



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

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-5174  
Fax: (505) 552-9093

## Board of Commissioners Meeting

April 10, 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** – March 13, 2013
6. **Opening Remarks** – *Jennette Steward, Housing Services Manager*
7. **New Business**
  - a.) BOC Officers Election – *(Tabled)*
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 – May 8, 2013 - 5:30 pm – PAHA Board Room

\_\_\_\_\_

\_\_\_\_\_
10. **Adjournment**



Board of Commissioners  
Regular Meeting Minutes  
March 13, 2013

Note: Vice-Chair Robin Cruz was not in attendance this evening, Ms. Cruz appointed Member April Estevan to conduct the March 13, 2013 BOC meeting.

1. Call to order: Meeting called to order @ 5:36 p.m. by Acting Vice-Chair & Board member April Estevan.
2. Invocation: Mr. Ernest Vallo, Sr., Tribal Ex-Officio
3. Roll Call: BOC Present: Members: April Estevan, Patrick Ortiz, Damian Garcia  
BOC Absent: Vice-Chair, Robin Cruz, Member, Bernard Lewis both called to say they will not be present.  
Ex-Officio Absent: Tribal Secretary, Philip Riley  
PAHA staff present: Exec. Director, Floyd Tortalita; Dev. Proj. Mgr., Lawrence Ramirez; Finance Mgr, Owen Ondelacy; Housing Services Mgr., Jennette Steward, Rec. Secretary, Veralyn Farias.
4. Approval of Agenda:  
Member, Patrick Ortiz motioned to accept the Agenda as presented, seconded by Member Damian Garcia.  
With all in favor, motion carried.
5. Approval of February 20, 2013 Board Minutes:  
With no changes, Member, Patrick Ortiz motioned to accept the 02/20/13 Minutes, seconded by Member, Damian Garcia. With all in favor, motion carried.
6. Opening Remarks – Executive Director, Floyd Tortalita  
Mr. Tortalita announced tonight's agenda was a brief one. Two items under New Business require Board approval: 2012 APR and ICDBG Home Rehab Contract Phase II.
7. New Business
  - a) BOC Officers Election – Member April Estevan suggested this item be *tabled* again until a full Board is present. Member Damian Garcia motioned to Table this item, seconded by Member Patrick Ortiz. With all in favor motion carried.
  - b) 2012 Annual Performance Report (APR) – Owen Ondelacy, Finance Manager  
Mr. Rick Farrell, Consultant for PAHA assisted Mr. Ondelacy in closing out the books for year-end. After this was accomplished, Mr. Ondelacy was better prepared to begin working on the APR. The APR is a required document/report which explains activities PAHA performed using HUD/NAHASDA dollars. HUD recently changed the format, which now consolidates all open grant years into one report called the 55 Grant. PAHA had open grants from 2003 – 2011. This report can be used to prepare the IHP and vice-versa. Mr. Ondelacy handed out a condensed version of the 40 pg. report found in the Board packets and explained in detail the activities and funds expended under IHBG. A public comment period is required before it is submitted to HUD. Per 24 CFR 1000.512 PAHA is required to invite the tribe, (Governor) and Acoma residents to a public review of the APR at PAHA and to make comments if they wish. Deadline for comments is, Friday, March 22, 2013. After a short discussion and question and answer period, Member, Damian Garcia motioned to approve PAHA's 2012 APR, seconded by Member, Patrick Ortiz. With all in favor motion carried.
  - c) ICDBG PAHA Home Rehab. Phase II Construction Contract Approval thru Resolution – Lawrence Ramirez  
Ref: Phase II of 2012 IHBG/ICDBG Rehab. project. Five bids were submitted to PAHA, and after reference checks were completed Rodeo Construction LLC is being considered, subject to approval from the Board. After a brief discussion, Member Damian Garcia motioned to approve Rodeo Construction for Phase II of the ICDBG

Home Rehab. project, seconded by Member Patrick Ortiz. In a vote of 3 for and 0 against, Resolution #PAHA 0313-2013-01 unanimously passed.

#### Department Reports

Finance – Owen Ondelacy – refer to report in packet.

PAHA's budgets remain on track and under predicted budget amounts. Acting Chair, A. Estevan asked what the amount of \$1,524.60 was spent on under Repairs and Maintenance. Answer: supplies for upkeep of rental units.

Housing Services – Jennette Steward – refer to report in packet.

(Member, Patrick Ortiz) asked if the open work orders were for "homeowners". Work Orders are for tenants or rental units only. Tenants pick up costs if the damage is negligent, on routine W.O. PAHA picks up the cost. (Acting Vice-Chair, A. Estevan) asked if the Healthy Hearts Domestic Violence presentation by Behavioral Health can be made available to tenants and homebuyers during Homeownership Week. Response, Ms. Steward will contact BHS regarding this suggestion.

Development/Maintenance – Lawrence Ramirez – refer to report in packet.

(Acting Vice-Chair) Asked if the Trip Report format could be improved to add more information on what staff learned from their training experience. Executive Director, F. Tortalita said he will look into revising the form which the Tribe also uses. Ms. Estevan also asked if maintenance personnel were certified in their field of work. Response, Mr. Ramirez states he is working on getting his staff up to par in their certifications.

Note: Mr. Ramirez said after the 2012 IHBG / ICDBG Rehab project gets underway, the waiting list will decrease. Rehab work is performed on homes reservation-wide and Modernization are homes under PAHA's management.

Executive Director – Floyd Tortalita – refer to report in packet

Mr. Tortalita stated the NAHASDA Reauthorization, (an important issue), will be introduced on the hill. The issues or concerns are listed in the hand-out: NAHASDA Reauthorization; concerns voiced by NAIHC, Unexpended Funds issue, which names PAHA as one of the housing authorities faced with this issue; Strategy for Reauthorization, will be introduced by NM Rep. Steve Pearce; NCAI was encouraged to participate in gathering of information; Coordinating Networks/Resources; House Financial Services Committee Plan, the language could have been detrimental to Indian Housing, however Pearce stepped in and changed the language. Mr. Tortalita will be in Washington next week to testify on the above issue(s). It will be a one day trip. March 19<sup>th</sup> SWTHA will hold its' meeting in Albuquerque. PAHA is a member of this group. Mr. Tortalita is inviting Board members to attend. The second day, March 20<sup>th</sup> will be Board Training. PAHA Board members are encouraged to attend this one day training. On March 21<sup>st</sup> PAHA staff will be attending training on the Operations of a Housing Authority. Board is also invited to attend. Please let Veralyn know if you plan to attend the events. Executive Director from Zuni and two of their board members will also be in attendance at the operations training.

#### Announcements:

Next scheduled BOC meeting is April 10, 2013, PAHA Conference Room, 5:30 p.m..

#### Adjournment:

With no other business as at hand, Member Damian Garcia motioned to adjourn the meeting, seconded by Member Patrick Ortiz. Meeting adjourned at 7:18 p.m..

Respectfully submitted,



Veralyn Farias,  
Recording Secretary