



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

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

March 13, 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** – February 20, 2013
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a.) BOC Officers Election – *(Tabled)*
 - b.) 2012 Annual Performance Report (APR) – *Floyd Tortalita, Executive Director*
 - c.) ICDBG PAHA Home Rehabilitation Phase II – Construction Contract Approval – *Lawrence Ramirez, Development Manager*
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 – April 10, 2013 - 5:30 pm – PAHA Board Room

10. **Adjournment**



"Providing Safe and Affordable Housing Opportunities."

Board of Commissioners
Regular Meeting Minutes
February 20, 2013

1. Call to order: Vice-Chair, Robin Cruz called the meeting to order @5:50 p.m...
2. Invocation: Board Member, Patrick Ortiz.
3. Roll Call: BOC **Present:** Vice-Chair, Robin Cruz, Members: April Estevan & Patrick Ortiz
BOC *Absent:* Members: Bernard Lewis & Damian Garcia;
Ex-Officio's *Absent:* Tribal Sec'y, Philip Riley and Councilman, Ernest Vallo, Sr.
PAHA staff **present:** Executive Director, Floyd Tortalita; Dev. Project Manager, Lawrence Ramirez;
Finance Manager, Owen Ondelacy; Housing Services Mgr., Jennette Steward, Recording Sec'y, Veralyn Farias.
4. Approval of Agenda: Member, April Estevan motioned to accept the Agenda as presented, seconded by Member, Patrick Ortiz.
5. Approval of December 6, 2012 BOC Meeting Minutes: Member April Estevan commented and re-emphasized the topic discussed at the December BOC meeting regarding Training Reports. Ms. Estevan reiterated her request that these reports be descriptive rather than just a one or two sentence report and explained the reason for her request. Since her and the rest of the Board are unable to attend all trainings & meetings, these reports enable her and the other members to stay informed with current housing issues etc... Vice-Chair, R. Cruz added ALL staff are subject to submitting their reports, no excuses i.e., of being too busy etc., will be accepted. Mr. Tortalita affirmed training reports will be attached to all Board packets prior to the date of their delivery. Member, Patrick Ortiz asked whether the 2013 Training Schedule as requested by Member B. Lewis had been made available. Mr. Tortalita replied he will provide this information in his report. With no other questions/comments, Member April Estevan motioned to accept the 12/06/12 Minutes, seconded by Member, Patrick Ortiz. With all in favor, motioned carried.
6. Opening Remarks – Executive Director, Floyd Tortalita
 1. Mr. Tortalita explained due to a number of reasons occurring at the beginning of the year the January Board meeting was cancelled.
 2. Three (3) PAHA BOC member's terms expired at the end of last year, Don Shields, Tim Chavez & April Estevan. Council re-appointed Ms. Estevan for another two (2) year term. Council also appointed two new members: Patrick Ortiz and Damian Garcia. Mr. Ortiz has agreed to serve. Mr. Garcia has yet to respond.
 3. PAHA continues to work on the year-end report to Tribal Administration and will be submitted to Tribal Administration by January 31, 2013.
 4. Introductions of everyone present followed.
7. New Business
 - a) BOC Officers Election – Member April Estevan motioned this item be *tabled* until next Board meeting when all members are present, seconded by Member Patrick Ortiz. With all in favor motion carried.
 - b) Update – Vallo vs. PAHA (Executive Session)

Regular BOC meeting reconvened at 6:40 p.m.

- c) Cost of Living Adjustment - Executive Director, F. Tortalita presented a Resolution requesting a 2% COLA increase for all PAHA employees. Mr. Tortalita stated the last COLA PAHA rec'd was in 2008 when PAHA was still under the tribe's structure. There has been no COLA issued since then. In 2010 PAHA made a request for a COLA however, that was not approved. Reason given was that the federal government had not

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issued an increase due to the Consumer Cost Index. Vice-Chair asked Mr. Ondelacy how the increase might affect the budget. Mr. Ondelacy replied the increase was calculated into PAHA's budget and assured Board members that amount was well within PAHA's budget limitations. He also added at the end of 2012 PAHA was under spent by 10%. Besides the no COLA since 2008, employee turnover rate has been low; in terms of comparing salaries with other similar positions within the area salaries for PAHA's managers are probably lower or may be considered in the median category. A brief discussion followed among Board members and staff. Vice-chair offered advice to be careful with the programs' (PAHA's) spending tactics. Member, April Estevan motioned to approve the 2% COLA seconded by Member Patrick Ortiz. With all in favor, motioned carried with a vote of 2 for and 0 opposed. Resolution No. PAHA-0220-2013-01 was approved by all Board members present.

8. Department Reports

Finance – Owen Ondelacy - reports include 12/31/12 & 01/31/13. (Refer to report in packet)

Not much activity for December, however, January was quite busy.

The ERR submitted to HUD on the 2012 IHBG (Indian Housing Block Grant) and 2012 ICDBG (Indian Community Development Block Grant) for exempt operating/administrative expenses were also recorded and signed by Governor Shutiva prior to its 'submittal to HUD.

Expenditure report ending 01/31/13 – All expenditures are within the projected budgeted amounts of 8.4 %.

Operating - Actuals: 4.8%; Housing Services – Actuals: .30% & Planning & Adm. – Actuals: 6.10%

Overall actuals for: Operating, Housing Services & Planning Adm. is 5.30%

Vice-Chair asked what the yearend for 2012 ICDBG was. Response: 12/31/13 this is a continuous grant carried over from one year to the next.

