

RESOLUTION OF THE  
NAVAJO NATION COUNCIL

23RD NAVAJO NATION COUNCIL -- First Year, 2015

AN ACTION

RELATING TO NAABIK'ÍYÁTI' COMMITTEE AND THE NAVAJO NATION COUNCIL; CONFIRMING THE APPOINTMENT OF ELIZABETH KUIPERS, THE FT. DEFIANCE AGENCY COUNCIL REPRESENTATIVE, TO THE COMMISSION ON NAVAJO GOVERNMENT DEVELOPMENT FOR A FOUR YEAR TERM

SECTION ONE. FINDINGS

- A. The Navajo Nation established the Naabik'íyáti' Committee as a Navajo Nation Council standing committee and as such empowered Naabik'íyáti' Committee to recommend all resolutions to the Navajo Nation Council on matters within the Committee's jurisdiction pursuant to 2 N.N.C. § 701(A)(3).
- B. Naabik'íyáti' Committee has the power to give final confirmation of the appointments to boards and commissions. 2 N.N.C. § 701(A)(1).
- C. The Commission on Navajo Government Development is an "entity created by the Navajo Nation Council with quasi-independent authority to accomplish the Council's project of instituting reforms necessary to ensure an accountable and responsible government." 2 N.N.C. § 970.
- D. The Commission shall be responsible directly to the Council with respect to overall activities. 2 N.N.C. § 970.
- E. The Intergovernmental Relations Committee (now called Naabik'íyáti' Committee) shall have legislative oversight authority. 2 N.N.C. § 970.
- F. The Commission shall consist of 12 members confirmed by and serving at the pleasure of the Navajo Nation Council. 2 N.N.C. § 972(A).

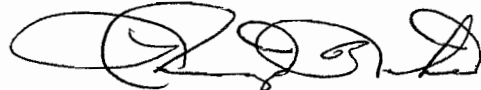
- G. Five members shall be nominated from the five agencies of the Navajo Nation. Each agency council shall nominate one member from recommendations to be submitted by Chapters in each agency and the nominees shall be either Chapter officials or Grazing Committee/Land Board members. 2 N.N.C. § 972(A)(5).
- H. The five members "shall serve a term of four years from the date of confirmation by the Navajo Nation Council so long as they continue as Chapter officer or Grazing Committee/Land Board member." 2 N.N.C. § 972(A)(5).
- I. The Ft. Defiance Agency Council has passed a resolution supporting and nominating Elizabeth Kuipers to represent it as a member on the Commission on Navajo Government Development. Ft. Defiance Agency Council Resolution FDAC-15-01-002 (Exhibit "A").
- J. Elizabeth Kuipers is the Ganado Chapter Secretary/Treasurer. Ft. Defiance Agency Council Resolution FDAC-15-01-002 (Exhibit "A").
- K. The Navajo Nation finds it is in the best interest to appoint Elizabeth Kuipers to the Commission on Navajo Government Development to represent Ft. Defiance Agency Council for a four year term.

## **SECTION TWO. APPOINTMENT**

The Navajo Nation, pursuant to 2 N.N.C. § 972(A)(5), hereby confirms the appointment of Elizabeth Kuipers, Secretary/Treasurer Ganado Chapter, as a representative of the Ft. Defiance Agency Council representative on the Commission on Navajo Government Development, as nominated by the Ft. Defiance Agency Council (Exhibit "A"), for a four year term from the date of confirmation by the Navajo Nation Council.

## CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by 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 19 in favor and 0 opposed, this 30<sup>th</sup> day of June 2015.



LoRenzo Bates, Speaker  
Navajo Nation Council

7-6-15

Date

Motion: Honorable Jonathan L. Hale  
Second: Honorable Tuchoney Slim, Jr.

