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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

January 11, 2012
5:30 p.m.

AGENDA

1. **Call to Order** – Don Shields, Board Chairman
2. **Invocation**
3. **Roll Call** – Don Shields, Board Chairman
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – December 16, 2011
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **Department Reports -**
 - a.) Finance – *Owen Ondelacy, Finance Manager*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Lawrence Ramirez, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
8. **Announcements & Schedule Next BOC Meeting**

February BOC Meeting – February 8, 2012 - 5:30 pm – PAHA Conference Room

9. **Adjournment**
10. **Executive Session-**
 - a.) Annual Evaluation – Executive Director

PAHA Board of Commissioners Regular Meeting Minutes
December 16, 2011 – 5:00 p.m.
Dancing Eagle Event Center

- 1. Meeting called to order:** by Chairman, Don Shields, Jr. @ 5:09 p.m.
- 2. Invocation:** Councilman/Ex-Officio, Ernest Vallo, Sr.
- 3. Roll call:** Present: Chairman, D. Shields, Jr.; Vice-Chair, Robin Cruz; Members: April Estevan, Tim Chavez & Bernard Lewis. PAHA staff: E.D. Floyd Tortalita, Finance Mgr. Owen Ondelacy; Housing Serv. Mgr. Jennette Steward; Development Mgr. Lawrence Ramirez and Recording Secretary, Veralyn Farias.
- 4. Approval of Agenda:**

Mr. Tortalita explained the reason for the revised Agenda. Under New Business b) the 2012 Indian Community Development Block Grant (ICDBG) application replaces the Lucero Project which no longer requires any further action from the Board. With no other changes, Member Bernard Lewis motioned to approve the revised Agenda seconded by Vice-Chair Robin Cruz.
- 5. Approval of Minutes:**

With no corrections to the November 9, 2011 Minutes, Member, Tim Chavez motioned to accept the Minutes as presented, seconded by Member, April Estevan. With all in favor, motion carried.
- 6. Opening Remarks – Floyd Tortalita, Executive Director**

Mr. Tortalita states tonight's Agenda is brief and asked Board Members if Managers reports can be narrowed down to highlights only unless there was an item/issue(s) which may require further discussion. Board was in agreement.

➤ No Old Business to report
- 7. New Business:**
 - a) 2012 PAHA Operations Budget – Owen Ondelacy**

Mr. Ondelacy presented the *proposed* 2012 budget and explained the format which displayed three (3) columns, current 2011 budget figures, next column in green represented the proposed figures for the 2012 budget and the last column showed the actual PAHA expenditures up to 11/30/11. Planning and Admin. Budget decreased, however, the overall budget increased by \$969.00. The proposed budget is @ \$969K. Board was assured PAHA had sufficient funding to cover salaries/expenditures. PAHA currently has funds from the 2012 Projected Income of 1+M and from the 2012 Program funding of \$158K, plus other small grants, i.e., MFA which includes administrative salaries. Although the Federal Budget has not yet passed the THUD Bill is an assured thing. Mr. Tortalita added in the event PAHA should anticipate funding issues, Plan B is in place which identifies where cuts will be made. With no further discussion, Mr. Ondelacy asked for an approval. Vice-Chair, Robin Cruz motioned to approve the 2012 Proposed budget, seconded by Member, April Estevan. The document for Chairman's signature signifying approval will be provided at the January Board meeting.
 - b) 2012 Indian Community Development Block Grant Application (HUD)– F. Tortalita, E.D.**

PAHA is requesting authorization from the Board to apply through U.S. Dept. of HUD for the ICDBG. The amount of the application is \$825K. If approved, monies will be used for housing rehabilitation to serve low to moderate income families geared to the elderly and disabled here at Acoma. PAHA anticipates assisting 16 homes. The physical needs assessment is in place. PAHA would like to use NAHASDA funds for matching. In the 2011 IHP, PAHA set-aside \$275K for rehab. In the event the application is not approved, Mr. Tortalita stated PAHA does have the \$275K. The POA gave their approval through a Resolution #TC-DEC-15-11-VIa. Member Tim Chavez motioned to authorize PAHA to apply for the ICDBG application, seconded by Member Bernard Lewis. In a vote of 4 in favor and 0 opposed, PAHA Resolution 1216-2011 was passed. During the reading of the resolution Mr. Tortalita noted a correction to be made in the language of the resolution. Those changes will be made and ready for signatures by Monday, 12/19/11. January 4, 2012 is the deadline for submitting the application.
 - c) Election of BOC Officers – PAHA Board of Commissioners**

In a motion by acclamation, Member, Tim Chavez states to keep the current officers for another year, seconded by Member April Estevan. In a vote of 5 in favor, and 0 opposed, members unanimously approved the motion. Chairman, Don Shields, Jr. & Vice-Chair Robin Cruz will both serve another term. Chairman asked the Board for their continued support and participation.
- 8. Department Reports**

Finance – Owen Ondelacy, Finance Manager (refer to report in packet)

Due to the transition of the IHP/APR cycle, Draw downs owed to PAHA have been made and will be placed in one account. Deadline is next week 12/23/11. Under the Planning and Admin. Budget, monies were moved from Professional Fees to the

December 16, 2011 – PAHA Board Minutes (con'd)

Operating Budget due to overages which zeroed out Professional Fees in Operating. Last month spending percentages were at 91.7%, however with the recent adjustments made, spending level for Plan. & Admin., is @87.6%, well within the budget.

Housing Services- Jennette Steward, HS Manager (refer to report in packet)

Chair inquired about abandoned cars in the sub-division areas. Response: If it is **not** under PAHA's management, ie., paid off units, particularly those in the OLD SUBDIVISION AREA, PAHA no longer has any control over those units.

Development/Maint. Report – Lawrence Ramirez, Development Manager (refer to report in packet)

Question regarding Continental Divide Electric Co-Op not being allowed on tribal lands was discussed. The reason is, an Agreement between the two entities must be renewed.

Executive Director's Report – Floyd Tortalita (refer to report in packet)

9. Announcements & Schedule next Board Meeting –

Next BOC Meeting January 11, 2012, 5:30 pm, PAHA Conference Room

10. Adjournment:

With no other business at hand, Vice-Chair Robin Cruz made a motion to adjourn, seconded by Member April Estevan. Meeting adjourned at 6:17 p.m.. The Annual Christmas Dinner with PAHA Staff, Board members and their guests followed @Dancing Eagle's Event Center from 6:00 - 8:00 p.m..

Respectfully submitted,



Veralyn Parias
Recording Secretary