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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

April 9, 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 - March 12, 2014
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a. Self-Monitoring Policy - *Floyd Tortalita, Executive Director*
 - b. Investment Policy - *Floyd Tortalita, Executive Director*
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**
 - May BOC meeting
 - May 14, 2014 – 5:30 pm – PAHA-Pueblo of Acoma, NM
10. **Adjourn**



Minutes of March 12, 2014
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room – 5:30 p.m.

Approved: 4/9/14

1. Call to Order: Chairwoman, Robin Cruz at 5:50 p.m..
2. Invocation: Vice-Chairman, Bernard Lewis
3. Roll Call: Present: Chair, Robin Cruz; Vice-Chair, Bernard Lewis; Commissioners, Damian Garcia; Ex-Officio, Ernest Vallo, Sr.. PAHA Staff: Executive Director, Floyd Tortalita; Finance Mgr. Owen Ondelacy; Housing Services Mgr. Jennette Steward; Dev. Mgr. Lawrence Ramirez; Rec. Sec'y, Veralyn Farias.
Absent: Commissioner, Patrick Ortiz and Ex-Officio, Gilbert Louis, Jr.
Commissioner, April Estevan arrived approximately 20 minutes later.
4. Approval of March 12, 2014 Agenda: Chairman Cruz announced she would like to add Executive Session with PAHA Director following #9. With no other changes Commissioner, Damian Garcia motioned to accept tonight's agenda, seconded by Vice-Chair, B. Lewis.
5. Approval of Meeting Minutes of February 4, 2014: With no changes to the Minutes Commissioner D. Garcia motioned to approve the 2/4/14 Minutes, seconded by Vice-Chair, B. Lewis.
6. Opening Remarks: Floyd Tortalita, Executive Director
This evening's presentations include: 1) Lease of the Social Services Bldg., 2) 2013 Annual Performance Report (APR) and Dept. Reports. Included with the dept. reports will be the Annual Report, including an item that only came up today.
7. New Business:
 - a. The 3-yr. lease between P.O.A. Social Services Dept. and PAHA ends 3/31/14. The parties met last week to discuss the lease. Renter is requesting PAHA to decrease the monthly rent. A clause was written into the 2011 Lease which states 1st year's rent would start @ \$550.00 and increase by \$100 each year thereafter. The only service provided is maintenance which has been minimal. Following discussions on what to do with the bldg., (rent or sell), Vice Chair, B. Lewis made a motion to continue with the \$750/month for three years, seconded by Commissioner, D. Garcia. (If Soc. Serv. decides to move at any time there is no penalty for early termination only a 30-day notice is required).
 - b. **2013 Annual Performance Report (APR)** – Owen Ondelacy
Mr. Ondelacy reported the IHP/APR is in the format created in 2011 to streamline HUD funds into a yearly activity. Starting with 2012, all prior year open grant funds were consolidated into one grant titled "55" and will remain this way until it is changed. This format is a combination of the IHP and APR. The shaded areas are for reporting the APR activities. Listed in the 2-page summary there were seven (7) activities identified in the 2013 IHP, not including ICDBG. (Refer to the summary for explanation of the seven (7) activities. The ending reports states: **Total funds expended in 2013 \$1,565,768.25.** (IHBG: \$842,813.34; Program Income: \$247,150.65; ICDBG: \$475,804.26). In the longer version, Chair noted the responses in two areas which might have been responded differently. Page 6. (4) Geographic Distribution – (Suggestion) Response might have been **"Situation did not allow this to take place"**. Page 36, referencing inspections compliance, response might have been, **"Tenant must comply with PAHA's inspection schedules taking precedence over their (tenant's) schedules"**. Chair added this should not change anniversary dates etc.. A letter was sent to the Governor's office, included was the 2013 Self-Monitoring and 2012 Audit Reports. Notices were posted inviting the public for their comments. Comments will be accepted March 13, thru March 21, 2014. Vice-Chair

B. Lewis motioned to accept the 2013 APR Report, seconded by Commissioner, April Estevan with rephrasing of the two answers mentioned on pages 6 and 36.

8. Department Reports

Finance – Owen Ondelacy, Manager

PAHA is preparing for the 2013 Audit due to begin mid April. PAHA continues to remain within budget limits.

Housing Services – Jennette Steward, Manager

Update was provided regarding the 10/2013 Incident of Criminal Activity which occurred in the Rental project. The incident involved a fight including presence of alcohol. The family was contacted and an informal hearing with Housing Services was conducted. Result was, family was placed on a two (2) yr. probation, the individual instigating the incident was referred to Behavioral Health for counseling. The family must comply with all requirements, set forth by PAHA and BHS. Failure to follow through will be cause for termination of their rental agreement. Tribe had problems with their internet so report was late getting to PAHA

The issue of illegal activity within the housing area was discussed. PAHA will receive police reports only in cases of arrests within the housing area. PAHA's policy prohibits the use/activity of alcohol and any type of illegal drug within the housing premises. PAHA is not responsible for tenants who commit offenses outside the boundaries of the housing complex unless it is of a more serious nature. Chair expressed concern if a tenant/client uses/manufactures any illegal substances and the effects the home may encounter. Will it mean having to condemn a unit? Ms. Cruz asked if staff was trained to identify these types of problems etc.. Mr. Tortalita replied it is difficult to determine who has this problem or who uses or manufactures these types of drugs. PAHA must have good reason to test a home to confirm usage/manufacture. Mr. Vallo added through reports Tribal Council receives, there definitely is a problem of drug abuse on the reservation.

