

Board of Commissioners Regular Meeting
February 12, 2009
5:30 p.m.

AGENDA

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes for January 8, 2009 BOC meeting
6. Tenant concerns
 - a.) Claudia Valdo – Project 4- unit 19
 - b.) Riley Jim – Project 7 – unit 5
7. Old Business
 - a.) Residential Lease (*tabled until March 2009*)
 - b.) Rehabilitation & Maintenance Policy (*to remain tabled*)
 - c.) Personnel Policy (*to remain tabled*)
 - d.) Homeownership Programs – Admissions & Occupancy Policy
8. New Business
 - a.) Personnel
 - o PAHA Organization Chart
 - o Position Descriptions
 - b.) Housing Services
 - o Conveyance Issues
 - o Courtney Joe – Project 7 – unit
 - c.) HUD Monitoring Review – Status Report
 - o Status of Findings letter – February 3, 2009
9. Department Updates
 - a.) Development
 - b.) Housing Services
 - c.) Finance
10. Announcements & Schedule Next BOC Meeting

11. Adjournment

I. **Call to order:**

Meeting was called to order by Chair, Tim Chavez at 5:40 p.m..
Mr. Tim Chavez declared a quorum and proceeded with business at hand.

Approved 2/12/09

II. **Invocation**

Vice Chair, Floyd Tortalita

III. **Roll call:**

Present BOC: Chair, Tim Chavez, Vice-Chair, Floyd Tortalita, Secretary/Treasurer Robert Jock

Absent BOC : Members, Gary Louis, Sr. and Don Shields

Present: Oversight/Tribal Secretary: Keith Tenorio,

Absent: Ernest Vallo, Sr. Ex-Officio

Present: PAHA Staff: Tracey Young, Interim Executive Director; Robert Toledo, Development Project Manager; Nathan Leon, Maintenance Supervisor; N. Ann Martinez, HOS; & Veralyn Farias, Recording Secretary.

Guest: Beverly Valley

IV. **Approval of Agenda:**

With no changes, etc., Vice-Chair Floyd Tortalita made a motion to accept the Agenda as presented, seconded by Secretary/Treasurer, Robert Jock. With all in favor, motion carried.

V. **Approval of Minutes of December 11, 2008**

Three corrections were made to the Minutes. 1) Cacique Meeting was typed on top of page 1, (heading area), this will be omitted from the 12/11/08 Minutes. 2 &3) In the text of the Minutes, two areas read Chair, Floyd Tortalita, it was noted and will be corrected to read Vice Chair, Floyd Tortalita. After no other corrections/changes, Secretary/Treasurer Robert Jock made a motion to accept the Minutes of December 11, 2008, seconded by Vice Chair, Floyd Tortalita.

VI. **Old Business:**

HUD Monitoring Report Response Status: (See summary report attached).

Two response letters were sent to HUD in December in reference to their concerns and or required actions. Three (3) findings were confirmed closed. HUD will send a letter confirming status of seven (7) other findings. This includes the 2007 APR. which HUD is willing put on hold until PAHA submits their 2008 APR. A letter from HUD confirming their decision will be forthcoming. Item #14– No corrective action or description was found for this item, therefore HUD has agreed to remove this as an outstanding finding. A letter from HUD confirming this decision will be forthcoming. There are a total of ten (10) findings either in the process of: being closed, closed or will be removed as a finding. HUD will provide a list of samples to confirm PAHA has indeed completed the required corrective actions for (3) Findings. Finding #7 – Accounting - HUD will notify PAHA next week as to what their actual requirements will include. One Finding requiring a Resolution will be presented later on for signatures. Resolution ref. Adoption of Program Income which Board approved & agreed to sign at their last meeting will be presented tonight for signatures. **TABLED – Resolution- Amendments to the HOS Admissions & Occupancy Policy.** Vice-Chair Tortalita suggested our attorney and the HOS department need time to review the document. Vice-Chair, Floyd Tortalita made a motion to table the Resolution, seconded by Sec'y/Treas. Robert Jock. With all in favor, motion carried. Resolution to enter into Contract with Delgado's Enterprise, LLC (Maintenance Building) was presented again. At the December meeting the Board felt the Resolution lacked specific information. Robert (Toledo) met with Vice-Chair Floyd Tortalita because of his experience with these types of contracts etc... Modifications were made and Robert assured the Board all HUD and PAHA requirements were now in place. With no further discussion, Vice-Chair, Floyd Tortalita made a motion to enter into Contract Agreement with Delgado Enterprises, (Maintenance Building), seconded by Secretary/Treasurer Robert Jock. With all in favor motion carried.

January 8, 2009 BOC Minutes

TABLED The Residential Lease continues to be tabled until March, 2009.

TABLED The Rehabilitation and Maintenance Policy continues to be tabled.

VII. New Business: -

- Tenant concerns (Beverly Valley)
With the understanding that **no** promises, suggestions or solutions would be offered at tonight's meeting Board allowed Ms. Valley to voice her concern on the \$8,000.00 letter of delinquency she received from PAHA. In the end, Ms. Valley stated she was not able nor willing to pay that amount

5-minute break

- Monthly Reports: Tracey reported not much happened in December, due to the holidays and weather. Listed in her report were some of the completed rehab. projects. Also shown in the report were the Revenue & Expenditures for the months of April-December, 2008.
- Playground: Q. Chair-T. Chavez on the status of the playground and how PAHA got involved with this project. (Tracey): PAHA was allowed and approved to act on this project under Model Activities, using the 2006 IHP funds in the amount of \$20,000. The used playground set was donated to PAHA by the Head Start center. Final adjustments will be made to the equipment by the contractor.
- **TABLED ITEM** - Personnel Policy (amendment). This amendment specifically addresses merit increases for employees acquiring a performance appraisal rating above satisfactory. Previously, employees had to have a performance rating of excellent to be eligible for a merit increase. Vice-Chair Tortalita asked if there was a schedule or percentages the Board could use an increase. Tracey did state she was looking at increases between 5 and 6%, and included this into the budget since the budget had been approved. After a brief discussion in the areas of obtaining more information on percentages, categorizing departments, who receives a merit increase and what constitutes an increase, plus suggestions in re-writing the policy, Board agreed to table this item.

VIII. Announcements:

- The upcoming 2009 Legislative Conference, Vice-Chair Floyd Tortalita indicated he would like attend. He also would like for PAHA to begin making travel and hotel arrangements for him and possibly another board member to attend. Chair, T. Chavez indicated an interest in attending, will check his schedule and inform PAHA later.
- Tribal Secretary Keith Tenorio asked that recommendation of names to replace Mr. Tortalita be submitted to Tribal Administration as soon as possible.
- Chair, T Chavez announced beginning Monday, 1/12/09, Mr. Tortalita will begin his role as PAHA's Executive Director.

IX. Schedule next BOC meeting: February 12, 2009, 5:30 p.m.

X. Adjournment: A motion to adjourn the meeting was made by Secretary/Treasurer. Robert Jock, seconded by Vice-Chair Floyd Tortalita. With all in favor, meeting adjourned at 7:12 p.m..

- (An Executive Session was held immediately after the meeting).

Respectfully submitted,


Veralyn S. Farias, Recording Secretary