



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

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-7528
Fax: (505) 552-9093

Board of Commissioners Meeting

April 14, 2015
5:30 p.m.
PAHA Conference Room

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 Minutes BOC meeting** – March 15, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
 - a.) Board of Commission Officer Elections, *Robin Cruz, BOC Chair*
8. **Department Reports -**
 - a.) Finance – *Owen Ondelacy, Finance Manager*
 - b.) Housing Services – *Jennette Steward, Housing Services Manager*
 - c.) Development – *Francisco Carr, Development Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

May BOC Meeting – May 19, 2015 - 5:30 pm – PAHA Conference Room

10. **Adjournment**
11. **Executive Session – Executive Director's Annual Evaluation**



Minutes of March 17, 2015
PAHA Board of Commissioners Regular Meeting
PAHA Conference Room- 5:30pm

1. Call to Order: 5:56 p.m.

2. Invocation: Commissioner, Patrick Ortiz

3. Roll Call: Present: Commissioners: April Estevan, Damian Garcia, Patrick Ortiz; PAHA Staff: Executive Director, Floyd Tortalita; Project Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; Ex-Officios: Tribal Secretary, Jonathan Sims; Tribal Councilman, Ernest Vallo, Sr.; Absent: Chairwoman, Robin Cruz.

4. Approval of March 17, 2015 Agenda:

Motion to approve w/amendments: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz. Board of Commission Officer Elections & Executive Session tabled for next meeting.

5. Approval of February 11, 2015 Meeting Minutes:

Motion to approve: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz.

6. Opening Remarks: Floyd Tortalita, Executive Director

PAHA sent a letter of recommendation for Jodie Vallo to be appointed as a Board of Commissioner. Tribal Council declined recommendation and appointed two other individuals- Ezilda Paytiammo and Leo Pasqual, waiting to hear outcome of new board member. Lawrence Ramirez resigned from PAHA 3/16/15- effective immediately. Development Manager Position offered to Francisco Carr, who was deemed qualified for position; Mr. Carr accepted position. Promotion is all within PAHA policy.

7. New Business:

a) Board of Commissioners Officer Elections- Robin Cruz, BOC Chair PAHA
The Board motioned to table officer elections to next BOC meeting.

b) 2014 Annual Performance Report- Owen Ondelacy, Finance Manager
Summary of 2014 APR Grant Activities: for the year 2014 PAHA had six activities identified in the IHP: 1) 1937 Operating Act, which is basically the upkeep of units that are still under PAHA management- Rentals and to some extent Mutual Help and Lease Purchase. Besides routine maintenance Housing Service also provides counseling and training to housing tenants and homebuyers. Due to eviction, four units were renovated and one unit was made ADA compliant. Total expended \$518.93. 2) Housing Services, which is basically again counseling and training housing tenants and homebuyers, also includes Homeownership Week, which is open to the community. Homeownership Week involves Tribal programs and surrounding businesses to relay service or information to the Acoma community. Funds expended \$7,042.00. 3) Traditional Home REHAB: 12 homes were renovated in 2014. Five of the twelve homes were leveraged with ICDBG and IHBG funds, and the other seven homes were rehabilitated with 2014 IHBG funds only. At the end of 2014 seven additional homes were being renovated, but could not be counted in 2014 at they were not completed by 12/31/2014. PAHA had anticipated renovating 21 homes, but were only able to renovate 19 homes due to shortage of funding. Funds expended \$603,300.00. 4) Wastewater Sewer Main Extension project was not completed due to procurement issues between the State and tribe. Activity is planned to commence in 2015. Funds carried over \$1,000,000.00. 5) Planning & Administration is 20% of IHBG grant, but is an activity that HUD does not require to be reported. Funds expended \$390,593.00. 6) PAHA Office Rehabilitation project was about 95% complete by 12/31/2014. Roof still needs to be seal coated. Funds expended \$184,161.00. Total funds expended in 2014- \$1,703,489, of which \$1,449,419 (IHBG) and \$254,070 (Program Income). Notices were posted for Public Comment Period on 2014 APR, which began March 16, 2015 and ends March 20, 2015. Copy of APR was sent to tribe for comment and self-monitoring report. PAHA is in compliance with the regulations set forth by HUD. Motion to approve 2014 APR: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz.

