



Pueblo of Acoma Housing Authority, Inc.

"A Non-Profit Tribal Corporation"

P.O. Box 620, Pueblo of Acoma, NM 87034 - Phone (505) 552-6118 - Fax (505) 552-0542

"Providing Safe and Affordable Housing Opportunities"

SIGN-IN SHEET

PUEBLO OF ACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONER'S REGULAR MEETING
MAINTENANCE CONFERENCE ROOM
March 8, 2005

BOARD OF COMMISSIONERS

Duane Mousseau, Chairman

Myron Garcia, Commissioner

Jennifer Valdo, Commissioner

Daisy Lewis, Commissioner

Lloyd Tortalita, Commissioner

Clayton Garcia, Ex-Officio (Tribal Council)

Tony B. Chino II, Ex-Officio (Tribal Administration) _____

PAHA STAFF

Lawrence Sanchez, Executive Director

Phil Olguin, Finance Manager

Vacant, Development Specialist

Vacant, Mortgage Specialist

Patricia J. Alonzo, Accountant

Vacant, Homeownership Specialist

Connie R. Silva, Homeownership Specialist

Gwen Garcia, Administrative Assistant

Vacant, Secretary/Receptionist

Lawrence Ramirez, Maintenance Supervisor

Curtis Paytiamo, Maintenance Worker

Marion Salvador, Maintenance Clerk

MEETING ADJOURNED AT _____

Pueblo of Acoma Housing Authority
Board of Commissioners
Regular Meeting
3/8/2005; 6:00PM

I Call to Order

The meeting was called to order at 6:20pm by BOC Chairman D. Mousseau.

II Invocation

III Roll Call

Roll call was conducted by Chairman Mousseau. The following Commissioners were in attendance:

Duane Mousseau, Chairman
Myron Garcia, Commissioner
Jennifer Valdo, Commissioner
Daisy Lewis, Commissioner
Lloyd Tortilita, Commissioner
Clayton Garcia, Ex-Officio, Tribal Council
A quorum of four (5) was present.

Pueblo of Acoma Housing Authority
Lawrence Sanchez Jr., Executive Director, PAHA
Filemon Olguin, Finance Manager
Gwen Garcia, Administrative Assistant

IV Approve Agenda

A recommendation was made to include the BOC By-laws as an Old Business item in the meeting agenda. A Motion to Approve the meeting agenda was made by Commissioner Tortilita; the Motion was seconded; the Motion carried.

V Approve Minutes

The regular meeting minutes for 2/8/2005 and 2/22/2005 were produced and included in the meeting agenda for 3/8/2005. The minutes were reviewed by the commissioners and minor revisions were noted. A recommendation was made to produce the meeting minutes in a timely manner for future meetings. A motion was made to approve the meeting minutes for 2/8/2005 and 2/22/2005 by Commissioner Tortilita and the motion was seconded; the motion carried.

VI Announcements

No announcements were scheduled for this meeting.

VII Reports

There were two reports scheduled:

1. A Financial Report; presented by Kenneth Purwin, Controller, Pueblo of Acoma. Mr. Purwin began his presentation by fielding questions from the BOC. The questions ranged from the financial reports not being produced for presentation to the BOC, to the processes being performed by the Central Accounting that affect the operations of PAHA, and to the transition of accounting to PAHA. Other minor questions were fielded with responses of mixed results. The BOC did recommend a meeting be scheduled to further discuss the transition of accounting to PAHA. The meeting was to include Tribal Administration, Tribal Council, Central Accounting, and PAHA to begin the final transition process.
2. The Executive Report; presented by Lawrence Sanchez, Executive Director. The report covered the following topics:
 - The PAHA staff was compiling a collection of documents relating to the Homebuyer Account (NM79-07/C-1653.01, D.F. Garcia). The documents are to be utilized by the BOC to determine what stance the BOC and PAHA shall take. It was discussed to proceed with the procedures according to the MHOA Policy. The documents will be available for BOC review in the PAHA Offices. Note- This account was listed as a finding (Relocation Costs) on the 2003 HUD Site Monitoring Report. Refer to the report for detailed information.
 - A Response was still pending on the ICDBG application submitted in December 2004. The application was being submitted to complete the modernization projects. The funding amount of the ICDBG application is \$800,000.
 - The transfer of the Skyline trailer park is still ongoing. The status of the transfer is awaiting a resolution from the Tribal Council. It was noted that in conversation with the Realty Office Director, a resolution was not needed, but rather an Memorandum of Agreement would suffice. Note- A BOC Resolution was adopted in May 2004 to initiate the transfer of the trailer park to the management of PAHA.

Refer to the Executive Director's Report for detailed information. A Motion to Accept the Executive Director's Report was made by Commissioner Tortilita and the Motion was seconded; the Motion carried.

VIII Old Business

There was one item added at the recommendation of Commissioner Tortilita. The review and revision of the BOC By-laws should be added as a continual Old Business item for future meeting.