Member April Estevan thanked Mr. Ondelacy for an informative report and job well done.

Housing Services - Jennette Steward Reports include: 12/31/12 & 01/31/13. (Refer to report in packet)

Ref: Applications, Vice-Chair R. Cruz asked if PAHA isn't into construction of new homes, why applications are being accepted. Response, applications are accepted in the event someone moves out or are evicted from their unit. Also, hopefully PAHA will be constructing more units in the future and the waiting list will be useful in that area. In December's report waiting list numbered at 58; however in Jan. 2013 that amount has increased to 80. Member, P. Ortiz asked, are background checks still performed on new applicants? Response, yes.

TAR – (Tenant Account Receivables) continues to be a problem. In 2012 PAHA collected \$9,640.28. There remains \$7,741.74 yet to be collected. A table was provided to demonstrate these accounts with Current Assisted Stock and Vacated accounts. Vice-Chair asked if any attempts are being made to collect on these accounts. Response, yes, some are on payback agreements via payroll deductions. PAHA offers the individuals a timeframe of up to 36 months to pay off their arrearages. PAHA's attorney feels it would not be cost effective for her to handle these accounts because of the minimal amounts some owe. She has suggested PAHA write them off. This has yet to be discussed.

Executive Director brought to mind the time PAHA owed certain housing clients large sums of refunds because PAHA had not kept on top of their accounts and continued to charge them five years longer.

Member, A. Estevan requested that Board be kept abreast of the uncollected amounts.

Development/Maintenance – Lawrence Ramirez

Vice-Chair R. Cruz requested pictures on future rehab. Projects are provided in board packets.

Member, A. Estevan asked if Laguna had selected a family for the MFA/Acoma rehab services. Response, no. Laguna's COO states the applicant will be selected through Laguna Housing Authority's waiting list rather than involving the tribe or tribal council to make that decision. MFA is also requesting a resolution from Laguna allowing Acoma to perform the work through MFA.

Executive Director – Floyd Tortalita

Mr. Tortalita informed Board because of his presence Acoma is now taking the lead on housing issues in Washington and is becoming well known amongst the congressional staffers there. He provided an account of his report. Please refer to his report as follows:

February BOC Meeting (con'd)

- >NAHASDA Reauthorization for 2013, involving funding cuts. This will be under review.
- >IHBG Appropriations and the position requesting funding at \$875M for FY 2013 and FY 2014.
- >Unexpended IHBG Funds in Pipeline – Acoma is at 5M, and is forced to stockpile five years worth of annual appropriations to build a 10 unit project however, it cannot build units due to the CDEC issue. PAHA has had two (2) good audits the last two years, therefore, it may now be able to draw down all the funds, (5M) located in LOCCs and begin investing.
- > Funding for infrastructure improvements and development – Position to increase funding for IHS Sanitation Facilities Construction and Position to permit IHS Facilities Construction Funding to be used with respect to IHBG Funded Housing Projects.
- >Appropriations for other Housing Programs – Position to support funding for programs providing additional sources of grants or technical support.
- >Indian Community Development Block Grant (ICDBG)
- >HUD Section 184 Indian Loan Guarantee Program
- > Bureau of Indian Affairs Housing Improvement Program
- >U.S. Department of Agriculture (USDA) Programs
- >Continue funding for the U.S. Department of the Treasury's Community Development Financial Institutions (CDFIs) Native American Initiatives

Other issues:

Residential Leasehold – Last year PAHA met with Council & Cacique. At that time Cacique brought up a number of issues. Tribal Administration suggested that a work group be established to work on these issues. PAHA submitted their names to the Tribe. In September PAHA wrote to ask tribal administration what had become of the work group. As of this date nothing has transpired, no meetings etc. Member P. Ortiz asked if PAHA has attempted to meet with the Cacique group. Response, there have been a number of meetings held with the Cacique members, but to date there has been no resolve to the issue.

Lucero Home still unoccupied until Tribe and CDEC (Continental Divide Electric Co-Op) come to an agreement.

Certificate of Deposit – PAHA wants closure. Letter has been sent to tribe from PAHA's attorney. Tribe will now have to respond to the attorney, PAHA will no longer address this issue with the tribe.

Member Patrick Ortiz expressed words of encouragement to PAHA and respect for one another.

Announcements/scheduling of next BOC meeting:

Next scheduled Board meeting: March 13, 2013 5:30 pm, PAHA Conference Room.

March 19, 2013 –SWTHA Board Meeting – Albuquerque, NM (info. in Board packet).

March 20, 2013 – Board of Commissioners Training, 8:30 pm - 5:00 pm– PAHA Board encouraged to attend. (info. in Board packet).

March 21, 2013 – Training in Alb., NM for PAHA Employees – Attendance is mandatory. Office will be closed.

April 24th & 25th Amerind Spring Institute – Alb., NM (Amerind insures all units under PAHA's mgt.).

May 21st – May 23rd 2013 – 39th Annual NAIHC Conference & Trade Fair, Chicago, Illinois. (PAHA is a member of NAIHC – Nat'l American Indian Housing Council).

Adjournment: With no other business at hand, February BOC meeting adjourned @8:24 p.m.

Respectfully submitted,



Veralyn S. Farias
Recording Secretary