

PUEBLO OF ACOMA HOUSING AUTHORITY BOARD OF COMMISSION MEETING  
Pueblo of Acoma Housing Authority Conference Room  
Acomita, New Mexico  
February 15, 2000  
SIGN-IN SHEET

BOARD OF COMMISSIONERS

✓ Harold Felipe, Chairman

Harold Felipe

Timothy J. Chavez, Vice-Chairman

Timothy J. Chavez

✓ Carleen Chino, Secretary

Carleen Chino

Brian D. Vallo, Commissioner

Brian D. Vallo

✓ Jason Johnson, Commissioner

Jason Johnson

Joe Aragon, Jr., Ex-Officio (Tribal Council)

Joe Aragon, Jr.

Tribal Administration, Ex-Officio

Tribal Administration

PAHA STAFF

Raymond J. Concho, Jr., Executive Director

Raymond J. Concho, Jr.

Derek Valdo, Development Specialist

Derek Valdo

Rose Histia, HOC I

Rose Histia

Geri Vallo, HOC II

Geri Vallo

Gwen Garcia, Administrative Assistant

Gwen Garcia

Anissa Vallo, Secretary/Receptionist

Anissa Vallo

Rose Leon, DEP Director

Rose Leon

A. Marie Garcia, DEP Secretary/Receptionist

A. Marie Garcia

Mildred Pino, Recreation Specialist

Mildred Pino

Tamra Vallo, Recreation Aide

Tamra Vallo

Patricia J. Almeida  
Meeting Adjourned at \_\_\_\_\_

Jonathan McKinney, Intern

Jonathan McKinney

## AGENDA

Pueblo of Acoma Housing Authority Board of Commission Meeting  
Pueblo of Acoma Housing Authority Conference Room  
Acomita, New Mexico  
February 15, 2000  
6:30 p.m.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Read & Approve Minutes
  1. January 11, 2000 – Board of Commission Meeting
- VI. Announcements
  1. Tribal Administration Meeting with Tribal Employees on Friday, February 18, 2000, 3:00 p.m.
  2. NAIHC 6<sup>th</sup> Annual Legislative Conference on March 8-9, 2000 at Washington, D.C.
- VII. Reports
  1. Executive Director's Report
  2. Drug Elimination Program Report
- VIII. Old Business
- IX. New Business
  1. Resolution: Phase I-Roofing Project, Derek Valdo, Development Specialist
  2. MEPA Requests (2)
- X. Schedule Next Board of Commission Meeting  
*March 14, 2000 - 6:30 pm*
- XI. Adjourn

**MINUTES**  
**Pueblo of Acoma Housing Authority Board of Commission Meeting**  
**Wednesday, February 15, 2000**  
**Pueblo of Acoma Housing Authority Conference Room**

ITEM I. CALL TO ORDER

Meeting was called to order at 7:05 p.m.

ITEM II. INVOCATION

ITEM III. ROLL CALL

Roll call was made with the following present:

Harold Felipe, Chairman

Carleen Chino, Secretary

Jason Johnson, Commissioner

Staff: Raymond J. Concho, Jr.

Derek Valdo

Gwen Garcia, Administrative Assistant

Rose Histia, HOC I

Rose Leon, DEP Director

Anissa Vallo

Patricia J. Alonzo

ITEM IV. APPROVE AGENDA

*Chairman Felipe opened up the floor to the Board of Commissioners with motion to approve the noted change made to Item IX - MEPA Requests to two (2). Motion was made by Secretary Chino to accept the noted change, seconded by Commissioner Johnson. Motion carries.*

ITEM V. READ & APPROVE MINUTES

*Motion to approve minutes of 1/11/00 with corrections was made by Commissioner Johnson, seconded by Commissioner Chino, motion carries.*

ITEM VI. ANNOUNCEMENTS

Tribal Employees meeting Friday, February 18, 2000, Commissioners please join PAHA staff commencing with advisement.