Veterans. Chair asked if PAHA has identified the number of veterans at Acoma. Ms. Steward replied she will work on updating PAHA's Master List.

Comment: Commissioner, A. Estevan asked, is PAHA responsible when staff notices a client/tenant under the influence when in the office and allows them to leave without reporting them to the police? Who is responsible if an accident occurs. Response, PAHA is unaware of the legalities of these types of situations.

Comment: Commissioner asked for more information, i.e., in the Criminal Activity case. PAHA cannot divulge more info., in the event the case comes before the Board as a Grievance Hearing.

Development/Maintenance – Lawrence Ramirez, Manager

2012 IHBG/ICDBG Rehab/Weatherization Project Phase VI is now currently @65% complete. Completion date: end of March. The total 2014 IHBG Rehab budget is a little over \$1M., 15 homes will be worked on. Phase 1 has 3 units, adding Gary Keene, Jr. to the list. The 15 applicants were taken from the waiting list and divided into the four Phases. Work activity for Phase 1 -4 will cover a total of 6 months. ICDBG funding will have completed a total of 21 units to date. 76 homes have received rehab services the last four (4) yrs. The average turn-over rate per house is 30 days. PAHA does not offer substitute housing because they are not part of the housing stock.

Comments: Chair expressed her appreciation to Owen, Jennette and Lawrence for their detailed reports. This allows her to be a bit more informed of activities within their depts..

Executive Director – Floyd Tortalita (Refer to attached report)

Chair asked what the term "high capacity" referred to. Response: Any housing authority with a high CAS count, i.e., Navajo, Blackfeet & Pascua Yaqui and who are recipients of \$10M - \$13M ea. year in IHBG funding. National Housing Trust Fund – Chair asked for more info.. as to what it is and is it something that PAHA might be eligible for. Response was yes, it's a program similar to Fannie Mae and Freddie Mac.

IHS – Question, what would PAHA need to do to access some of the funding for infrastructure? Response, This would entail making changes to the prohibition of co-mingling of IHS and IHBG funds. Currently, that's not possible, because IHBG funding covers full development of any housing project, from infrastructure to the home (building).

Formula Current Assisted Stock (FCAS), Chair asked if PAHA had a number in \$ plus the number of units affected. That information is currently unavailable.

Tribal Administration: Meetings with T.A. have been very receptive. At the request of the Governor, PAHA is scheduled to make a presentation at tomorrow evening's Council meeting. Mr. Tortalita would like the presence of the Board if possible.

Re-Authorization – Mr. Tortalita stated this is an enormous task and has spent numerous hours working on this effort. Reauthorization involves the existence of Indian Housing and are we going to continue to be funded. He is also involved with all the day to day activities involving all the depts., at PAHA.

Chair mentioned the Director has reported funding available at the Federal level, what about at the state level.

Response: MFA, a project which PAHA was recently involved with currently has no available funding due to huge funding cuts from last year. Q. Has PAHA looked into private funding? A. No, many companies primarily deal with loans and private funding. Private funding comes from entities i.e., the 184, USDA, VA, & 504 (Elder Housing). However, these organizations want assurances their money is retrieved should a project fail. In order to obtain funding from these groups, it's all the more reason for the Residential Lease to be passed, Tribal Administration and Council are aware of its' importance.

Chair asked for an update on the IT services. Director stated PAHA had to move quickly on this issue. Rod Allison of A-Z Co. performed the assessment and found numerous problems including the server which was about to crash. At the suggestion of Mr. Allison, a new server was purchased. The company has been working to correct and set up the new system. Chair asked if there was a "Back-up" plan and who was handling it. On the recommendation by A-Z, PAHA purchased an on-line back-up system which is performed every evening and ready by next business day. Commissioner, Estevan asked if a filtering system was in place, to restrict the access of other sites that are not work related or to alleviate other problems from happening. Another recommendation from Commissioner D. Garcia was to install a Back-up Tape Drive as a safety precaution. Director stated he is aware the Communications Policy requested by the Board a few weeks ago has not yet been accomplished. He indicated it hasn't hindered work performance and does not see it as a high priority. He currently is working on more important issues such as year-end issues, the Reauthorization and closing out of IHBG. This does not mean any disrespect to the Boards' directive. In conclusion, Chairwoman reiterated Board's directive, the policy needs to be in place.

10. Announcements & Schedule of next BOC Meeting

Next BOC Meeting scheduled on April 9, 2014 at 5:30 p.m., PAHA Conference Room.

11. Adjournment:

Motion to adjourn was made by Vice-Chair, B. Lewis, seconded by Commissioner, D. Garcia. Meeting adjourned at 9:05 p.m..

Executive Session followed.

Respectfully submitted,



Veralyn S. Farias
Recording Secretary