FORT DEFIANCE AGENCY COUNCIL  
NAVAJO NATION

Linda Youvella, President  
Louise Nelson, Vice President  
Francis Lester, Secretary  
Vacant, Sergeant-At-Arm



District 7 Council  
District 14 Council  
District 17 Council  
District 18 Council

Ben Shelly, President

Rex Lee Jim, Vice President

**RESOLUTION OF THE FT. DEFIANCE AGENCY COUNCIL  
FDAC-15-01-002**

**SELECTING AND RECOMMENDING THE APPOINTMENT OF ELIZABETH HOLMES KUIPERS, GANADO CHAPTER SECRETARY/TREASURER TO FILL THE VACANCY ON THE COMMISSION OF NAVAJO GOVERNMENT DEVELOPMENT TO REPRESENT THE FORT DEFIANCE AGENCY.**

**WHEREAS:**

1. The Fort Defiance Agency Council consists of members representing Twenty-Eight (28) Chapters of the Navajo Nation; and
2. The Fort Defiance Agency Council recognizes that pursuant to 2 N.N.C. §§ 970 and 971(1)(2), the Commission on Navajo Government Development ("Commission") was established as a special entity with quasi-independent authority to accomplish the Council's project of instituting reforms necessary to ensure an accountable and responsible government; and,
3. The Fort Defiance Agency Council recognizes that five members shall be nominated from the five agencies of the Navajo Nation. Pursuant to 2 N.N.C. § 972(A)(5), each agency council shall nominate one member whom is qualified to serve on the Commission on Navajo Government Development; [*"Each Agency Council shall nominate one member from recommendations to be submitted by chapters in each agency; nominees shall be either Chapter Officers or Grazing Committee / Land Board Members. These members shall serve a term of four (4) years, from the date of confirmation by the Navajo Nation Council so long as they continue as a chapter officer or as a Grazing Committee / Land Board member "*. (Emphasis added.)]; and,
4. The Fort Defiance Agency Council passed a resolution supporting and recommending the appointment of the late Deborah Cayedito, Steamboat Chapter Government Commissioner, to serve on the Commission on Navajo Government Development; and,
5. On November 28, 2014, sadly, Ms. Deborah Cayedito lost her life. The Commission declared the Ft. Defiance Agency Representation as Vacant on December 18, 2014 at their regular meeting at Twin Arrows Navajo Casino and Resort; and,
6. To ensure the opportunity for input and continuity on the Commission, The Fort Defiance Agency Council has determined that it is in its best interest to appoint Elizabeth Holmes Kuipers, Ganado Chapter Secretary / Treasurer represent the Fort Defiance Agency on the Commission on Navajo Government Development; and

7. To serve out the term up to December 2016.

**NOW THEREFORE BE IT RESOLVED THAT:**

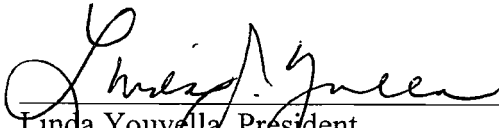
The Fort Defiance Agency Council hereby selects and appoints Elizabeth Holmes Kuipers, Ganado Chapter Secretary/Treasurer to serve on the Commission on Navajo Government Development to represent the Fort Defiance Agency and serve out the term up to December 2016.

**CERTIFICATION**

We, hereby certify that the foregoing resolution was duly considered by the Fort Defiance Agency Council at a duly called meeting at the Houck Chapter, Navajo Nation, Arizona, at which a quorum was present and that the same resolution was passed by a vote of 19 in favor, 11 Opposed, 05 Abstained on this 24<sup>th</sup> day of January, 2015.

Motion by: Edison Jones

Second by: Dickerson Smith

  
\_\_\_\_\_  
Linda Youvella, President  
Fort Defiance Agency Council

**LEGISLATIVE BRANCH  
NAVAJO NATION**



**HONORABLE LORENZO BATES**  
*Speaker,*  
**23<sup>rd</sup> Navajo Nation Council**

March 26, 2015

HONORABLE ALTON J. SHEPARD  
23<sup>rd</sup> NAVAJO NATION COUNCIL

Ya a teeh, I hope this letter finds you doing well...

On January 24, 2015, the Navajo Nation Ft. Defiance Agency Council, at their special meeting at Houck Chapter recommended Mrs. Elizabeth H. Kuipers as their representative on the Commission on Navajo Government Development. Mrs. Kuipers meets the qualifications pursuant to 2 N.N.C § 970 "Membership; officers; term; qualifications (A)(5) *"five members shall be nominated from the five agencies for the Navajo Nation. Each agency council shall nominate one member from recommendations to be submitted by Chapters in each agency, said nominees shall be either Chapter Officers or Grazing Committee/Land Board members..."* Mrs. Kuipers is the Secretary/Treasurer for the Ganado Chapter.

