committees. The Office of Legislative Counsel requests each Council Delegate review the proposed resolution in detail.-**





1 **SECTION THREE. Confirmation of the Navajo Nation Washington Office's Director**

2       The Navajo Nation Council confirms the Navajo Nation President's appointment of  
3       Ms. Santee Lewis as the Navajo Nation Washington Office's Director.  
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**SANTEE DEE LEWIS, MBA, JD**

Phone: (505) .

Email:

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## **SENIOR OPERATIONS/SENIOR MANAGER**

Roles: Manager / Advisor / Auditor

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I am a performance driven professional offering nearly seven years of audit and attestation experience combined with an additional four years of project management experience. Portfolio of achievements includes negotiating and implementing cooperative agreements, improving program operations, and developing policy. Proactive manager, team builder, and committed to organizational objectives.

### **CORE COMPETENCIES**

- Strategic & Project Management
- Process & Performance Improvement
- Negotiations
- Legal Research
- Audit & Compliance
- Tribal Relations

### **PROFESSIONAL EXPERIENCE:**

#### **DEPUTY SUPERINTENDENT**

September 2017-October 2018

U.S. Department of the Interior, Navajo Region, Eastern Navajo Agency, Crownpoint, NM

Served as the Deputy Superintendent for the Eastern Navajo Agency and shared fully in the responsibility of carrying out all phases or activities of the Agency's trust programs, i.e., natural resources, real estate services, land consolidation, probates, acquisition and disposal, lease compliance, and transportation.

- Served as a key technical advisor by recommending sound management approaches and/or ideas after careful research that would best enhance the performance and delivery of trust services within and between other Federal, BIA, and tribal offices. Recommendations presented ensured compliance with applicable federal laws and regulations.
- Supervised four Program/Divisional Managers. Provided guidance as needed and would consult with Human Resources on various confidential matters.
- Monitored trust program activities to ensure compliance with departmental and bureau goals, policies, and procedures.
- Provided leadership aimed at fostering effective conservation and utilization of resources. Created and analyzed a variety of reports and projects designed to improve trust program activities.
- Maintained a cooperative working relationship with individual Indians, Indian lessors, Tribal leaders, Tribal officials, and other federal programs/officers.
- Managed budgeting tasks by reviewing budgets on a periodic basis, approved expenditures, and assisted in planned spending to achieve program goals and objectives in an efficient manner.
- Supported program planning through weekly and/or bi-weekly coordination meetings to ensure delivery of services and support the development of cooperative relationships with a variety of stakeholders, i.e., surrounding local communities, Indian landowners, businesses, Tribes, Tribal representatives and members of the public.
- Developed and implemented management tools and procedures to support work productivity, communication, compliance, and reporting.

#### **SENIOR ADVISOR – TRIBAL RELATIONS**

October 2014 – September 2017

U.S. Department of the Interior, Land Buy-Back Program, Washington, DC

Served as a key technical advisor to the Program Director and other Senior Department Officials on all aspects of the Land Buy-Back Program (Program) - the land consolidation component of the historic *Cobell*



Settlement. Provided counsel, advice and recommendations on various matters regarding the implementation of the Program. Sample topic areas include: trust property, Program-wide communications, landowner education, purchases at probate, land title and records management systems and processes, financial education, and cooperative agreements.

