



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

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-5174
Fax: (505) 552-9093

Board of Commissioners Meeting

February 8, 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** – January 11, 2011~~2~~
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) PAHA Relocation Policy – Floyd Tortalita, Executive Director
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 – March 14, 2012 - 5:30 pm – PAHA Conference Room

10. **Adjournment**

PAHA Board of Commissioners Regular Meeting Minutes
January 11, 2012 – 5:30 p.m.
PAHA Conference Room

1. **Meeting called to order:** @5:40 p.m. by Chairman, Don Shields, Jr.
2. **Invocation:** Councilman/Ex-Officio, Ernest Vallo, Sr.
3. **Roll call:** Present: **Chairman,** D. Shields, Jr., **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 January 11, 2012 Agenda:**
Chairman, requested an Executive Session to convene following tonight's regular meeting. Board agreed to Chairman's request. With no other changes or add-ons to the Agenda, Member, Tim Chavez motioned to accept the Agenda with the addition, seconded by Member, Bernard Lewis. With all in favor, motion carried.
5. **Approval of December 16, 2011 Minutes:**
With no corrections to the December 16, 2011 Minutes, Member, Tim Chavez motioned to accept the Minutes as presented, seconded by Member, Bernard Lewis, with all in favor, motion carried.
6. **Opening Remarks –** Floyd Tortalita, Executive Director
Mr. Tortalita said tonight's Agenda focuses mainly on department reports and other items for Board's information. Tribal Secretary and 1st Lt. Governor have indicated they will attend this evening's meeting. This is an opportunity for introductions from members of both entities, convey information and also to explain the connection between PAHA and the Tribe. Mr. Tortalita stated they may just be running late or may have experienced a conflicting schedule.

- No Old Business to report
- No New Business to report

7. Department Reports:

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

Q. Mr. Chavez-when draw downs are made, does the balance zero out for that FY? Response -Mr. Ondelacy, LOCCS will deduct from the oldest grant i.e. FY 2003 until that balance reaches a zero balance then will move on to the next grant year. Board was assured PAHA has a healthy bank account with funds totaling \$4.2M intended mainly for construction.

The on-going debate of the CD was discussed. In the latest correspondence from PAHA to tribe dated 12/28/11, PAHA requested copies of invoices to compare with what PAHA is being billed for. In that letter, PAHA also requested a forensic audit be performed which will hopefully resolve this issue. No response to date on PAHA's request for an audience with Tribal Council.

Expenditure Reports – Although there were overages in certain line items under Operating & Planning & Administration budgets, Mr. Ondelacy reported, PAHA has sufficient funds to cover the overages which include: telephone/cell phones, fringe benefits & office supplies. He plans to perform a budget revision to cover these overages in February. Q. Mr. Lewis – inquired what the \$43,397.65 under the Fencing Project was used for? Response - L. Ramirez: For Contractor's Mobilization and Materials expenses. Chairman Shields asked where the contractor was Mobilizing? Answer: Isleta. He then offered a word of caution or advise to always make certain Mobilization and Materials are in place prior to commencement of work. He added, some contractors will say materials are on site, however, are making purchases just prior to start of work. Lawrence stated, weather played a factor in this situation.

Housing Services- Jennette Steward

Ms. Estevan – asked if Bad Debtors are the 6 mentioned in the report? Response: J. Steward - No, the 6 are current homebuyers or tenants who owe on a month to month basis. Bad Debtors are those who have been evicted but still owe PAHA for uncollected rent/house payments. Ms. Estevan – asked how many bad debtors and amount owed? Ms. Steward -there are 13 with receivables totaling \$13K. Ms. Estevan – asked if these former clients are making any payments? Ms. Steward – No, PAHA will use the court system to collect. On former clients who have previously been to court, and have not paid, a motion to show cause for non-payment will be filed through the courts. Clients who are non-responsive to PAHA's notices will be scheduled for court. Chairman Shields – asked if PAHA kept a running account/record to compare Tenant Accounts Receivables from past to present? Ms. Steward - that is available on HDS, (Housing Data Systems). T. Chavez - with these evictions, are vacant units available? Ms. Steward - No, occupancy is at 100%. Mr. Chavez explained the reason for his question, referring to the Manuel Lucero situation and asked for an update.

January 11, 2012 PAHA BOC Minutes (con'd)

Mr. Tortalita: PAHA purchased a 4-bedroom modular unit through Homes Direct. PAHA presented the company with a check in the amount of \$98K last week. Due to weather conditions set-up has been delayed, target date was for set for 01/30/12. PAHA met with the Lucero family, they plan to visit Homes Direct to view the unit. Funds in the amount of \$530K were drawn from the \$619K CD under line item "amount due to the tribe". Mr. Tortalita said, in the event PAHA is required to pay back the \$619K that amount will be drawn down from Program Income. Mr. Ondelacy explained in 2009 when (current administration) returned to PAHA, they put a stop to all rehab. wk. because no Environmental Reviews were in place. Without those documents, PAHA could not collect from HUD. As a result, Reserves accumulated in the Program Income. Mr. Ondelacy stated, there are sufficient funds in Program Income in the event a payback is necessary.