The Office of Navajo Government Development is requesting that you will be the primary sponsor for this legislation and to submit this packet to the Office of Legislative Services so the legal staff can prepare the necessary legislative documents.

Attached to this letter is the following:

1. Letter of Interest
2. Resume' for Elizabeth H. Kuipers
3. Ft. Defiance Agency Council Resolution
4. Navajo Nation Election Administration Certification

If you need additional information or clarification, please do not hesitate to call us at the following numbers: 928 – 871 - 7214 / 7161.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Henio", with a long horizontal line extending to the right.

Jamie Henio,  
Interim Executive Director  
Office of Navajo Government Development

xc: files  
E. Kuipers

Elizabeth Holmes Kuipers  
P.O. Box '  
Mentmore, New Mexico 87319  
(505)

January 26, 2015

Jamie Henio, Interim Executive Director  
Office of Navajo Government Development  
P.O. Box 220  
Window Rock, Arizona 86515

Mr. Henio,

I was surprised and honored to be selected by the Fort Defiance Agency Council for the position of the Navajo Nation Government Development Commission at the F/D Agency Council meeting held at Houck Chapter on January 24, 2015.

Presently, I am serving in the capacity as the elected Ganado Chapter Secretary/Treasurer from 2013 – 2017. My employment as the Legislative District Assistant to Honorable Council Delegate Mel R. Begay (Bahastl'ah, Coyote Canyon, Mexican Springs, Tohatchi, and Naschitti Chapters) was from July 2013 to September 2014. Also, worked in the capacity as Administrative Assistant for an LGA certified chapter and later fulfilled the position of Chapter Manager from 2005 – 2010.

I have gained experience dealing with community members, elected chapter officials and Navajo Nation Council Delegates in promoting community and economic development on behalf of Navajo Chapter communities. I have also gained experience in working with County and State Departments and elected Representatives in garnering resources and developing projects of mutual interest that support infrastructure and other forms of development on the Navajo Nation.

It is an honor to be given this opportunity by the F/D Agency Council members who have placed their confidence in me to fulfill the duties and responsibilities as a representative on their behalf. I am looking forward to working with the Commission members to support and provide oversight on behalf of the Office of Government Development toward the implementation of the department's goals and objectives for the promotion of effective government development.

Sincerely,



Elizabeth H. Kuipers

Attachment: Resume

# Elizabeth Kuipers

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P.O. Box ---  
Mentmore, NM 87319  
505/-  
928/-

**EDUCATION:** Associate of Applied Science, University of New Mexico, Gallup, New Mexico

- 1) Legal Assistant – May 2004
- 2) Tribal Court Advocate – December 2004

Holbrook High School, Holbrook, Arizona  
Graduate: May 1971

## **WORK EXPERIENCE:**

### **Office of Legislative Services**

July 01, 2013 – Sept. 30, 2014

- *Legislative District Assistant.* Provided legislative and administrative support to the Navajo Nation Council Delegate and the District 14 Chapters (Bahastl'ah, Coyote Canyon, Mexican Springs, Tohatchi, Naschitti). Attended meetings including chapter, community land use planning committee, Navajo Nation Council, chapter staff and budget preparation, chapter projects, and state capital outlay. Prepared resolutions, composed memos/letters, researched and helped develop projects. Advised the Council Delegate relevant to project status, meeting schedules, public appearances, and events/activities. Provided critical reports and communication, etc.

