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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

January 12, 2011
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 17, 2010
6. **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*
7. **Announcements & Schedule Next BOC Meeting**

February BOC Meeting – February 9, 2011 - 5:30 pm – PAHA Conference Room

8. **Adjournment**

**PAHA Board of Commissioners Regular Meeting
December 17, 2010 5:30 p.m.
Texas Land and Cattle Steakhouse**

1. **Meeting called to order @ 5:40 pm** by Chair, Tim Chavez
2. **Invocation:** Mr. Ernest Vallo, Tribal Ex-Officio
3. **Roll call:** Present: Chair, T. Chavez, Members: Don Shields, April Estevan, Bernard Lewis. (Robin Cruz arrived after roll call was completed). PAHA Staff: Floyd Tortalita, Executive Director; Lawrence Ramirez, Development Project Mgr; Owen Ondelacy, Finance Mgr; Jennette Steward, Housing Services Mgr. and Veralyn Farias, Recording Secretary.
4. **Approval of Agenda:**

Chair, Tim Chavez requested that Election of Officers be placed on tonight's Agenda under New Business b). With no objections or other changes, Member Don Shields Motioned to accept the Agenda with the addition, Seconded by Member April Estevan. With all in favor, Motion carried.
5. **Approval of November 10, 2010 Minutes:**

Correction to the 11/10/10 Minutes under New Business, Items a) and b) voting results should read, 4 in favor and 1 abstaining. Chair, Tim Chavez stated as per Robert's Rules of Order, a Chairperson/President does not vote except in the case of a tie. Therefore the record will show 4 in favor and 1 abstaining in approval of the Capitalization Policy and Rental to Lease Purchase Conversion. With no other corrections/changes, Motion made by Member Don Shields to accept the 11/10/2010 Minutes with corrections, Seconded by Member April Estevan, with all in favor, Motion carried.
6. **Old Business:**

No Old Business to report
7. **New Business:**
 - a) 2011 PAHA Budget – Owen Ondelacy, Finance Manager

Mr. Ondelacy presented the 2011 PAHA Operating Budget. The budget showed a slight increase from last year's budget of \$979,819K to 1,020M. The increase is due to the salary and fringe benefits of the new hire previously approved by the Board. Monies from new construction will cover costs for that position. Other increases to the budget were the from the newly constructed maintenance building. The line item under Professional Fees for 1) Rick Farrell, Financial Consultant and 2) PAHA attorney fees may exceed or come close to exceeding the budget. Member Robin Cruz, questioned the reimbursements for travel. Certain travel expenses are being reimbursed by NAIHC (National American Indian Housing Council) for meetings and training sessions attended by the Director and staff. A line item under "Pre-Paid Travel" was established for that purpose. For services such as PDI (Pest Control) Member, Bernard Lewis suggested other companies be sought after for this type of service. Mr. Ramirez responded by saying quotes are sent to Grants and Albuquerque companies; however, in order to stay within the budgeted amount, PDI is normally the lowest bidder. With no other questions, Member Don Shields Motioned to accept the 2011 Budget as presented, Seconded by Member Bernard Lewis, with all in favor, Motion carried.
 - b) Election of PAHA Board Officers

After some discussion on how to proceed with the election, all agreed to vote via secret ballot. After votes were tallied, Mr. Don Shields was elected Chairperson and Ms. Robin Cruz, Vice Chair. The Board agreed not to elect a Secretary since there is a recording secretary to perform that duty for the Board.
8. **Departmental Updates:**
 - Finance – Owen Ondelacy (Refer to report in Board packet)

At the November meeting, Board had suggested a couple of additions and changes be made to the Capitalization Policy. 1) Property Accountability lost, stolen, destroyed or damaged property, in the event a PAHA employee is held accountable for any of the above, *PAHA will take the disciplinary actions/steps as listed in the Personnel Policy* to resolve the matter. 2) In the area of Property Accountability-Sold or Abandoned the term "junked" previously used was changed to "*Excess Equipment*". (See both **highlighted** sections provided in the report). With no other questions/comments from the Board, this concluded the Finance report.
 - Housing Services – Jennette Steward (Refer to report in Board packet)

Ms. Steward provided information on the TAR's (Tenant Account Receivables). Total collected for 2010 was \$9,955.77.
Housing staff, Bob Tenequer and Nina Jaramillo have both completed training in the Occupancy Specialist area and are now Certified Occupancy Specialists.

December 17, 2010 Board Minutes (con't)

- **Development Project/Maintenance Report – Lawrence Ramirez (Refer to report in Board packet)**
The contract for the MFA project is close to being awarded. A meeting this coming Monday to negotiate the pricing, which is over budgeted by \$3K, is scheduled.
An Inventory Listing of Expendable Items was attached to the report. Member, Don Shields states the list he is requesting are items located in the maintenance shop which contain some value i.e., power drills etc.. Mr. Tortalita indicated there is a list which contains all PAHA property containing all Capital Assets; this will be provided to the Board. Mr. Shields stated his reason for requesting this list which was a finding in the last audit.
Mr. Vallo asked what was to become of the old maintenance building. Response, unit will be renovated for family occupancy.
Member, Robin Cruz asked how often the Inventory list was updated. Response was it is prepared annually.
With no other questions/comments from the Board, this concluded Development Project's report.

- **Executive Director Report – Floyd Tortalita (Verbal report)**
Mr. Tortalita stated he was unable to provide a written report due to his travels and being occupied with his presentation to Tribal Council on the Residential Lease. However, the presentation was re-scheduled for a time in February.
Information will be forwarded to Board members on NAIHC Board training in January. Training will be held in Albuquerque.
Legislative Conference in Washington, DC is schedule for February 2011. PAHA will be preparing their "Position Paper" to be delivered to the hill. Newly elected Chair is welcomed to attend.
Member, Don Shields requested the following. 1) All future reports from Mr. Tortalita are to be in writing.
2) Board packets be delivered sooner than prior deliveries. This will enable the Board time to read all reports in order that they may be effective in the meetings.
With no other questions/comments from the Board, this concluded the Executive Director's report.

9. Announcements & Scheduling of next Board Meeting:

Next BOC meeting scheduled for January 12, 2011, 5:30 p.m., PAHA Conference Room.

10. Adjournment:

With no other business, Motion to adjourn was made by Member, Don Shields, Seconded by Member Robin Cruz.
With all in favor, meeting adjourned @6:28 p.m.

Respectfully submitted,



Veralyn Farias
Recording Secretary