Chairman, stated he was under the impression Board only gave Executive Director approval to look into other avenues to assist the family with findings to be reported back to the Board before any decisions were reached. Mr. Tortalita replied he did report his findings which he shared with the Board around the October/November timeframe and it was during that period when Board gave their approval. Other avenues researched were too costly. And, for this reason, the route to purchase the unit through Homes Direct was chosen. Mr. Tortalita explained the CD actually no longer exists. Mr. Ondelacy also stated, when PAHA met with the tribe regarding the Lucero's, they, (Tribe) wanted PAHA to move forward with assisting the family. Mr. Tortalita said the land assignment with the Cacique has been completed. Tribe's contribution involves grading of the land and installing water lines etc. Chairman requested the Board be kept updated on this issue.

Development/Maint. Report – Lawrence Ramirez, Development Mgr. (refer to report)

Mr. Ramirez is looking to replace funding back into the Modernization Project. Recently through Housing Services, a number of homes were found to be experiencing some structural problems. PAHA is finishing up assessments on these homes. Mr. Ramirez believes this will involve some major renovation work. This is the reason he is asking for direction or request to replace monies into the Modernization Project budget. Rehab./Weatherization Project 2011 two more homes were added to this project & are @ 90% complete. The House by House Rehab. Program – applicants are: CYNTHIA LEWIS & ELMER CHINO. FEMA Mobil Home Replacement Project is ready to proceed with all documents in place. Recipients are: GEORGIA TORIVIO and NANCY THOMPSON Weather is also a factor in this case. All budgets have been expended/closed out, the final 2006 budget will be spent on the FEMA Home Project. PAHA will begin drawing down from the 2011-2012 budgets.

Other: Ms. April Estevan suggested work performed by PAHA's maintenance crew be inspected by Housing Services or their supervisor. States her door remains inoperable and also to clean up after their work is done. She noticed paint splattered on her shelf. Chairman, suggested conducting Safety Meetings on a regular basis may alleviate those problems.

Chairman asked if the training attended by staff is applied on the job? L. Ramirez answered, using products with the Energy Star etc. Mr. Shields asked about building codes. Mr. Tortalita stated it is up to the Tribe to administer or enforce use of codes, not PAHA. PAHA can only suggest. FYI, PAHA follows codes.

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

>Provided a synopsis of: 2012 ICDBG Application – PAHA is applying for \$825K also to match funds with NAHASDA for \$275K totaling \$1.1M. Should NAHASDA not match PAHA, PAHA will still use the \$275K. Original plan was to do 16 homes, without those matching funds PAHA will do 5 homes. FYI - Last year's application was not approved.

>NAHASDA Re-Authorization (see report) Elections could also play a major role on this issue.

Mr. Chavez suggested to point out areas of continued need on the reservation.

>Congressional Visit – Purpose to review projects & entities funded by NAHASDA and the Pipeline issue of unspent dollars of certain housing authorities including Acoma. Also, because Acoma is becoming a model housing authority. (see list of visitor's).

>Annual Report – PAHA will be submitting this report NLT January 31st. 2012. PAHA will await a time to present their report before Tribal Council, which may be scheduled during February. One of the issues to be discussed will be the CD. Board is asked to make plans on attending this meeting.

>Issues – NAHASDA Re-Authorization -as stated above, Mr. Tortalita will be involved with this project.

> FY 2013IHBG Funding - should funding not come through as planned, there is a possibility of job cuts here at PAHA.

>Housing Needs Assessment Study – Still on hold as previously reported.

>PAHA Policies – PAHA employees will be involved in updating and making amendments to the policies.

>Residential Leasehold- This issue will once again be going before Tribal Council and the Cacique.

9. Announcements & Schedule next Board Meeting –

>Legislative Conference scheduled - February 13 – 17, 2012, Board members interested in attending, please inform PAHA asap in order that your name can be submitted for clearance purposes.

>Board members were reminded of the visit by Congressional staff tomorrow.

>Next BOC Meeting February 8, 2012, 5:30 pm, PAHA Conference Room.

10. Adjournment:

Mr. Chavez, motioned to adjourn meeting, seconded by Mr. Lewis. Meeting adjourned @7:22 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Veralyn Farias". The signature is written in a cursive, flowing style.

Veralyn Farias
Recording Secretary

Executive Session convened following tonight's meeting.