### **Oak Springs Chapter**

June 29, 2012 – January 04, 2013

- *Community Services Coordinator (temporary).* Provided support to the chapter officials in carrying out the Five Management System (Financial, Personnel, Procurement, Property, and Records Management) duties and responsibilities while the position was advertised for a permanent chapter coordinator. Reconstructed the fiscal year 2012 annual and carry-over budget. Prepared and completed the fiscal year 2013 annual budget and ledgers for the chapter government. Calculated taxes for payments to IRS on 941, State SUTA, Navajo Nation Sales Tax and submitted monthly and quarterly reports. Prepared, processed and submitted financial documents, and monitored accounting system such as maintaining cash receipts, logs, check ledger, subsidiary ledgers, fund ledgers, expenditures reports, bank reconciliation and overall fiscal management. Ensured monthly financial reports of all Chapter transactions and expenditures are prepared and presented. Supervised Accounts Maintenance Specialist (AMS), temporary personnel and summer students hired at the Chapter for its programs. Conducted orientations with new hires, made employee agreements with various businesses/organizations for placement of employment for students, and set up employee subsidiary ledgers and payroll journals. Hired PEP temporary employees, provided orientations, conducted weekly staff meetings. Prepared and completed underwriter exposure summary and inventory for insurance coverage. Provided training to the AMS on Accounts Payable, Account Receivable, Payroll Journal, Employee Subsidiary Ledgers, and developed files for accounting system. Collaborated with various Navajo Nation, County and State departments as needed relating to Chapter operations, and forwarded related reports and correspondence as appropriate. Assisted elected leaders at Chapter meetings reporting on regular Chapter administrative activities and projects to the public.

### **Hunters Point Boarding School, Inc.**

Jan. 23, 2011 – Sept. 30, 2011

- *Business Technician.* Supervised business technician assistant, coordinated the accounting function of the finance department, maintained internal control and accountability. Coordinated and presented the 2010-11 annual budget by power point. Provided and made financial reports to the school board on a monthly basis. Accounts Payable, Accounts Receivable, Payroll, Electronic Direct Payroll Deposits, Payroll Taxes (IRS and Unemployment), W2s, W3s, 1099s. Processed requisitions and purchase orders, travel authorization and followed GSA conus rate for per diem, mileage and lodging. Set up records management for vendors, purchase orders timesheets, board stipends, bank statements, payroll, W2s, 1099s and forms. Operated Quick Books Accounting Software.

### **Hunters Point Boarding School, Inc.**

July 1, 2010 – Jan. 23, 2011

- *Administrative Assistant.* Primary responsibility to provide administrative/clerical support to the Principal and Board of Directors. Prepared minutes, agenda board packets and legal postings for all Governing Board meetings. Prepared travel authorization/arrangements for board members and staff. Assisted with requisitions, coding budget chart of accounts, created and set up the personnel files, vendor files, form files, timesheet files, board



# Elizabeth Kuipers

files, and other special assignments. Assisted with Human Resource/Business Manager with job recruitment, announcements, advertisement, logged job applications, notified applicants of incomplete applications by telephone or email, set up interview dates, contacted applicants for scheduled job interviews, forward applications to the respective HR/BM. Reviewed, revised or composed job interview questions with a ranking system and job descriptions for various professional positions. Served as interview panel for job interviews, discussed qualifications and recommendations on selection with highest points. Notified hired applicant to report to work on a designated date and answered questions. Made available to new employee required documents such as W4s, state tax withholding, payroll direct deposit, housing applications, background check form and personnel policies/procedures. Set up database on spreadsheet for applications received and processed. Coordinated and scheduled open enrollment for medical/health insurance, supplemental life insurance and 401K. Processed employee census (names, SS#, DOB, occupations, salaries, marital status, hours work) and submitted to insurance providers. Assisted in research of salary scales comparison with other schools. Set up filing system of personnel, vendors, timesheets, board minutes, travel and forms. Maintained confidentiality in all aspects of staff, board members, parents and students.

## **Newcomb (certified) Chapter**

Sept. 2009 – June 2010

- *Chapter Manager.* Performed management duties in areas of operating the chapter government, assisted elected officials and chapter community members in planning implementing local economic and community development projects.

Successfully saved two (2) capital outlay projects fund appropriations for the chapter as acquired by third party contract to avoid fund reversion, which are completion of chapter addition and powerline for electricity hookups to community residents. Provided quarterly project progress reports to the NM Indian Affairs for the purpose of reimbursements. Presented progress and financial reports to the community members at the Planning and Regular meetings on a monthly basis. Coordinated community events, holidays, dedications and groundbreaking with dinners. Coordinated winter/disaster emergency relief operation to provide assistance to the community members. Developed annual budget, project applications projections for the public employment positions. Supervised (1) administrative assistant, (1) office specialist, (1) accounting technician, (1) heavy equipment operator, (5) public employment workers, (1) TANF assigned custodial and other times community service workers, (8) carpenters, (2) summer student supervisors, and (10) summer/winter student workers. Coordinated job advertisement, job interviews, screen applications, lead the interview process, hire and conducted job performance evaluations. Solicited professional contractual services and managed professional services agreements for community projects. Oversee the financial operation to ensure accountability on funds for the organization. Administered the five management system (financial, personnel, procurement, property and records management) and ensured compliance with policies and procedures. Knowledge of the Navajo Nation Local Governance Act that applies to chapter officials and chapter committees for an effective operation of the chapter government. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to chapter responsibilities. Maintained confidentiality in all aspects of staff, elected officials, and community members.

