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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

February 16, 2016
5:30 p.m.
PAHA 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** – Dec 11, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) Delivery and Rehabilitation of (2) FEMA Trailers – *Francisco Carr, Development Manager*
8. **Department Reports -**
 - a.) Finance – *Owen Ondelacy, Finance Manager*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Francisco Carr, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

March BOC Meeting – March 8, 2016 - 5:30 pm – PAHA Conference Room

10. **Adjournment**



Minutes of December 11, 2015
PAHA Board of Commissioners Year-End Meeting
Indian Pueblo Culture Center- 5:00pm

1. **Call to Order:** 5:27 p.m.

2. **Invocation:** Development Manager, Francisco Carr

3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Commissioners, Damian Garcia, April Estevan, and Ezilda Paytiamio; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; ABSENT: Tribal Secretary, Jonathan Sims; Tribal Councilman, Ernest Vallo, Sr., and Vice President, Patrick Ortiz.

4. **Approval of December 11, 2015 Agenda:**

Commissioner, A. Estevan motioned to approve 12/11/15 Agenda, seconded by Commissioner, E. Paytiamio. Motion carried.

5. **Approval of November 10, 2015 Meeting Minutes:**

Commissioner, D. Garcia motioned to approve 11/10/15 Minutes, seconded by Commissioner, A. Estevan. Motion carried.

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

Mr. Tortalita informed the Board that there are a couple action items on agenda: 2016 PAHA Operating Budget and a resolution for the 2016 LIHTC application.

7. **New Business:**

a) 2016 PAHA Operating Budget- Owen Ondelacy, Finance Manager

2016 proposed budget- \$1,064,005.00. A new line item has been added, titled community outreach with a budget of \$1,500.00 and will be paid out of non-program income. **Operating Budget for 2016 is \$599,394.00.** Wages are based on current salaries, and a 3% COLA and 2% merit- Development/Maintenance and Housing Services departments. Dues and subscription increased by \$37,000 for inventory module for HDS. Equipment increased for the purchase of new maintenance vehicle. Insurance is for housing units and vehicles. Professional fees are for legal service fees, audit fees, and other fees that may occur. Repairs and Maintenance increased by \$15,000. Travel Expense remains the same and registration/training fees increased. Utilities were increased in anticipation of cold weather. **Housing Services Budget for 2016 is \$12,000.00.** Housing Services budget increased for fees and meeting & community support. **Planning and Administration Budget for 2016 is \$452,611.00.** Wages are based on current salaries and a 3% COLA and 2% merit- Administration and Finance departments. Professional fees increased by \$24,000 for web design. **Robin:** How many vehicles does PAHA have? **Response:** 5 vehicles. New vehicle will replace two trucks. One is currently not operational and the other is operational but not in good condition. There is a disposition of property in policy, which will be followed. **Robin:** The Cacique legal fee bill where will that be taken out of? **Response:** Planning and Administration- Professional Fees. **Robin:** What is the average for community outreach? **Response:** Under \$1,500, this is why budget was set at \$1,500.00. An outline or small policy will be developed. Community Outreach budget will be used for tangible purchases. **Damian:** What is the \$24,000 bill? **Response:** Blackfeet versus HUD lawsuit was entered into in 2007. Other tribes including PAHA were involved in lawsuit. PAHA received \$56,000 and legal representation was equal across the board. Every tribe involved received no bill for the past eight years. Now we have all received a bill. PAHA's bill is \$24,000 for legal fees. PAHA's legal counsel, Denise Zuni, has advised PAHA not to pay anything until clarification has been given. Payment for bill will be taken out of 2015 budget. There were no further inquiries. Commissioner, D. Garcia motioned to approve 2016 PAHA Operating Budget, seconded by Commissioner, A. Estevan. Motion carried.

b) Resolution to Approve Commitments for the 2016 LIHTC Application Submittal- Floyd Tortalita, E.D.

Resolution is not a requirement for the LIHTC project, but will serve as support that the Board supports the endeavors of the PAHA. Next part requires a resolution with specific language the Tribal Council will approve. Copies of schematic designs, floor plans, and design notes were provided to the Board. Resolution was read aloud to the Board.

Commissioner, D. Garcia motioned to table approval of resolution to allow proper review. Therefore, a conference call meeting was scheduled for Monday, December 14, 2015 at noon. All in favor, motion carried.

8. Department Reports- Refer to reports attached to Board Packet

The BOC unanimously voted to table Department Reports till next BOC meeting.

9. Announcements & Schedule January 2016 Meeting:

BOC meeting will be held on Tuesday, January 12, 2016 @ 5:30pm- PAHA Conference Room.

10. Adjournment:

Meeting adjourned @ 6:25 p.m., motioned made by Commissioner, E. Paytiammo, seconded by Commissioner, A. Estevan. Motion carried.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary