



P.O. Box 620  
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

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## Board of Commissioners Meeting

January 12, 2014

5:30 p.m.

Acoma Police Department Conference Room

### AGENDA

1. **Call to Order** – Robin Cruz, BOC Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, BOC Chair
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – December 12, 2014
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
  - a.) Community Member Concerns – *Rose Chavez*
  - b.) PAHA Strategic Planning Initiative – *Stephanie Poston, Poston & Associates*
  - c.) Low Rent Conversion-Unit 21 – *Jennette Steward, Housing Services Manager*
  - d.) Board of Commission Officer Elections, *Robin Cruz, BOC Chair*
8. **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*
9. **Announcements & Schedule Next BOC Meeting**

February BOC Meeting – February 11, 2012 - 5:30 pm – PAHA Conference Room

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10. **Adjournment**



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**Minutes of December 12, 2014**  
**PAHA Board of Commissioners Regular Meeting**  
**Quarter's BBQ at Wyoming & Montgomery- 5:30 p.m.**

**1. Call to Order:** 5:51 p.m.

**2. Invocation:** Commissioner, Bernard Lewis

**3. Roll Call:** Present: Chairwoman, Robin Cruz, Commissioners: April Estevan, Damian Garcia, Patrick Ortiz, Bernard Lewis; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Lawrence Ramirez; Housing Services Manager, Jennette Steward; AP/Payroll Tech., Calene Pedro, and Recording Secretary, Krystal Vallo. Absent- Ex-Officios: Tribal Secretary, Gilbert Louis, Jr., and Tribal Councilman, Ernest Vallo, Sr.;

**4. Approval of November 12, 2014 Agenda:**

Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, P. Ortiz. Budget Revision under New Business was added to agenda.

**5. Approval of November 12, 2014 Meeting & Special Meeting Minutes:**

Motion to approve 11/12/14 minutes: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan. Motion to approve special mtg. minutes 10/31/14 & revision: Approved 1<sup>st</sup>- Commissioner, A. Estevan, 2<sup>nd</sup>- Commissioner, D. Garcia. Revision- replace question mark with 2<sup>nd</sup>- Commissioner A. Estevan. Motion to approve special mtg. minutes 11/26/14: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, A. Estevan. Robin: Make notation on special meeting minutes that it was a conference call.

**6. Opening Remarks:** Floyd Tortalita, Executive Director

Couple items to discuss: approval of 2015 PAHA Operating Budget and Strategic Planning Initiative RFP. Managers will not present reports. Board will only ask questions regarding reports- decision made by Executive Director and Chairwoman, R. Cruz.

**7. New Business:**

**a) 2015 PAHA Operating Budget-** Floyd Tortalita, Executive Director

Proposed 2015 budget of \$1,027,277.00 includes \$30,000.00 for Strategic Planning and a 5% increase in wages and fringe benefits. Breakdown of \$30,000 for Strategic Planning- \$15,000 towards Professional Fees in Planning & Administration, and \$15,000 towards Professional Fees in Operating. Coming in and going out ratio is still the same; meaning PAHA is still able to cover costs. 2015 Budget can be compared to expenditure report ending 11/30/14 provided by Owen in Finance report. Bernard: why an increase in wages? In 2014 wages were \$254,692.00 and in 2015 wages are \$274,786.00, why? Response: 5% increase straight across for all employees, 2% COLA & 3% Merit-tentative. In 2014 staff received a 2% merit increase, but COLA increase was denied by Board. COLA increases are only approved by the Board. Merit increases are only awarded if an employee's supervisor recommends the increase. Motion to approve: Approved 1<sup>st</sup>- Commissioner P. Ortiz, 2<sup>nd</sup>- Commissioner, D. Garcia. All in favor none opposed.

**b) PAHA Strategic Planning Initiative RFP-** Floyd Tortalita, Executive Director

RFP for Strategic Planning Initiative was sent out the first week of November and proposals were due 11/21/14. Three proposals were submitted by Marvis Aragon & Associates, POSTON & Associates, and TRAVOIS. Strategic Planning packets were delivered and emailed to Board for review on 11/25/14 and score sheets were due 12/5/14. Six score sheets were submitted back to PAHA; one score sheet was received late, but had no affect on the outcome. Proposals were not reviewed based

on cost, but scope of work. PAHA is proposing to offer a contract to POSTON & Associates to finish the Strategic Planning Initiative for PAHA, based off points added from score sheets. Proposal is not above the \$100,000 threshold, therefore a resolution is not needed; approval of the minutes will suffice. Motion to approve: Approved 1<sup>st</sup>- Commissioner B. Lewis, 2<sup>nd</sup>- Commissioner, A. Estevan. All in favor none opposed.

#### **8. Department Reports:**

Finance- Calene Pedro

April: When an employee is terminated are passwords immediately changed? - eLOCCS. Response: Yes, if one of the users of eLOCCS was terminated or resigned the passwords would be changed immediately. Robin: What was the change made to health insurance? Response: A 3% increase in rates. Robin: How did that affect wages and fringe benefits? Response: The 3% increase in rates is included in the 5% increase in wages and fringe benefits. There were no further inquiries on Mr. Ondelacy's report.

Housing Services- Jennette Steward

There were no inquiries on Mrs. Steward's report.

Development Department- Lawrence Ramirez

Bernard: Project is at 63% and to be completed the middle part of December, are they on time? So, 12/15/14 the project will be complete? Response: Yes they are on time, but due to weather the completion date will be December 21<sup>st</sup>. Change orders were submitted. Bernard: If contractors do not meet the completion date, how much are they are charged? Response: \$100 dollars a day. There were no further inquiries on Mr. Ramirez's report.

Executive Director Report- Floyd Tortalita

The Reauthorization Act was presented to the House of Representative on December 1, 2014 and passed on December 2, 2014. Next step was to take before the Senate and was approved by the Senate on December 12, 2014. Residential Leasehold is still in the hands of HUD for review. Once approved by HUD the Residential Leasehold will be sent to the Pueblo of Acoma's attorney for review. After Acoma's attorney reviews the document it will presented to Tribal Council. There has been movement with CDEC and Acoma. An agreement has been made between Acoma and CDEC. CDEC has been calling individuals from Acoma who have requested services. The Lucero project will finally be completed in January 2015. All forms have been filled out and given to CDEC. CDEC looks to get new lines installed within 30 days. Future endeavor for 2016, PAHA is looking to develop old McCarty's Head Start area. In January of 2016 PAHA will submit a proposal for tax credits. Preparation work will begin next year 2015.

#### **9. Announcements & Schedule January 2015 Annual Meeting:**

January 7, 2014 @ 5:30pm- PAHA office. Correction- meeting will be held on January 14, 2014. Email was sent to all Board members notifying them of the date change of meeting. Invitation extended to Board to attend AMERIND/NAIHC Annual Conference in May 2015 in Phoenix, AZ.

#### **10. Adjournment:**

Commissioner, D. Garcia motioned to adjourn, seconded by Commissioner, A. Estevan. With all in favor meeting adjourned @ 6:40 p.m.

Respectfully submitted,

Krystal Vallo,   
Transcribing Secretary