



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

March 12, 2014
5:30 p.m.

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 Meeting Minutes**
 - a. Board Meeting - February 4, 2014
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a. Building Lease – Pueblo of Acoma Social Services - *Floyd Tortalita, Executive Director*
 - b. 2014 Annual Performance Report (APR) – *Owen Ondelacy, Finance Manager*
8. **Department Reports**
 - Finance Dept – *Owen Ondelacy, Finance Manager*
 - Housing Services Dept – *Jennette Steward, Housing Services Mgr*
 - Development Dept – *Lawrence Ramirez, Development Manager*
 - Executive Directors Report – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**
 - April BOC meeting
 - April 9, 2014 – 5:30 pm – PAHA-Pueblo of Acoma, NM
10. **Adjourn**



"Providing Safe and Affordable Housing Opportunities"

Minutes of February 4, 2014
PAHA Board of Commissioners Regular Meeting
5:30 pm -
Sheraton Uptown – Albuquerque, NM

1. **Call to order:** Meeting called to order by Chairwoman, Robin Cruz at 6:25 p. m...
2. **Invocation:** Vice-Chair, Bernard Lewis
3. **Roll Call:**
Present: BOC: Chair, Robin Cruz; Vice-Chair, Bernard Lewis; Commissioners, April Estevan, Damian Garcia and Patrick Ortiz. PAHA Staff: Executive Director, Floyd Tortalita; Managers: Owen Ondelacy, Jennette Steward, Lawrence Ramirez & Recording Sec'y, Veralyn Farias.
Absent: Ex-Officio's : Tribal Sec'y, Gilbert Louis, Jr. and Tribal Councilman, Ernest Vallo, Sr.
4. **Approval of Agenda:**
Prior to approval, New Business, Item b. Executive Director's Annual Evaluation will follow department reports and labeled Executive Session. With no other changes, Commissioner, Damian Garcia motioned to accept the Agenda with the one change seconded by Commissioner, April Estevan.
5. **Approval of Meeting Minutes for: January 8, 2014**
Commissioner Estevan inquired about the cell phone usage discussed at last month's Board mtg. and asked if there was a cell phone bill for Board to review. Mr. Ondelacy stated he found the Shared Plan set up under two (2) groups each with 1400 shared minutes were within the limits of the plan. One phone, (L. Ramirez) used 475 while the rest were @191 min. Chair remains adamant and reiterated, company phones are for business purposes only. Mr. Tortalita added he discussed this issue with all managers and found work performance is not being hindered and therefore did not see it as an issue. Chair replied it may not be an issue at this time, but could become one later on and added; phone usage should correspond to the professionalism of the work place. Board was also assured PAHA will develop a cell phone policy in the very near future. With no further discussion, Commissioner, April Estevan motioned to approve the January 8, 2014 Minutes, seconded by Commissioner, Patrick Ortiz.
6. **Opening Remarks: Executive Director, Floyd Tortalita**
Business this evening includes: 1) Board elections; and 2) approval of Resolution # PAHA-0204-2014-01 to enter into Contract with V & A Construction, LLC for Phase VI of ICDBG Home Rehab Project.
7. **Old Business: Board of Commissioners Election**
Board members unanimously agreed to retain current officers, Ms. Robin Cruz as Chairwoman and Mr. Bernard Lewis as Vice-Chair. Commissioner Patrick Ortiz motioned to continue with the current officers seconded by Commissioner April Estevan.
8. **New Business: ICDBG Home Rehab Project – Phase VI Lawrence Ramirez**
Resolution No. PAHA-0204-2014-01 to enter into contract with V&A Construction, LLC was presented for Board's approval. Contract amount: \$163,132.20. After some discussion, Vice-Chair, B. Lewis motioned to approve the resolution, seconded by Commissioner, Patrick Ortiz. In a vote of 5 voting for and 0 against, Board unanimously approved the Resolution.
9. **Department Reports/Updates:**
Finance – Owen Ondelacy
Q/A - Chair asked if new Board members were subject to PAHA's Drug Testing. Response, the newest members previously completed their testing. Vice Chair asked how many hours of annual leave do PAHA employees earn per pay period. Response: 3 yrs. or less 4 hrs are earned; 3 – 9 yrs. 6 hrs; 9 yrs. & over 8 hrs. An employee is allowed to carry over 160 hrs. into the next year. There are a few employees who have attained over that limit which becomes a "use or lose" situation. No payment of unused hours is paid out.
Budget Reports: The new budget numbers/amounts approved by the Board are included in this report. All in all, PAHA continues to remain within the budget limitations. (Refer to budget report).