- Served as the primary contact for Indian Tribes, Tribal Organizations, and individual Indians regarding the Program. Coordinated Program activities with Tribal and Federal entities. Provided oral and written responses to questions and comments. Developed and maintained collaborative and cooperative relationships with Tribal Governments and organizations.
- Assisted in developing Federal policies, processes, guides, and instructions governing the implementation of the Program. Assisted in developing the training curriculum and content for Federal and tribal staff engaged in implementation efforts.
- Represented the Program in meetings, conferences, and negotiations with other Federal, Tribal, and professional organizations. Successfully negotiated agreements with fifteen Indian Tribes, including two of the most fractionated and complex locations (e.g. Blackfeet Reservation, Navajo Reservation) where the Program paid out more than \$250 million to landowners. As the primary point of contact for these Tribes, fostered a working and collaborative relationship that trains individuals hired under agreements entered into Tribes to educate landowners about the Land Buy-Back Program. Managed teams of up to 15 individuals.
- Monitored internal and external budgets. Created and/or improved processes that result in efficiencies. For example, improved reporting mechanisms and created excel spreadsheets to better track progress.
- Worked with subject matter experts to improve tribal relations and to further the goal(s) of the Program including but not limited to strengthening tribal sovereignty, facilitating tribal participation and information sharing, and helping to restore individual fractional ownership to tribal trust.
- Delivered written and oral presentations (e.g. briefings, Program overview, etc.) to various audiences on Program matters. Observed and helped prepare Departmental officials for congressional hearings.

**From 2012-2014, I served in the following capacities while attending law school or during summer breaks:**

- **January 2014 – May 2014: STUDENT CLINICIAN**, Southwest Indian Law Clinic, UNM School of Law Clinical Programs, University of New Mexico, Albuquerque, NM (Clinical Requirement)
  - Researched past court decisions, synthesized rules of law, and applied legal doctrines. Interpreted applicable rules, regulations, and laws.
  - Co-wrote a memorandum in opposition to the New Mexico Court of Appeals on Ex Post Facto laws, impermissible retroactive application of law, substantive and procedural due process, and equal protection.
  - Managed a project with the Office of the Special Trustee of American Indians to provide will drafting and estate planning services to Indian individuals who own land in trust status.
  - Developed marketing strategies for the program to outreach and increase awareness and marketed services to the Albuquerque Indian population.
  - Developed client intake process and forms.
- **May 2013 – August 2013: LAW CLERK**, Native American Rights Fund, Anchorage, AK
  - Researched past court decisions, synthesized rules of law, and applied legal doctrines. Interpreted applicable rules, regulations, and laws.
  - Drafted legal memoranda on Indian issues impacting Alaska Natives. For example, wrote a memo pertaining to administrative procedures in a case before the D.C. Court of Appeals. Also drafted brochure discussing individual rights on photography issues.
  - Prepared a fee-to-trust application for an Alaska Native community.
- **June 2012 – August 2012: LAW CLERK**, U.S. Department of the Interior, Office of the Solicitor – Southwest Region, Albuquerque, NM



- Researched past court decisions, synthesized rules of law, and applied legal doctrines. Interpreted applicable rules, regulations, and laws.
- Drafted legal memoranda addressing various environmental and administrative issues; in particular, the Endangered Species Act of 1973, Mining Law of 1872, and Contract Appeals.
- Prepared draft decisions.

## **ACCOUNTANT**

January 2010 – July 2010

Navajo Tribal Utility Authority, Fort Defiance, AZ

- Prepared review schedules, trial balances, statements, and journal entries in accordance with Generally Accepted Accounting Principles for the annual financial statement audit.
- Resolved financial audit issues.
- Audited, analyzed, and issued large industrial customer bills and invoices. Managed large power customer contracts to ensure compliance and adherence with negotiated terms.
- Reviewed operational procedures to ascertain customer accounting needs to develop and recommend improvements to accounting processes.
- Compiled special financial reports, statistical reports, and performed various monthly financial closing activities. Maintained and analyzed budgets that compare budgeted costs to actual costs.
- Assisted in training accounting personnel on financial record keeping, proper procedures for completing forms, required documents to submit for support and/or review, and basic data entry into the accounting system, SAP.

## **INTERNAL AUDITOR**

August 2009 – December 2009

Navajo Nation, Minerals Department, Window Rock, AZ

- Performed compliance reviews of Indian oil and gas leases on tribal/reservation lands in accordance with Generally Accepted Government Auditing Standards, and in cooperation with the Minerals Management Services.
- Developed audit procedures and workplans. Completed audit steps to formulate audit findings and audit reports.
- Maintained effective and positive relationships with all levels of Government and clientele to facilitate corrective action of internal and external audit findings.

