



Pueblo of Acoma Housing Authority, Inc.

"A Non-Profit Tribal Corporation"

P.O. Box 620, Pueblo of Acoma, NM 87034 - Phone (505) 246-4251 - Fax (505) 552-9093

"Providing Safe and Affordable Housing Opportunities"

SIGN-IN SHEET

PUEBLO OF ACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
PAHA Conference Room
February 3, 2006

BOARD OF COMMISSIONERS

Duane Mousseau, Commissioner

Duane Mousseau

Edwin Leon, Commissioner

Timothy Chavez, Sr., Commissioner

Timothy Chavez Sr.

Daisy Lewis, Commissioner

Daisy R. Lewis

Roseanne Pasqual, Commissioner

Clayton Garcia, Ex-Officio (Acoma Tribal Council)

Clayton Garcia

E. Mike Valdo, Ex-Officio (Tribal Administration)

E. Mike Valdo

PAHA STAFF

Lawrence Sanchez, Executive Director

Lawrence Sanchez

Patricia Maxie, Homeownership Specialist

Patricia Maxie - HS

Patricia Alonzo, Accountant

Candice Seymour, Receptionist

Gwen Garcia, Administrative Assistant

Gwen Garcia

Lawrence Ramirez, Maintenance Supervisor

Marion Salvador, Administrative Assistant

Curtis Paytiam, Maintenance Worker

Nathan Leon, Mechanical/Plumber Journeyman

Riley Jim, Mechanical/Plumber Journeyman

MEETING ADJOURNED AT

PUEBLO OF ACOMA HOUSING AUTHORITY
Board of Commissioners Regular Meeting
PAHA Conference Room
February 3, 2006
2:00 p.m.

ITEM I: CALL TO ORDER

Meeting was called to order at 2:10 p.m.

ITEM II: INVOCATION

ITEM III: ROLL CALL

Roll call was made with the following present:

Daisy Lewis, Commissioner

Timothy Chavez, Sr., Commissioner

Duane Mousseau, Commissioner

Clayton Garcia, Ex-Officio, Acoma Tribal Council

E. Michael Valdo, Ex-Officio, Acoma Tribal Administration

Staff:

Lawrence Sanchez, Executive Director

Patricia Maxey, Homeownership Specialist

Lawrence Ramirez, Maintenance Supervisor

Gwen Garcia, Administrative Assistant

ITEM IV: APPROVE AGENDA

A recommendation was made to place New Business, sub items 1 and 3 under Old Business and renumbered as Item VIII - Old Business - sub item 1 and 2, since these two items have been pending for quite some time now with no board action taken.

Under New Business – sub item 2 – Resolution for waiver of policy on Project NM79-04/C-1378, is a new action item concerning occupant Ms. Verda Lopez. This will remain under New Business.

The floor is now open for a motion to approve, not to approve, or to approve the agenda with no revisions. A motion has been made to approve the agenda with noted corrections by Commissioner Timothy Chavez, Sr., seconded by Commissioner Daisy Lewis. Motion carries.

ITEM V: APPROVE MINUTES

There are no minutes to approve at this time.

ITEM VI: ANNOUNCEMENTS

1. *National American Indian Housing Council's 12th Annual Legislative Conference to be held in Arlington, Virginia on February 28, 2006 – March 2, 2006.*

Tribal Secretary Valdo and Mr. Lawrence Sanchez will be attending this conference. PAHA is working on putting position papers together to present to the Legislature indicating the Pueblo's housing needs. Appointments have already been scheduled to meet with Senator Jeff Bingaman and Congressman Steve Pearce.

***For information purposes only:** A recommendation was made by Commissioner Mousseau to see about letting at least one board member to attend this conference. As past experience this is one of those meetings you would like to go to express to the lawmakers what it is that's ailing housing authorities; and what's also working for them.*

ITEM VII: REPORTS

1. Pueblo of Acoma Single Audit for CY/FY-2004 PAHA Findings and Concerns

This specific audit was conducted by Neff & Ricci, LLP. All together there were five audit findings for the Housing Authority.

Criteria 1: Recipients of federal awards are required to maintain adequate controls to ensure that all required reports are filed.

At one point HUD cited the tribe for not submitting Federal Cash Transaction reports on time. The board is fully aware that all our finances are being managed by the Pueblo of Acoma Central Accounting. According to the auditors, they found out that Central Accounting does not have procedures in place for filing a required report or grant.

