

PUEBLO OF ACOMA HOUSING AUTHORITY BOARD OF COMMISSION MEETING  
Pueblo of Acoma Housing Authority Conference Room  
Acoma, New Mexico  
January 11, 2000  
SIGN-IN SHEET

BOARD OF COMMISSIONERS

✓ Harold Felipe, Chairman	<u>Harold Felipe</u>
✓ Timothy J. Chavez, Vice-Chairman	<u>Timothy J. Chavez</u>
✓ Carleen Chino, Secretary	<u>Carleen Chino</u>
✓ Brian D. Vallo, Commissioner	<u>Brian D. Vallo</u>
✓ Jason Johnson, Commissioner	<u>Jason Johnson</u>
Joe Aragon, Jr., Ex-Officio (Tribal Council)	_____
Tribal Administration, Ex-Officio	_____

PAHA STAFF

Raymond J. Concho, Jr., Executive Director	<u>Raymond J. Concho Jr.</u>
Derek Valdo, Development Specialist	_____
Rose Histia, HOC I	<u>Rose Histia</u>
Geri Vallo, HOC II	_____
Gwen Garcia, Administrative Assistant	<u>Gwen Garcia</u>
Anissa Vallo, Secretary/Receptionist	_____
Rose Leon, DEP Director	<u>Rose Leon</u>
A. Marie Garcia, DEP Secretary/Receptionist	_____
Mildred Pino, Recreation Specialist	_____
Tamra Vallo, Recreation Aide	_____

Meeting Adjourned at 10:53 pm

# AGENDA

Pueblo of Acoma Housing Authority Board of Commission Meeting  
Pueblo of Acoma Housing Authority Conference Room  
Acoma, New Mexico  
January 11, 2000  
6:30 p.m.

- I. Call to Order *7:00pm*
- II. Invocation
- III. Roll Call
  1. Welcome new Board of Commissioners
- IV. Approve Agenda
- V. Read & Approve Minutes
  1. December 14, 1999 – Board of Commission Meeting
- VI. Announcements
- VII. Reports
  - R.* EXECUTIVE DIRECTOR'S REPORT
  - AR* Policies: Travel, Staffing, Procurement, Grievance, Maintenance, Drawdowns, Company Vehicle, Customer Satisfaction Survey (send with billing statement, drawing incentive to return survey)
  - 232* TAR Balance and Collection Report
- VIII. Old Business
- ~~IX.~~  New Business
  1. MEPA Requests for Payment Delinquencies (2)
  2. Executive Session
- X. Schedule Next Board of Commission Meeting  
*Tentative February 15, 2000*
- XI. *closing comments*  
Adjourn

**MINUTES**  
**Pueblo of Acoma Housing Authority Board of Commission Meeting**  
**Wednesday, January 11, 2000**  
**Pueblo of Acoma Housing Authority Conference Room**

ITEM I.      **CALL TO ORDER**  
Meeting was called to order at 7:00 p.m.

ITEM II.     **INVOCATION**

ITEM III.    **ROLL CALL**  
Roll call was made with the following present:  
Harold Felipe, Chairman  
Tim Chavez, Vice-Chairman  
Carleen Chino, Secretary  
Staff: Raymond J. Concho, Jr.  
          Gwen Garcia, Administrative Assistant  
          Rose Histia, HOC I  
          Rose Leon, DEP Director

A warm welcome to our two new Board of Commissioner's Brian D. Vallo and Jason Johnson.

Chairman Felipe opened up the floor to the Board of Commissioners on motion to accept the agenda.

Vice-Chairman Chavez recommended to move Item IX-New Business before and/or after agenda due to early travel.

Chairman Felipe recommended to move New Business before Announcements, making MEPA Requests one (1) and Executive Session two (2).

Vice-Chairman Chavez motioned to accept the agenda as modified and seconded by Commissioner Vallo. Motion carries.

Motion was made to accept the minutes of December 14, 1999 by Secretary Chino and seconded by Vice-Chairman Chavez. Motion carries.

ITEM VI.     **NEW BUSINESS**

Item 1.        **MEPA Requests.** Two requests for MEPA use. Chairman Felipe asked to briefly explain to the new Board of Commissioners how we came about this, allowing homebuyers to utilize MEPA. MEPA is a monthly equity payment on account. MEPA is

a policy PAHA has which was adopted by the Board of Commissioners. It allows the homebuyer to utilize their MEPA, which the homebuyer earns over the years.