Housing Services Report – Jennette Steward

Mandatory meetings/trainings with housing clients – Chair suggested sessions be conducted on a quarterly basis.

Increase Waiting List – In today's training, Board learned funding is available to build homes for the veteran. Chair asked what PAHA was doing for them. 1) Have they been identified and, 2) is PAHA actively seeking applicants. The information obtained may assist PAHA when funding becomes available. (Response), PAHA has a list acquired during meetings and gatherings but will continue to solicit for more applicants. Commissioner, Garcia asked does funding increase based on the number of applicants? Response, no. In reference to the waiting list; Mr. Tortalita answered due to the tribe & the CDEC issue, PAHA is unable to build new units until the matter is resolved. Mr. Tortalita also explained by actively seeking new applicants during a time when new construction is on hold could only create a false sense of hope and frustration for the applicant. Applicants might meet with tribal officials to encourage them to resolve the CDEC issue without further delay.

Development/Maintenance - Lawrence Ramirez

Comments/suggestions/discussions following report.

The “**Useful life of a home**” after rehab work is completed was discussed. Chair, asked if PAHA has a written statement or set of procedures prohibiting a homeowner from, 1) turning their unit over to another family member i.e., who may not have otherwise qualified for rehab, 2) Avoiding another family member from taking over the home once the work has been completed, i.e., particularly if the homeowners are elderly, or 3) to sell the home to another individual and 4) to avoid family conflicts/disputes over homeownership upon the death of a homeowner. HUD regulations have a clause related to this subject where a homeowner must occupy their unit at least 15 yrs before they can sell their home. PAHA currently has no policy or procedure to address this matter

Other: Chair reminded all PAHA staff to be mindful of our actions and to conduct ourselves in a professional manner when dealing with our community members. This advice comes from comments/feedback Board receives from the community Ms Cruz added, if concerns/problems exist concerning an employee, she advised speak with the Director.

Executive Director – Floyd Tortalita

2014 Appropriations - Congress passed a bi-partisan budget and appropriations agreement in December and is in the process of negotiating unresolved items relative to discretionary spending. Tentative agreement is to fund IHBG at \$650M considered level funding and a victory in Washington. Although funding has not been released, this will not hinder any of PAHA's current construction projects in IHP, those funds are available. Recipients of funding are hopeful that Congress will keep up with inflation, if so funding could be at \$875M. PAHA stands to receive the usual \$1M.

NAHASDA Reauthorization – Scheduled for 2013 did not happen. The draft bill has been on hold indefinitely. N.M. Congressman Steve Pearce initiated Part B., to bring private financing onto tribal lands to spur development. NAIHC Board viewed Part B but are **not** in support of it. Congressman Pearce has yet to release that Bill for comments.

Residential Leasehold – PAHA would like to meet with Tribal Administration to get an idea as to how they want to approach the Cacique and to convey PAHA's list of priorities before organizing a meeting with PAHA's attorney Ms. Zuni and tribes' rep. Mr. Collins. Mr. Tortalita states all of Tribal Adm. is in support of the Leasehold.

HUD Review is scheduled for 6/23/14 thru 6/27/14. PAHA has recently completed the required Drug Testing of employees and Self-Monitoring. In preparation for that review, PAHA is also making assurances that its' policies, financial management and operating procedures are in order.

Upcoming Legislative Conference – Washington, DC. Any Board member interested in attending please inform PAHA ASAP. Also keep in mind NAIHC Annual Convention will be in Kansas City, dates are 06/03/14 thru 06/05/14.

Commissioner D. Garcia requests 2nd Lt. Governor be the lead (lobbyist) for PAHA when meetings with Cacique convene. Experience, knowledge of the issue, ties with the group and ability to speak the Acoma language are reasons this request is made. Mr. Garcia stated the issue requires an immediate and positive resolve and should not be interpreted as any disrespect to PAHA's Rep, Mr. Louis, Tribal Secretary. Executive Director will meet with both individuals regarding this request.

10. Announcements next scheduled BOC Meeting

Next Board meeting scheduled for March 12, 2014, 5:30 pm., PAHA Conference Room.

11. Adjournment:

Vice-Chair B. Lewis motioned to adjourn meeting, seconded by Commissioner Damian Garcia. Meeting adjourned at 7:58 pm.

Respectfully submitted,

Veralyn S. Farias
Recording Sec'y