NAIHC 6<sup>th</sup> Annual Legislative Conference in Washington, DC.

ITEM VII. REPORTS

1. Executive Director

Raymond Concho, Jr., PAHA Executive Director provided a report (copy attached) to the Board:

- ✓ TAR Balance is @ \$197,194.50 ending January 31, 2000. Need a copy of the TAR graph & documentation.
- ✓ Policies & Procedures: Admissions & Occupancy Policies – Completed; Collections & Evictions – Completed; Travel, Staffing, Procurement, Grievance, Maintenance, Drawdowns & Vehicle Policies not available. Concern by the BOC that these policies are long overdue and that they need to be made a priority. The BOC directed Executive Director Concho that draft policies are to be made available to the BOC prior to the end of the 2<sup>nd</sup> quarter, June 1, 2000.
- ✓ Meetings are ongoing with HDS, Central Accounting and HUD to address accounting issues and implement strategies to develop the PAHA financial management system.
- ✓ A written request will be submitted to NAIHC to provide on-site technical assistance in establishing the PAHA financial management system. Technical assistance will be requested for the week of March 13-17 or March 20-24, 2000. In the interim, and IDC agreement with the tribe will be executed and retroactive to January 1, 2000 (copy attached).
- ✓ Financial management system: working with central accounting and HDS (Housing Data Systems). GAAP training (NAHASDA). NAIHC to provide onsite training March 20-24, 2000. One page document to execute Indirect costs services, retroactive to January 1, 1999.
- ✓ Tribal Interpreter is the administrative official working with PAHA.
- ✓ 1998 audit has been completed; no reports from Central Accounting Office.
- ✓ PAHA is scheduling Orientation on Indian Housing for our two new Board of Commissioners, we plan to invite the Tribal Council, Tribal Administration, Tribal Programs, on how the housing authority is structured, project oversight, issues PAHA is addressing, goals and objectives.
- ✓ No information is available from BIA on our FY-2000 HIP Contract.
- ✓ Seventeen units are up for roof replacements. Resolution will be acted on by Board of Commission.
- ✓ Homeownership Counselors scheduled hearings with tribal courts on March 5, 2000.
- ✓ Updating annual recertifications and inspections. Reconciling all homebuyer statement accounts with HDS.
- ✓ Mortgage assistance – reclassifying HOC's job descriptions.
- ✓ Hire full-time underwriting mortgaging to train HOC's.
- ✓ Our two Home Ownership Counselor's will be attending a Homebuyer Education training with NAIHC the week of March 12-16, 2000.

- ✓ Mortgage code – Tribal Attorney's comments are not fully accepted. Questions is, was Resolution formally adopted?
- ✓ Orientation – BOC include Indian Housing Plan, additions, amendments to cover DEP expenses (modification)

\*BOC Long Term Directives Update:

- ✓ 1. Develop a staffing plan
  - A staffing plan is being implemented. Concern by the BOC was that there was no staffing plan shared with the BOC for implementation.
- ✓ Develop a financial investment plan
  - No significant progress this month.
- ✓ Develop Acoma Housing Ordinances/Codes
  - A request was provided to the Tribal Administration on 1/27/00 to meet and discuss legal issues with the tribe's attorney (Ann Rogers) on the newly approved Mortgage Codes. No response has been made. BOC has concerns that the Mortgage Codes have been adopted by the Tribal Council and implementation needs to occur. Chairman Felipe stated that he would contact Head Councilman and ask the status of the legal review of the Mortgage Code.
  - No request has been made to provide an update report to the Tribal Council.

\*PROJECTS/ISSUES – BIA HIP

- Six projects funded with FY 1998 funds and carryover funds are ongoing and expected completion date is still March 9, 2000. Contractor has been given notice that work is behind schedule. 23 more days left in contract, then \$100/day liquidation damages will accrue. The contractor has not requested an extension and is working with two crews.