## **Ganado Chapter**

May. 2009 – Aug. 2009

- *Accountant (Temporary).* Operated and attended training of the MIP Accounting Software for chapter government accounting. Accounts Payable, Accounts Receivable, Payroll, and Payroll Taxes for IRS and Unemployment, Workers Compensation, Navajo Nation Taxes. Posted check ledgers, sub ledgers, fund ledgers, and all of the three (3) balance sheets. Compiled all necessary financial documents and submitted them to the Fort Defiance Agency Local Governance Support Center. Attended the LGSC F/D Agency and LGSC staff meetings.

## **Newcomb (certified) Chapter**

July. 2005 – Feb. 2009

- *Administrative Assistant.* Performed executive administrative duties in areas of Administrative Assistant / Data Management, Financial Management, Personnel Management, and Procurement as follows (successfully led the team to pass the audit conducted by the Navajo Nation Auditor General).

### **Administrative Assistant / Data Management:**

- Developed and maintained electronic and hard file management information system including large volume of confidential data for financial, personnel, supply / equipment / property inventory, correspondence and management data.
- Assisted in development, processing and records management for Chapter's Community Land Use Planning.
- Assisted with development & records management for Chapter Joint Powers Agreement with the State of NM.
- Maintained and updated tax documentation and reporting.
- Maintained and updated Navajo Nation and San Juan County voter registration documentation.

# Elizabeth Kuipers

## Financial Administration:

- Prepared and balanced annual budget, set up sub-ledgers (line-item), fund ledgers, and financial statements.
- Process, monitor and manage records for all financial transactions for thirty-one (31) fund accounts, including cash receipts, check register, savings register, sub-ledgers, fund accounts, and financial statements.
- Bank reconciliation for Chapter's checking and savings accounts and ensured all accounts are balanced.
- Managed financial data for all personnel records and transactions – including contractors, and employee payroll records and disbursements.
- Manage all financial data and transactions for tax and travel documentation.
- Prepared and processed travel authorizations, estimated per diem meals, lodging and mileage for travels or advance and issued travel reimbursement checks to travelers.

## Personnel:

- Developed job descriptions for new positions, advertised for hiring and participated in job interviews.
- Managed and maintain all personnel actions and records including tax and payroll.
- Supervised, managed and oriented clerical staff, PEP, summer youth employees, college interns, temporary workforce placement and volunteers.
- Set up new employee personnel folders and filed employee applications, personnel action, W-4s, New Mexico New Hire, and copy of social security card.
- Kept balances of annual leave and sick leave for permanent staff.
- Composed employee performance appraisal template by identifying employee's strengths and weaknesses in performances and categories.
- Managed employee payroll, deducted FICA, federal withholding, and benefit deductions.
- Prepared and made 941 employee tax deposit at the bank for payment to the Internal Revenue Service on FICA and federal withholding taxes.
- Completed and submitted quarterly 941 employee tax reports to the Internal Revenue Service on quarterly basis.
- Prepared monthly employee's earnings subsidiary ledgers and payroll journals.
- Prepared and paid quarterly New Mexico Unemployment Tax and Navajo Nation Workers Compensation Insurance.
- Prepared and process employee's W2s on annual basis.
- Adequately and effectively resolved any personnel dispute among employees.

## Procurement:

- Perform price comparison research, engage transactions and maintain records for procurement of goods and services related to Chapter operations.