Case #1: Reading of Resolution #011100-1 Approval to utilize a portion of MEPA reserves to resolve tenants accounts receivable. Chairman Felipe opened the floor to accept Resolution #011100-1. Motion to accept Resolution was made by Vice-Chairman Chavez and seconded by Commissioner Vallo. Resolution passed with 4 for, 0 opposed, 1 abstained.

Case #2: Reading of Resolution #011100-2 Approval to utilize a portion of MEPA reserves to resolve tenants accounts receivable. Chairman Felipe opened the floor to accept Resolution #011100-2. Motion to accept Resolution was made by Vice-Chairman Chavez and seconded by Commissioner Johnson. Resolution passed with 5 for, 0 opposed, 0 abstained.

2. Executive Session – 7:53 p.m.

Chairman Felipe opened the floor for PAHA to enter into executive session. Commissioner Vallo made motion for PAHA/Board of Commissioners to enter into executive session, seconded by Vice-Chairman Chavez.

Mr. Concho, Executive Director for PAHA briefly updated the Commissioners on meeting held on December 12, 1999 with Tribal Administration, 1<sup>st</sup> Lt. Governor, Procurement and Controller.

Exit out of Executive Session – 9:10 p.m.

Vice-Chairman Chavez excused himself at this time, travelling to Kansas this week.

ITEM VI. ANNOUNCEMENTS

January 30, 2000	Rabbit Hunt
February 5-6, 2000	Village clean-up at Old Acoma
February 12-13, 2000	Governor's Feast

Governor Tortalita encourage all to participate in traditional functions. Tribal Administration also encourages all tribal employees and tribal programs to be in attendance at General Meetings.

## ITEM VII. REPORTS

### Sub-item 1. Executive Director's Report (copy attached)

- A. Policies needed: Travel, Staffing, Procurement, Grievance, Maintenance, Drawdowns, Company Vehicle.

Suggestion by Board of Commissioners was to send the Customer Satisfaction Survey with billing statement.

- B. TAR Balance and Collection Report

As part of the report – is an update on TAR Balance. Directive given by Board of Commissioners to reduce TAR balance by \$100,000.00, attached is a profile on graph. Report clearly shows a summary of the seven (7) projects, as of March 1, 1999, about \$300,000.00 hit the mark of uncollectable delinquent of homebuyer payments. (good profile on delinquency and progress that is being made)

TAR balance of \$246,000.00 slightly up due to holidays.

Policies and procedures are being put in place. We do have our Admissions and Occupancy policies in place as of March 1, 1999. Travel policies are in draft form. Fiscal policies still in review.

In terms of personnel policies, a draft is in place, same with the grievance, maintenance, with procurement the latest draft in place. Fiscal policies include receivables, travel, petty cash (which we'll leave out) credit card, etc.

PAHA will be requesting NAIHC's technical assistance to review these policies so we can move forward on our accounting system.

Interviews for accountant have been scheduled the week of the 26<sup>th</sup> of January. Chairman Felipe to sit in on interviews.

Introduction of Drug Elimination Program and Director Rose Leon

Advertising for a Director for Boys & Girls Club. Seven applicants narrowed down to three.

Project seven (7) – contract signed (contract of sale) no estimated date on when arbitration is to be complete.

Annual performance report needs to be provided to the two new Board of Commissioners as well the Indian Housing Plan.

Annual report for 1999 submitted December 13<sup>th</sup>.

All travel requests denied until we get a more detailed travel plan.

Motion to open floor to accept Executive Director's report along with DEP Director's report.

Motion has been made to accept both Raymond and Rose Leon's report. Motion made by Commissioner Johnson to accept reports, seconded by Commissioner Vallo. Motion carries.

Closing comments from Board of Commissioners.

Commissioner Vallo – be professional, accountable, good customer services, assistance and support to the community.

Board of Commissioners welcome new staff. Work faithfully, wholeheartedly, teamwork and communicate.

Update Commissioner's list of address and phone numbers.

LOCCS password reactivated for Chairman Felipe and Raymond with signature authority.

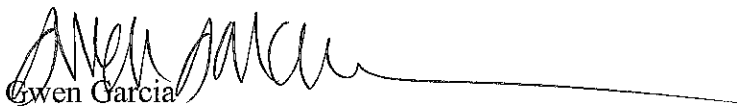
Gwen Terrapin will be here for Board of Commissioner's training:

- Roles and Responsibilities
- Mortgaging issues
- PMI – mortgaging insurance

Motion to adjourn meeting made by Secretary Chino, seconded by Commissioner Johnson. Motion carries.

Meeting adjourned at 10:55 p.m.

Respectfully submitted,

  
Gwen Garcia  
PAHA Administrative Assistant