

PUEBLO OF ACOMA HOUSING AUTHORITY BOARD OF COMMISSION MEETING
Pueblo of Acoma Housing Authority Conference Room
Acoma, New Mexico
March 14, 2000
SIGN-IN SHEET

BOARD OF COMMISSIONERS

Harold Felipe, Chairman

Harold Felipe

Timothy J. Chavez, Vice-Chairman

Timothy J. Chavez

Carleen Chino, Secretary

Carleen Chino

Brian D. Vallo, Commissioner

Brian D. Vallo

Jason Johnson, Commissioner

Jason Johnson

Joe Aragon, Jr., Ex-Officio (Tribal Council)

Tribal Administration, Ex-Officio

Joe Aragon, Jr. Interpreter

PAHA STAFF

Raymond J. Concho, Jr., Executive Director

Raymond J. Concho, Jr.

Derek Valdo, Development Specialist

Derek Valdo

Patricia J. Alonzo, Accountant

Patricia J. Alonzo

Rose Histia, HOC I

Geri Vallo, HOC II

Gwen Garcia, Administrative Assistant

Gwen Garcia

Anissa Vallo, Secretary/Receptionist

Anissa Vallo

Rose Leon, DEP Director

Rose Leon

A. Marie Garcia, DEP Secretary/Receptionist

A. Marie Garcia

Mildred Pino, Recreation Specialist

Mildred Pino

Tamra Vallo, Recreation Aide

Meeting Adjourned at _____

AGENDA

Pueblo of Acoma Housing Authority Board of Commission Meeting
Pueblo of Acoma Housing Authority Conference Room
Acomita, New Mexico
March 14, 2000
6:30 p.m.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Read & Approve Minutes
 1. February 15, 2000 – Board of Commission Meeting
- VI. Announcements
 1. NAIHC Technical Assistance and Training on Financial Management Systems on April 5-7, 2000 at PAHA Office.
 2. SWIHA's April 2000 Quarterly Meeting on April 11-14, 2000 at Reno, NV.
 3. AMERIND's 2000 Spring Seminar on April 26-27, 2000 at Albuquerque Hilton.
- VII. Reports
 1. Executive Director's Report
 - a. *DEP Director's Report*
 - 2.3 NAIHC 6th Annual Legislative Conference Report
- VIII. Old Business
- IX. New Business
 1. Presentation of Contracts for 61 Housing Unit Projects and Proposed Subsequent Interviews with Board of Commission.
 2. Indirect Cost Service Agreement
 3. Proposed Policy Amendments: MEPA and Payment Deferment
 4. Drug Elimination Program Status
- X. Schedule Next Board of Commission Meeting
- XI. Adjourn

PUEBLO OF ACOMA HOUSING AUTHORITY
Board of Commission Meeting Minutes for March 14, 2000

ITEM I. CALL TO ORDER

Meeting was called to order at 6:41 PM by Chairman Harold Felipe

ITEM II. INVOCATION

ITEM III. ROLL CALL

Roll call was made with the following present:

Harold Felipe, Chairman
Tim J. Chavez, Vice Chairman
Carleen Chino, Secretary
Brian D. Vallo, Commissioner
Jason Johnson, Commissioner
Bernard Lewis, Tribal Administration Ex-Officio

DRAFT

Staff:

Raymond Concho, Executive Director
Pat Alonzo, Accountant
Rose Leon, DEP Director
Gwen Garcia, AdminAssistant

ITEM IV. APPROVAL OF AGENDA

Motion to accept the agenda for PAHA Board of Commissioners meeting, March 14, 2000 was made by Commissioner Carleen Chino, seconded by Vice Chairperson Tim Chavez, motion carries.

ITEM V. APPROVAL OF MINUTES - February 15, 2000

Motion to accept the minutes of February 15, 2000 with corrections was made by Commissioner Brian Vallo, seconded by Vice Chairman Tim Chavez, motion carries.

ITEM VI. ANNOUNCEMENTS

- a. NAIHC Technical Assistance and Training on Financial Management Systems on April 5-7, 2000 at PAHA Office.
- b. SWIHA's April 2000 Quarterly Meeting on April 11-14, 2000 in Reno, NV
- c. AMERIND's 2000 Spring Seminar on April 26-27, 2000 at the Albuquerque Hilton Hotel.