\*PROJECTS – IHBG TRADITIONAL BUILDING METHODS

- The Cornerstone Community Partnership Inc. and PAHA are completing negotiation of a MOA. The Tribal Administration is currently reviewing the MOA and has not responded. BOC questions is a deadline date has been identified. None.

\*PROGRAMS – Homeownership counseling

- Seven (7) notice of terminations and Notice to Vacate were sent and scheduled court hearings are set for February 25, 2000. HOCs and Attorney will represent PAHA.
- Annual Recertifications and Annual Inspections are ongoing in accordance to their MHOAs and in accordance to PAHA Admission & Occupancy Policies. BOC requested a report on what the needs are of the homebuyers when these inspections are conducted.

*Chairman Felipe opened up the floor to accept Executive Director's report. Motion to accept Executive Director's report made by Commissioner Johnson, seconded by Commissioner Chino. Motion carries*

2. Drug Elimination Program Director's Report

DEP Director Rose Leon reported the following to the BOC ( copy attached):

- DEP staff attended a School Suspension Meeting @ Sky City Casino to discuss changing the name to the Acoma Multi-Cultural Team. The service area would be local only!
  - The BOC was concerned that when Child Care Services are being provided by DEP, if any of the staff are licensed or certified? Or is there any liability coverage?
  - Rose Leon provided information on the structure and the DEP/CAT goals and objectives for the year 2000.
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- DEP keeps a daily log of parents and children. We get an average of 40-50 a day. The gym is open from 4:00 to 5:30 p.m.
  - Goals and objectives of DEP; 4-H programs after school, need a site to do presentations.
  - RTC Saturday and Sunday. Tribal Administration put DEP in charge to oversee the EDA gym.
  - Multi-cultural, do they service local and outside communities? Acoma only.
  - Board of Commission - good to see, expresses congratulations and recommends we re-visit our goals and objectives.

*Chairman Felipe opened up the floor to accept DEP's report as presented by Rose Leon. Motion to accept made by Commissioner Johnson, seconded by Commissioner Chino.*

Item IX – Resolution #021500-1 Approving the contract with NIRCOM Construction.

\$8,500/unit; warranty? Cooler, special conditions. Contractor will replace all attachments to unit. One year retainage. Contractor has own bins to haul trash away. Contract will be looked at six months. Performance bond estimated to be \$161,000 with a five year warranty.

*Chairman Felipe opened up the floor to Board of Commissioners to accept Resolution No. PAHA-021500-1, Approving the contract with NIRVCOM Construction for roof replacement work at the Pueblo of Acoma – Phase One, Nineteen (19) pitched roof homes. Motion to accept made by Commissioner Chino, seconded by Commissioner Johnson, 3 for, 0 opposed, 0 abstained. Resolution passed*

Case #1 Resolution No. PAHA 021500-2 Amending Resolution No. PAHA 072099-1 For Request to Utilize MEPA Reserves to resolve the total tenant's accounts Receivable. *Floor now open to accept Resolution #021500-2 as read, motion to accept made by Secretary Chino, seconded by Commissioner Johnson. 3 for, 0 opposed, 0 abstained. Resolution passed.*

Case #2 Resolution No. PAHA 021500-3 Approval to utilize a portion of MEPA Reserves to resolve the total tenant's accounts receivable. *Floor now open to accept Resolution as presented. Motion to table case #2; homebuyer needs to take care of recertification. Motion made by Secretary Chino, seconded by Commissioner Johnson to table resolution. 3 for, 0 opposed, 0 abstained. Pending recertification and annual inspection.*

Closing comments – Chairman Felipe welcomed Pat and Jonathan on board to PAHA and HOC's work with participants to be responsible as homebuyers.

Continue teamwork, keep up the good work,

Motion to adjourn meeting at 9:55 p.m. Motion by Commissioner Johnson, seconded by Secretary Chino. Motion carries.

Respectfully submitted,

Gwen Garcia, AdminAssistant

APPROVED: BOARD OF COMMISSION