IX New Business

There was one (1) new business item presented before the Board:

1. A written request to appear before the Board for MEPA usage was made by a homebuyer (Project NM79/-07/C-1666.01, M. Sarracino) in January 2005. At the recommendation of the BOC, the homebuyer did meet with Homeownership

Specialist Connie Silva to review the policy and its affects on the account. A plan was presented to the homebuyer. The homebuyer then requested that the plan not take affect until after the homebuyer completed a cultural participation in 2006 at which the homebuyer would into a payroll deduction plan. The discussion amongst the BOC was that the homebuyer may be using the cultural participation as a supporting excuse for the MEPA usage request.

X Schedule Next Meeting

The next scheduled Regular Meeting is April 12, 2005 @ 6:00pm.

XI Adjourn

A Motion was made to adjourn the meeting by Commissioner Garcia; it was seconded and the motion carried. The meeting adjourned at 10:55pm.

These meeting Minutes were produced by Chairman D. Mousseau.

AGENDA

Pueblo of Acoma Housing Authority Board of Commissioner's Regular Meeting
PAHA Maintenance Conference Room
March 8, 2005
6:00 P.M.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Approve Minutes – February 8, 2005 and February 22, 2005
- VI. Announcements - None
- VII. Reports
 - 1. Financial Reports – Kenneth Purwin, Controller, Pueblo of Acoma Central Accounting
 - 2. Executive Director's Report – Lawrence Sanchez, Executive Director
- VIII. Old Business - None
- IX. New Business
 - 1. Decision on MEPA Usage for Project NM79-07/C-1666.01, Lawrence Sanchez, Executive Director
- X. Schedule Next Board of Commission Meeting
 - 1. Next Regular Board of Commission Meeting, April 12, 2005, 6:00 p.m. PAHA Conf. Room
- XI. Adjourn

REVISION BY LAWS - WORDING

SUGGESTION - WRITTEN NOTICE TO ALL MEMBERS / EX - BY BILL

> Review at next meeting - BU-LAWS
what do present board staff think about it - how do they interpret this?

ATTN TO RESOLUTIONS

to provide on site
and/or questions

COMMISSIONERS
MEETING
MARCH 8 2005
6PM

I Roll to order — 6:20 PM

II Invocation — Mr. [unclear]

III Roll call — NAME MISSING

IV Approve Agenda

w/notes changes to approve made by [unclear] reviewed by Jennifer [unclear]

V Approve Minutes — 2/28/05

VI ANNOUNCEMENTS — None

VII Reports

Special meeting
Make reference by [unclear]
Henry — presentation to be made by Lawrence
Sanchez

at schedule orientation @ 20 office

VII REPORTS

II. Financial RPTS. — Kenneth Pujum

Tenant RPTS — No starting point, going back to
7/1/85

Grant closes — September? Have indirect
cost pay to this,

MIP — need justification, schedule a
meeting w/ Tribal

— better access to fund wave

Fee?

Audit?

— make MR entry there at PATT; OASD can
have access but will not be allowed to make
entries

NOT JUST THAT BUT TRAVEL

- Micro-managing at dept

- Time is wasted

- What is the ^{capability of} this software?

- No communication

→ ^{Wanted to see} would like to see books, ~~more~~ to ~~the~~ the people

→ actual figures

- The board is the oversight for these operations

1. Title 16 - established the legal authority ~~authority~~ to do our own work;

→ process follow and built up

→ AdNT from TUD - comes to the director
+ The board deals w/ these issues

2. Procurement Policy - ^{deals w/} small purchases only

What happens here or at Procurement led
The process ~~effects~~, is getting ~~into~~ where,
suggesting document complaints

Who oversees Procurement? ^{the} Controller

Request a meeting w/ Tribal Administration +
Council along w/ Procurement / CAO

2. Executive Director's Report

send copy of ~~the~~ resolution on Skyline trails park
by ~~1/20/15~~ ~~to meet w/~~
Executive Director for next meeting
motion to accept, or not to accept or table,
motion to accept Executive Director's report
by Commission given motion carries

VIII OR

IX, NB

1. decision on MHA usage

meet w/ Council to review the policy
if approval is given

come next w) Hamburgs - Reminds on
what he's getting into.

payroll deduction? Not in agreement

Request that he get on payroll deduction
for safe keeping - on both sides

provisional thru courts

Request for Project 7, 6, 5 etc
budget figures, (VW)

more to table any. Hem. XT until
we consult w/ Denise.

We do not want it to become a
legal issue, because it
has never been done.

Protocol to handle POKA
system made by Howard, Sen
assisted

X, Next Board meeting

April 12th, 6pm

Pat to go to 2105 tenants reps
at next meeting

XI Adjourn

NTWD to adjourn meeting
made by Commissioner
Secretary by Commissioner
(Incommunicable)

Administrative fee where
members get charged to

10:55 PM (5 hours)