ITEM VII. REPORTS

- a. Executive Director's Report
 - *Executive Director Raymond Concho, Jr. provided the Board with a written report (attached). Further discussion took place in regards to the Executive Director's report on the Mortgage Code and the Drug Elimination Program financial closeout.
 - *The Acoma Tribal Courts has asked PAHA to try to compromise with homebuyers/homeowners prior to eviction proceedings.
 - *PAHA was acknowledged by HIP the capability of conducting environmental reviews.
 - *An assessment was requested by Commissioner Vallo on the role & responsibility of the Board. A draft annual report is in the process of being developed, the Board would report to the Tribal Administration and Council. Executive Director Concho is also in the process of preparing the Annual Performance Report that goes to HUD. It was suggested that the Board also advocate to the Tribal Administration and Council to help change the funding methodology of HUD to supplement or match funding for HIP programs.
- b. Drug Elimination Report – Rose Leon, Director

DRAFT

*DEP Director Rose Leon provided the Board with a written report (attached). Further discussion took place in regards to the report: the concern was on the liability of the childcare services that the program is providing. Ms. Leon informed the Board that the two staff are certified/trained for the recreational part of the program, but would check into further training. A funding profile and corrective action plan (attached) on the DEP Program was provided to the Board for review. After a lengthy discussion, a directive was given to Executive Director Concho to put together the required amendment to the FY98 Indian Housing Plan for HUD's approval to cover the expenditures of the DEP Program that the IHBG funds may not cover.

- c. NAIHC 6th Annual Legislative Conference Travel Report
Chairman Harold Felipe & Vice Chairman Tim Chavez provided a verbal report on their travel to NAIHC's 6th Annual Legislative Conference held in Washington, DC. The conference went well. Governor Lloyd Tortalita also attended the conference and provided information on the tribe's housing needs to the Representatives at the Capitol. Chairman Felipe commended Governor Tortalita on a job well done. Vice Chairman Chavez commended the PAHA staff for putting together the packets of information that was shared with the Congressional delegates. It was suggested that PAHA continue to pursue efforts of NAIHC to influence policy changes to HUD programs for Acoma. Another recommendation was to include trip reports in the newsletter.

**Motion to accept the Executive Director's report of March 14, 2000 was made by Commissioner Vallo, seconded by Commissioner Johnson, motion carries.*

ITEM VIII. OLD BUSINESS – NONE

ITEM IX. NEW BUSINESS

- a. Presentation of Contracts for 61 Housing Unit Projects and Proposed Subsequent Interviews with Board of Commission
*Development Specialist Derek Valdo provided the Board with the tally on three contractors who were selected on possibly conducting business with PAHA. The next recommendation is the visit the site developments of the three construction companies and talk with them. The three companies selected include: Richey Construction Company, Collatz Incorporated & Evans Southwest Inc. A concern by Commissioner Vallo is the infrastructure in building these 61 units. Mr. Valdo and Mr. Concho provided the Board with information that funding resources are currently being sought in order to provide the infrastructure to these units.
- b. Indirect Cost Service Agreement
*Executive Director Concho provided the Board with a final Indirect Cost Service Agreement between PAHA and the Pueblo of Acoma Central Accounting Department.
Motion to accept the agreement between the two (2) entities was made by Commissioner Vallo, seconded by Vice Chairman Chavez, motion carries.
- c. Proposed Policy Amendments: MEPA & Payment Deferment
*Proposed policy amendments to the MEPA & Payment Deferment plans were presented to the Board. After further discussion, the HOC's were directed to re-emphasize to homebuyers/homeowners that MEPA usage would only be considered if there was a TAR balance or a delinquent account on a one-time request. Further discussions and/or comments to be considered after the Homeownership Week activities are done.
- d. Drug Elimination Program Status
*Friday, March 17, 2000 would be the last day of employment with DEP for the DEP staff. They have already been placed in different areas of the pueblo. The DEP program's financial status is currently being corrected by the Acoma Central Accounting Department. A spending freeze was made by the Central Accounting Department pending financial reports from PAHA to the Accounting Department. Access to the LOCCS financial system to drawdown funds for the DEP program were not being authorized due to the lack of financial reports. An estimated total of \$196,000 may be

returned to HUD/DEP programs from PAHA. A corrective action plan is currently being worked on by Executive Director Concho and will be presented to the Board. The Board directed Executive Director Concho that the corrective action plan on the DEP program will be required in 2-3 weeks. Warnings have been sent to PAHA from HDS on the lack of the financial reports. A directive from Governor Tortalita was a meeting with PAHA Accountant Pat Alonzo on Friday, 3/17/00 at 1 PM regarding the financial status of the DEP Program.

* After further discussion, a directive was made by the Board that Mr. Concho send a representative to participate on his behalf to the eight meetings he had identified he would be attending. The Board felt that Mr. Concho's commitment to PAHA was a priority, especially in helping to close out the DEP Program and providing a corrective action plan.

ITEM X. SCHEDULE NEXT BOARD OF COMMISSION MEETING – APRIL 11, 2000

ITEM IX. ADJOURN

Motion to adjourn meeting was made by Commissioner Chino, seconded by Commissioner Vallo, motion carries, adjourned @ 12:30 AM

Respectfully submitted,

Carleen Chino, Secretary