## **INTERNAL AUDITOR**

October 2008 – March 2009

Arctic Slope Regional Corporation, Anchorage, AK

- Developed and managed internal audits to evaluate the adequacy and effectiveness of internal controls, including the reliability and integrity of financial and operating information, systems, or programs to ensure compliance with applicable policies, procedures, laws, and contracts in accordance with Generally Accepted Auditing Standards.
- Assigned audit tasks to appropriate audit staff. Created audit work programs, procedures, timelines, and budgets. Drafted audit reports.
- Presented audit findings and recommendations, and developed corrective actions with executive management.

## **AUDITOR**

June 2006 – October 2008

U.S. Department of the Interior, Office of the Special Trustee for American Indians, Albuquerque, NM

- Conducted Indian trust examinations and special investigations to ensure compliance with applicable statutes, regulations, policies, and procedures pertinent to Department offices, Office of Management and Budget, Congressional, or other directives affecting the trust assets of American Indians and Alaska Natives.



- Conducted examinations to ensure compliance with all applicable rules, laws, and regulations in the following areas: oil and gas, minerals, information technology, cash management, agriculture, grazing, probate, social services, forestry, real estate services, and Public Law 93-638 Self Determination contracts. For example, an audit may consist of reviewing a sample of the Agency's leases to ensure compliance with leasing regulations per 25 CFR.
- Performed all facets of the Indian trust examinations which includes assessing trust asset management, trust compliance, and trust operational effectiveness. Examined the soundness of policies and procedures related to the management of trust assets.
- Worked extensively with trust asset systems including the Trust Fund Accounting System (TFAS) and the Trust Asset and Accounting Management System (TAAMS). Utilized trust management systems to perform Indian trust examinations.
- Developed audit procedures and workplans. Wrote audit reports, made recommendations, and provided assistance to management in correcting noted areas of deficiencies.
- Met with government and tribal officials to present findings, explain results, and answer questions regarding the Indian trust examination process.
- Certifications:
  - Certified Indian Fiduciary Trust Examiner, Cannon Institute, June 2007
  - Certified Indian Fiduciary Trust Specialist, Cannon Institute, November 2007

#### **FINANCIAL AUDITOR**

December 2005 – June 2006

Chickasaw Nation Industries, Albuquerque, NM

- Assisted in the management of a federal contract to audit and recommend disbursements from special deposit accounts for the Office of the Special Trustee for American Indians. Managed the budget and time under the federal contract.
- Researched prior accounting practices to understand previous accounting entries and proposed corrective accounting transactions.
- Interpreted and applied rules and regulations to support recommended accounting transactions.
- Supervised eight data technicians.

#### **SENIOR AUDIT ASSOCIATE**

January 2004 – December 2005

KPMG, LLP, Albuquerque, NM

- Performed professional audit and attestation services for public, private, government, and tribal entities in accordance with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.
- Conducted and supervised audit fieldwork of two new-hire employees. Reviewed audit work for completeness and accuracy.
- Interpreted and applied accounting policies and procedures.
- Developed audit findings and discussed issues with client management.
- Two-time recipient of the Encore Merit Award: July 2004, April 2005. The KPMG Encore Merit Award is awarded to KPMG employees who actively exhibit KPMG core values (i.e. ethics, team work, etc.) while serving clients and teaming with coworkers.
- As a volunteer with Junior Achievement, introduced financial literacy and entrepreneurship concepts to second grade students at Window Rock Elementary School.

#### **EDUCATION:**

**Bachelor of Business Administration**, University of New Mexico, December 2003  
 Pre-Law Summer Institute, American Indian Law Center, Albuquerque, NM, Summer 2011  
**Master of Business Administration**, University of New Mexico, May 2014  
**Juris Doctor**, University of New Mexico, May 2014

**BAR ADMISSIONS:**

Navajo Nation (May 2018)

**CLEARANCES:**

Department of the Interior – Position of Public Trust:

BI – Favorable Suitability Determination rendered on May 4, 2015.



