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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

February 20, 2013
5:30 p.m.

AGENDA

1. **Call to Order** – *Robin Cruz, BOC Vice-Chair*
2. **Invocation**
3. **Roll Call** – *Robin Cruz, BOC Vice-Chair*
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – December 6, 2012
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a.) BOC Officers Election
 - b.) Update – Vallo vs. PAHA (Executive Session)
 - c.) Cost of Living Adjustment – *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**

Monthly BOC Meeting – March 13, 2013 - 5:30 pm – PAHA Board Room

10. **Adjournment**

PAHA Board of Commissioners Regular Meeting Minutes
December 6, 2012 – 5:30 p.m.
El Pinto Restaurant, Albuquerque, NM

1. **Call to order:** @ 5:35 p.m. by Chairman, Don Shields, Jr.
2. **Invocation:**
3. **Roll Call:** Board members present: Chairman, Don Shields, Jr., Vice-Chair, Robin Cruz, Members: Bernard Lewis, April Estevan and Tim Chavez. PAHA Staff present: Executive Director, Floyd Tortalita; Dev/Maintenance Mgr., Lawrence Ramirez; Finance Manager, Owen Ondelacy; Housing Services Mgr. Jennette Steward & Recording Secretary, Veralyn Farias, (who arrived later).
Absent: Tribal Secretary; Mr. Daniel Lucario and Ex-Officio: Ernest Vallo, Sr.,
4. **Approval of Agenda:**
Member Tim Chavez motioned to accept the agenda, seconded by Vice-Chair, Robin Cruz.
5. **Approval of November 14, 2012 Minutes:**
Prior to motioning for approval, a request to omit the decision made by Board members in the November Executive Session will be excluded from the record. Member Tim Chavez motioned to accept the 11/14/12 Minutes, seconded by Vice-Chair Robin Cruz.
6. **Opening Remarks – Floyd Tortalita –**
7. **New Business: 2013 PAHA Operating Budget**
With no changes or questions, Vice-Chair, Robin Cruz made a motion to accept the 2013 PAHA Operating Budget, seconded by Member Tim Chavez. With a show of hands the 2013 Operating Budget was unanimously approved. Chairman Don Shields signed the Budget signifying Boards' approval.
Prior to proceeding to the next item on the Agenda, Board members offered advice to PAHA's Director and Managers regarding expending PAHA funds and reports:
 - 1) **Trips:** Consider attending local training sessions which are readily available rather than the long distance trips, i.e., Hawaii, Florida etc..
 - 2) **Number of Staff attending training:** Could be narrowed down to one or two individuals rather than an entire group. Upon their return, (staff who attended training), can then share information with the rest of employees.
 - 3) **Training Reports:** Employees who do not submit their reports to the Board should not be eligible for future trips.
 - 4) **Content of training reports:** Training reports could contain more detailed info. rather than the one or two sentence report.

Response: Mr. Tortalita stated attendance on out of state trips for training are at times sponsored by NAIHC or Amerind to which PAHA is a member. On occasion NAIHC offers reimbursement to some of their training seminars, however in order to qualify for the reimbursement, an employee must apply for a scholarship. Other managers stated their employees only attend training when it is viable to their job duties. Mr. Tortalita also encouraged Board members to attend, training which are offered and added this will enable them to become more knowledgeable in the area of housing issues. As for their advisement on the issues expressed above, he stated he will take their advice into consideration.

Department Reports:

- a) **Finance:** Owen Ondelacy (refer to report)
- b) **Housing Services:** Jennette Steward (refer to report)
In reference to the Norma Askew case, Ms. Askew accepted the decision and moved out willingly as of 11/29/12. She has entered into a payback agreement to clear her account. Tenants are given 36 months to clear any balances in their Tenant Accounts Receivables. Housing Services has turned the unit over to the Maintenance Dept., for full refurbishment.
- c) **Development – Lawrence Ramirez – (refer to report)**
An inquiry to Claudia Vallo unit was addressed. Mr. Ramirez stated that Ms. Vallo is currently on the Modernization waiting list.
- d) **Executive Director – Floyd Tortalita – (refer to report)**
Mr. Tortalita explained the status of the FCAS Litigation currently on-going. PAHA is one of three housing authorities in NM along with Isleta and Zuni who are part of this litigation. PAHA inherited this from past administration. A detailed four page report explaining this case in its' entirety can be found in the Board packet.

Board Minutes – December 6, 2012 (continued)

Fiscal Cliff – Mr. Tortalita stated this issue involves the President and Congress. If not resolved by the deadline of January 1, 2013 PAHA stands to lose up to 10% of its' allocations.

The Annual Status & Evaluation Report (ASER) for the ICDBG has been submitted. HUD sent notice it was in receipt of PAHA's report.

The Annual Report to Tribal Administration is being prepared and will be submitted by the deadline of January 31, 2013.

On November 15, 2012 PAHA's Annual Audit was presented to tribe and was received with much optimism and praise to PAHA for a job well done. Member B. Lewis confirmed the positive reception PAHA received.

Member, B. Lewis requested a list of upcoming 2013 training sessions be provided to the Board.

8. Announcements & Schedule of Next BOC Meeting:

Chairman, Shields expressed words of encouragement to PAHA and its' staff clarifying that although at times he may not see eye to eye with administration or management his suggestions or opinions are offered in order that PAHA can continue improving within the organizational structure and should only be taken as constructive criticism nothing more.

The next BOC meeting is scheduled: January 9, 2013 @ 5:30 p.m., PAHA Conference Room.

Adjournment:

Prior to adjournment, Vice Chair, R. Cruz asked what became of the previous suggestion to hold Board meetings every other month. Mr. Tortalita replied this and conference calls can be addressed at the next Board meeting.

With no other business at hand, Member, T. Chavez motioned to adjourn the meeting, seconded by Member, B. Lewis.

Respectfully submitted,



Veralyn S. Farias
Recording Secretary