## Southwest Travel Center, Gallup, NM

Jan. 2000 – 2003

- *Bookkeeper (part-time)*. Accounts payable and accounts receivable. Operated Peachtree Accounting Software. Compiled and submitted the weekly cat scale report and non-highway fuel report (reefer). Typed and transcribed dictation of business letters. (*Major truck-stop on Gallup's west side*)

## Cabinet Southwest, Church Rock, NM

July 1999 – Oct. 1999

- *Accountant (temporary)*. Accounts payable, accounts receivable and payroll. Operated Peachtree Accounting Software.

## Western New Mexico University

Jan. 1996 – June 30, 1999

## Gallup Graduate Studies Center, Gallup, NM

- *Administrative Secretary*. Functioned in the role of Office Manager fully responsible for Registration, Admissions, Business Office, Academic Affairs, Bookstore, Purchasing, Payroll, Human Resources, and Library.
  - Processing graduate students' registration, admission applications, tuition, textbook purchases, grades, student rosters, enrollment, revenues and insufficient funds.
  - Making book orders and desk copies.
  - Maintaining office budget, ordering office supplies, equipment or furniture.
  - Making bank deposits and managing petty cash.
  - Maintaining library materials.
  - Composing letter/memos, appointments, answering/screening telephone calls.
  - Using IBM Windows 95 (word processing, spreadsheet, data processing), Apple Macintosh, Telenet modem (internet).

# Elizabeth Kuipers

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## **Good Orderly Directions House, Gallup, NM**

March 1995 – Dec. 1995

- *Office Manager & Bookkeeper.* Accounts payable, accounts receivable, federal and state payroll tax, employee payroll, payroll checks, bank deposits and reconciliation. Processed third party billing to Blue Cross/Blue Shield. Assisted clients with housing, food stamps, WIC, and general assistance applications. Interpreted for clients monthly meetings with a substance abuse counselor. Reorganized office for efficient flow of operation, developed filing and management information system and a variety of administrative policies and procedures. Took minutes Board of Director's meeting. Composed letters/memos.

## **Rosenfelt, Barlow, and Barber & Borg Attorney Office Gallup, NM**

Oct. 1993 – March 1995

- *Legal Assistant.* Responsible for the administration of the Gallup branch of the law firm. Interviewed clients and filled out intake forms for lawsuit in personal injuries, medical malpractice, employment, and repossession cases. Made radio spots for the law firm advertisement in the Navajo language. Filing briefings at the court house. Answering and screening telephone calls.

## **Children, Youth & Families Department Northwest Regional Office, Gallup, NM**

Nov. 1991 – Oct. 1993

- *Secretary III.* Worked in the capacity of Administrative Assistant for five counties, McKinley, San Juan, Cibola, Valencia, and Sandoval. Coordinated and compiled regional statistical data caseload summary reports, medicaid eligibility reports, regional monthly budget ledger, and region-wide annual inventories, regional vouchers, and purchase documents. Attended regional and statewide division meetings, training, and taking minutes of the meetings. Provided training/assistance to regional clerical staff on medicaid/client tracking. Typed juvenile case activities, case consultation and family assessment for court hearings. Composed letters/memos, answered and screened telephone calls. Computer – word processing and spreadsheet.

## **Division of Vocational Rehabilitation, Gallup, NM**

June 1991 – Nov. 1991

- *Secretary III.* Provided clerical and secretarial administrative support to handicapped (blind) supervisor; performed a variety of office duties, and direct support services to supervisor related to vocational needs that pertained to disabilities. Read all policies and procedures, client applications, client's general medical examination and psychological reports and other materials relating to supervisor's duties and responsibilities. Traveled with supervisor to meetings, trainings, conferences, workshops, and class presentations. Scheduled appointments and filing.

## **Gallup Crisis Pregnancy Center, Gallup, NM**

April 1990 – July 1991

- *Volunteer Counselor and Board Member.* Counseled women who are confronted with unexpected pregnancies. Provided education to clients on pregnancy, abortion, and alternatives. Made referrals for adoption or foster care and medical care, legal assistance or other needed community services. Provided pregnancy tests. Chaired fund raising projects for this non-profit organization. Chaired meetings, sent out news release for radio spots, newspaper and donation requests.