# THE NAVAJO NATION

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JONATHAN NEZ | PRESIDENT   MYRON LIZER | VICE PRESIDENT



January 15, 2019

Santee D. Lewis

**RE: Appointment as Executive Director for the Navajo Nation Washington Office**

Dear Ms. Lewis,

The Nez-Lizer Administration was elected on a mandate of change for the Navajo Nation. This change involves appointing qualified, motivated and experienced individuals who will move the Navajo Nation forward by "Working Together" to serve the Navajo people. This letter shall serve as a formal notification to your appointment as Executive Director for the Navajo Nation Washington Office (NNWO). This appointment will take effect on January 15, 2019 at 12:00PM. Please note that this position is subject to confirmation by the Navajo Nation Council.

Your duties as director are outlined at 2NNC §1152. You shall be responsible for the administration and management of the Navajo Nation Washington Office and supervision of all applicable personnel. This includes ensuring compliance with all applicable Navajo Nation laws and policies.

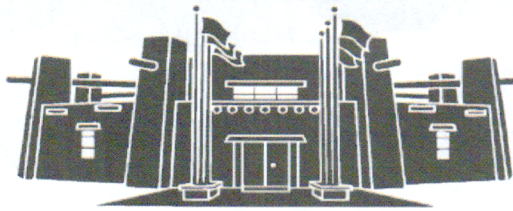
Your salary will be that of the current budgeted salary for the position. Throughout this appointment, you will report to the Chief of Staff under the Office of the President and Vice President. Again, we thank you for your willingness to serve the Navajo people. Ahe'hee.

A handwritten signature in black ink, appearing to read "Jonathan Nez".

Jonathan Nez, President  
THE NAVAJO NATION

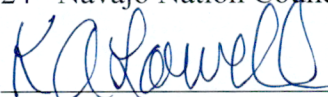
A handwritten signature in black ink, appearing to read "Myron Lizer".

Myron Lizer, Vice President  
THE NAVAJO NATION



## MEMORANDUM

TO: Honorable Amber K. Crotty  
24<sup>th</sup> Navajo Nation Council

FROM:   
Kristen Lowell, Principal Attorney  
Office of Legislative Counsel

DATE: January 29, 2019

SUBJECT: **AN ACTION RELATING TO NAABIK'ÍYÁTI' COMMITTEE AND THE  
NAVAJO NATION COUNCIL; CONFIRMING THE APPOINTMENT OF  
SANTEE LEWIS AS THE NAVAJO NATION WASHINGTON OFFICE  
DIRECTOR**

As requested, I have prepared the above-referenced proposed resolution and associated legislative summary sheet pursuant to your request for legislative drafting. Based on existing law and review of documents submitted, the resolution as drafted is legally sufficient. As with any action of government however, it can be subject to review by the courts in the event of proper challenge.

**Please ensure that this particular resolution request is precisely what you want.** You are encouraged to review the proposed resolution to ensure that it is drafted to your satisfaction.

The Office of Legislative Counsel confirms the appropriate standing committee(s) based on the standing committees powers outlined in 2 N.N.C. §§301, 401, 501, 601 and 701. Nevertheless, "the Speaker of the Navajo Nation Council shall introduce [the proposed resolution] into the legislative process by assigning it to the respective oversight committee(s) of the Navajo Nation Council having authority over the matters for proper consideration." 2 N.N.C. §164(A)(5).

If the proposed resolution is unacceptable to you, please contact me at the Office of Legislative Counsel and advise me of the changes you would like made to the proposed resolution.



THE NAVAJO NATION  
LEGISLATIVE BRANCH  
INTERNET PUBLIC REVIEW PUBLICATION



LEGISLATION NO: \_0040-19\_

SPONSOR: Amber Kanazbah Crotty

TITLE: An Action Relating To NAABIK'IYATI' Committee And The Navajo Nation Council; Confirming The Appointment Of Santee Lewis As The Navajo Nation Washington Office Director

*Date posted:* February 28, 2019 at 3:51 PM

Digital comments may be e-mailed to [comments@navajo-nsn.gov](mailto: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.*