Criteria 2: The grant allows 10% of funds to be used to provide housing assistance to families whose adjusted income fall within 80% to 100% of the median income. The housing department is not allowed to exceed that limit without HUD's approval.

With the recent implementation of the HDS system, we are now able to monitor all homebuyer accounts on a daily basis, check for re-certification deadlines, update our waiting list, file/maintain client account information, keep track of all maintenance charges, late fees, etc. This system automatic calculates homebuyer payments based on their annual re-certification

In the past, the housing authority never really monitored or maintained the necessary information to verify whether a homebuyer's income fell within the 80% to 100% mark, as required under the HUD guidelines.

Right now all client paperwork is being sent to the homebuyer via U.S. Postal service. Whether it is on a weekly or monthly basis, the homeownership specialist is making follow up visits with the homebuyer.

Criteria 3: The Housing Authority's policies require a staff member to perform a criminal history check on new tenants prior to approval.

When the audit was conducted, it was noted that 10 files did not contain background checks on criminal history for those newly selected housing participants prior to moving in. This portion was overlooked regarding eligibility standards. The PAHA initiated an internal audit review procedure through the HDS system to periodically update client files. The housing authority is coordinating with the Acoma Law Enforcement Department through its criminal background process procedure, this process has been corrected.

Criteria 4: *Per Section 207(b) of the Native American Housing assistance and Self-Determination Act of 1996, each Housing Authority is required to develop policies for the creation of a tenant waiting list and for selection of tenants from that list. The Housing Authority's policies indicate that the waiting list is to be updated monthly.*

The PAHA has initiated through the new HDS system an internal review process to monitor and implement incurred monthly waiting list by date and time. A check list has also been set up by the housing specialist. This requirement has been corrected.

Criteria 5: *Each recipient (PAHA) shall develop written policies governing the eligibility, admission, and occupancy of families for housing assistance with grant amounts provided under NAHASDA (25 USC 4133(d)).*

Again PAHA has initiated through the Homeownership Specialist and HDS an internal audit of files and accounts in order to comply with Admissions & Occupancy policies. This has been corrected.

ITEM VIII: OLD BUSINESS

1. *Resolution for Waiver of Policy on Project NM79-07/C-1653.01*

The housing authority did meet with Mr. Garcia & family on two-three occasions regarding their high delinquency; and of course, there is history regarding why Mr. Garcia refused to make his house payments. However, after meeting with Mr. Garcia for the last time before a notice to terminate his contract was sent to him, he agreed to the terms of using his MEPA money to cure his delinquency.

---Short recess taken---

--- At this time Tribal Secretary Valdo had asked that Mr. Mousseau and Mr. Tortalita be excused so that he can explain to the board as to what has transpired regarding the next item on the agenda---

3:00 p.m. Executive Session was called by Tribal Secretary Valdo

2. *Board of Commission Orientation and Reorganization*

The PAHA still has issues regarding the reorganization of commissioners, in terms of not only membership, but length of terms, appointments, etc.

4:45 p.m. Out of Executive Session

----Recommendation has been made for the board to table all remaining items on the agenda until they have established officers----

ITEM IX: NEW BUSINESS

1. *Resolution for Waiver of Policy on Project NM79-04/C-1389.02*

ITEM X: SCHEDULE NEXT BOARD OF COMMISSION MEETING

1. *Next Board of Commission meeting has been scheduled for Wednesday, February 15, 2006 at 2:00 p.m. in the PAHA Conference Room.*

ITEM XI. ADJOURN

Meeting was adjourned at 4:50 p.m.

Respectfully submitted

*Gwen Garcia
Administrative Assistant*

AGENDA

Pueblo of Acoma Housing Authority Board of Commission Regular Meeting
PAHA Conference Room
Acomita, New Mexico
February 3, 2006
2:00 p.m.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Approve Minutes
- VI. Announcements
 1. National American Indian Housing Council's 12th Annual Legislative Conference, Arlington, Virginia on February 28, 2006 – March 2, 2006.
- VII. Reports
 1. Pueblo of Acoma Single Audit for CY/FY-2004 PAHA Findings and Concerns
- VIII. Old Business - None
- IX. New Business
 1. Resolution for Waiver of Policy on Project NM79-07/C-1653.01
 2. Resolution for Waiver of Policy on Project NM79-04/C-1389.02
 3. Board of Commission Orientation and Reorganization
- X. Schedule Next Board of Commission Meeting
 1. TBD
- XI. Adjourn