## **Western Health Foundation, Gallup, NM**

March 1991 to May 1991

- *Secretary (part-time).* Assisted with coordinating the 4<sup>th</sup> Annual Health Fair for the Rehoboth McKinley Christian Hospital. Coordinated the booth exhibitors for professionals, i.e., nurses, physicians, dieticians, lab workers and other health entities. Attend meetings for the health fair plan.

## **Rehoboth McKinley Christian Hospital, Gallup, NM**

March 1988 – Aug. 1990

- *Nursing Secretary.* Took minutes of the Nurse Council Mgmt. and Shift Supervisors Committee meetings. Contacted nationwide agency nurse offices to recruit specialized registered nurses, prepared personnel paperwork, and secured housing for agency nurses. Monitored nursing licenses with State of New Mexico. Coordinated monthly Medication Error reports. Timecards for all Nursing Shift Supervisors, distributed payroll checks to all Nursing personnel. Typed policies and procedures for each unit: ER, OR, ICU, OB, long Term Care and Med. Surg. Prepared paperwork for the JCAH inspection. Coordinated the Medical Library.

# Elizabeth Kuipers

## Rehoboth McKinley Christian Hospital, Gallup, NM

June 1987 – March 1988

- *Administrative Secretary.* Performed secretarial duties and administrative support for the Hospital Administrator. Took minutes for the hospital board and 12 other hospital committees. Scheduled board/committee meetings. Typed dictations, composed memos and letters, scheduled appointments, filing, screened calls and visitors. Frequent contact with Board members, directors, department supervisors, physicians, nurses, patients, and general public.

## Division of Health Improvement Services

Feb. 1986 to June 1987

### The Navajo Nation, Window Rock, AZ

- *Secretary III.* Performed difficult secretarial duties to three offices. Office of Environmental Health: Typed renewal/new sanitation permits, certificate permits and submitted to the reservation wide operating food establishments. Tracking system of all reservation wide food establishments. Office of Medical Officer: Worked closely with the Council of Navajo Physicians. Took minutes of meetings. Managed planning and organizational development for Navajo physicians to work closely with the Navajo Nation governance. Office of Planning/Legislative: Typed monthly and quarterly reports, budgets and other complex health reports. Scheduled appointments, filing, telephone calls.

## Executive Secretary

### Division of Health Improvement Services

March 1984 to Feb. 1986

### The Nation Nation, Window Rock, AZ

- *Executive Secretary.* Indirectly supervised five clerical staff. Responsible for Signature Control Sheet for the Executive Director's and Deputy Director's signature (a system developed within DHIS to control all outgoing documents for director's signature) Responsible for Signature Approval Sheet (a system within the Navajo Nation for outgoing documents requiring the President's signature). Responsible as the timekeeper for 210 DHIS employees and paycheck distributions. Scheduled appointments and travel arrangements for the Exec. Dir., Deputy Dir., and executive staff. Developed weekly schedules and reports for the executive staff and compiled weekly, monthly and quarterly reports. Took minutes of the exec. staff, Health & Human Services Committee and Navajo Area Indian Health Board meetings. Responsible for rental payments and assignments of tribal vehicles. Assisted executive staff, department staff and program staff on various issues. Answered and screened telephone calls.

## Office of the Navajo Nation President

Aug. 1983 to March 1984

### The Navajo Nation, Window Rock, AZ

- *Staff Assistant Secretary.* Under the Chairman's Administration my responsibilities were extended to three of the Chairman's Staff Assistants. 1) Special Counsel, legal advisor to the Administration - assigned to the Judicial Branch, Div. Of Economic Development and Taxation. In this capacity my duties were dictating, transcribing correspondence, i.e., telephone conferences, private law cases, Chairman's speeches, etc. 2) Staff Assistant - assigned to Div. Of Health Improvement Services & Navajo Div. of Education. My duties were composing correspondence for the Chairman's signature for clients in need of Emergency Financial Assistance and communicating with the divisions and answering to them on the supervisor's behalf. 3) Staff Assistant - assigned to Office of Navajo Veterans & Navajo Housing Services. My duties were typing correspondence and answering to the general public. In summary work in the President's Office was demanding and often required staying after working hours to complete assignments. Other duties included preparing travel arrangements, travel authorizations/reports, logging incoming mail, preparing documents for payments and composing brief correspondence documents for the President. Answering and screening telephone calls and the general public. Set up new filing systems.

# Elizabeth Kuipers

## VOLUNTARY SERVICE:

1985-1986 Miss Navajo Committee, The Navajo Nation  
 1990-1991 Volunteer Counselor and Board Member of the Gallup Crisis Pregnancy Center.  
 Sept. 1989 Volunteer, Gallup McKinley County Chamber of Commerce for Navajo Nation Fair Bar-B-Que.  
 1987-1991 Volunteer, Rehoboth McKinley Christian Hospital for Health Fair events.  
 Jan. 1989 Assistant Coordinator and Secretary, Community Commitment Project, "The March to Santa Fe"  
 Feb. 1989 Plaque award for "The March to Santa Fe."  
 1988-1992 Volunteer, Rehoboth McKinley Christian Hospital, campaigned for Mill Levy.  
 Oct. 1988 Volunteer, Rehoboth McKinley Christian Hospital Care Services, "Downtown Clean-Up." Raking and picking up trash downtown.  
 1987-1988 Supervising AVS-MVSO high school handicapped student in clerical work.

## CERTIFICATE:

11/02/84 Certificate in Training Course, "Advanced Skills in Office Management" – American Training and Technical Assistance.  
 04/26/85 Certificate of Achievement, "Fundamentals of Advanced Secretarial Skills" – The Navajo Nation.  
 11/17/87 Certificate of Completion, "The Medical Terminology Course" – Rehoboth McKinley Christian Hospital.  
 01/15/88 Certificate of Achievement, "Communication & Stress Management Seminar" – Rehoboth McKinley Christian Health Cares Services.  
 05/06/88 Certificate of Appreciation, "Supervision of AVS-MVSO Students" – MASH  
 03/03/89 Special Recognition, "March of Hope-Journey for Jovita" – Rehoboth McKinley Christian Health Care Services.  
 04/13/89 Certificate of Completion, "Clerical Inservice Training" – Rehoboth McKinley Christian Hospital.  
 09/21/89 Certificate of Appreciation, "Navajo Fair Bar-B-Que" – Gallup Chamber of Commerce.  
 06/15/90 Certificate of Completion, "Grant Writing" – Gallup-University of New Mexico.

## REFERENCES:

|   |       |      |
|---|-------|------|
| June Berland. Former Sheepsprings Sec/Treasurer | (505) | Work |
| P.O. Box  | (505) | Home |
| Sheepsprings, New Mexico 87364                  | (505) | Cell |
| Jackson Gibson                                  | (505) | Work |
| NM District 6 Transportation Commissioner       |       |      |
| P.O. Box  |       |      |
| Thoreau, New Mexico 87323                       |       |      |
| Raymond Tsosie, Senior Planner                  | (928) | Work |
| Office of Navajo Government Development Office  |       |      |
| P.O. Box  |       |      |
| Window Rock, AZ 86515                           |       |      |
| Harry J. Yazzie, Chapter Manager                | (928) | Work |
| Ganado (Certified) Chapter                      |       |      |
| P.O. Box  |       |      |
| Ganado, AZ 86505                                |       |      |

# CERTIFICATE OF ELECTION

Navajo Board of Election Supervisors

We, the undersigned, do hereby declare that

**Elizabeth Holmes Kuipers**

Received a plurality of votes in the 2012 Navajo Nation Chapter Election

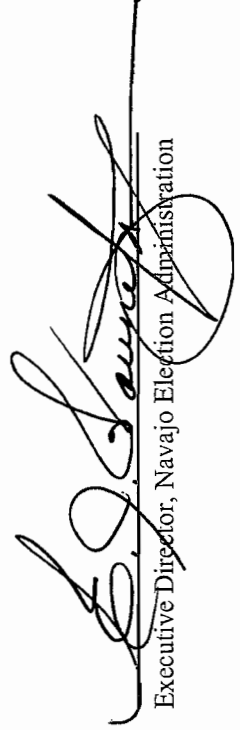
And that said person therefore has been duly and lawfully elected

CHAPTER SECRETARY/TREASURER

of the

GANADO CHAPTER

Certified on this 6<sup>th</sup> day of December, 2012

  
Executive Director, Navajo Election Administration



Chairperson, Navajo Board of Election Supervisors