c) Low Rent Conversion Unit 182- Jennette Steward, Housing Services Manager

PAHA tenant Joyce Garcia submitted a letter in December 2014 requesting for conversion from rental to homeownership. All eligibility requirements have been looked at and those requirements include criminal history and payment history. Ms. Garcia has met all requirements and is eligible for conversion. Ms. Garcia has been in the program for 11 years. She moved into the unit in December 2004. Ms. Garcia is an excellent tenant and maintains her 3-bedroom home well. Purchase price was \$93,300 after appraisal, which was done by Marsha Leyba. Policy states that last 24 months of payment will be applied towards purchase price, which caused a price reduction of \$8,600- includes \$200 security deposit. Price reduction brought price purchase down to \$84,700, but because tenant requested appraisal \$650.00 (cost of appraisal) was added bringing total purchase price to \$85,350. Tenant has accepted purchase price of \$85,350. PAHA is requesting Resolution 0317-2015-01 Approving Purchase Price and Conversion from Rental Program to Homeownership Program for Ms. Joyce Garcia- Unit #182 to be approved. Motion to approve: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz. All in favor none opposed.

8. Department Reports-

Finance- Owen Ondelacy

In the month of February the 2014 Annual Report was prepared and submitted to Governor and Tribal Council, which included the financial report ending 12/31/14 and recap of activities for 2014. On February 9th PAHA staff moved back into main office and home was turned over to Lucero family. Grant Agreement for \$56,106 was received on February 11th from a settlement lawsuit against HUD. All documents were signed and sent back to HUD for processing into eLOCCS. The 2015 IHBG final allocation grant agreement was received and all documents were signed by the Executive Director, and emailed to HUD on 2/27/15. Total amount of grant funds for 2015 is \$1,124,447, which includes \$56,106. The \$56,106 will go towards the rehabilitation of traditional homes in 2015. Continued work on 2014 APR, which is due March 30, 2015. Anticipate submittal of APR to HUD week of March 23rd. Continue reconciling bank accounts in QuickBooks and also reconciled QuickBooks with HDS for the month of January 2015. Will make contact with Axiom (auditors) to schedule 2014 audit. Expenditure Report attached. There were no further inquiries on Mr. Ondelacy's report.

Housing Services- Jennette Steward

The Collection and Evictions Policy is continuously being enforced for current tenants and homebuyers. Five Notice of Delinquencies (NOD's) were issued for the month of February 2015. We entered into eight Plans of Action, which five were a result of NOD's and three were from tenants having financial issues. One tenant entered into a Payback Agreement. H.S. staff continues to conduct 2015 Annual Inspections/Re-certifications monthly, and meet with prospective applicants and other interested parties pertaining to housing issues. On February 10, 2015 PAHA received a letter from New Mexico Legal Aid, Inc in regards to Nathan Leon, homebuyer of Unit #69. In 2007 Mr. Leon was given the purchase price of \$9,418. In 2008 it was found that the purchase price was wrong and at that time Tracey Young was Interim-Executive Director. Mrs. Young had Mr. Leon enter into a new purchase price, which was the original purchase price of the home. The new purchase price deviated from policy and erroneously set. A new appraisal, replacement and renovation cost were used to come up with purchase price of \$56,000. In January 2010 Mr. Leon went before the BOC to appeal the decision of the PAHA Executive Director and H.S. Manager of the set purchase price of \$56,000, but the BOC upheld PAHA's decision. Mr. Leon did follow the grievance process. The purchase price of \$56,000 was arrived at using half of the square footage cost of \$80 per square foot. Being this is a legal situation Denise Zuni, PAHA Legal Aid was brought in on the issue and was provided all documents needed. Ms. Zuni did respond to Mr. Simon Tuck Legal representative for Mr. Leon on March 6th; awaiting response. On 2/26/15 Nina Jaramillo's 2014 Annual Performance evaluation was completed and also eligibility completed for conversion of rental to homebuyer for Joyce Garcia. On 2/25/15 Michael Sarracino's Quitclaim Deed was sent back from the BIA office for correction of Lot Number. Correction was made and resubmitted to the BIA office. As of 2/27/15 PAHA has 64 applicants on waiting list. Reminders are sent to current applicants to update application to remain on waiting list. Jennette Steward, H.S. Manager attended 2015 NAIHC Legislative Conference in Washington, D.C.; trip report was attached. Housing Services is looking to partner with POA Behavioral Health Services to address some needs and concerns that PAHA has with its current participants regarding alcohol, meth, and sexual assault. A training has been scheduled for all PAHA staff on Mental Health, which will be provided by BHS on March 24th and 25th. Patrick: Whose error was the \$9,418? Response: Patricia Olquin was the Housing Services Manager at that time. She went by the amortization schedule for the unit as if he was a successor, but he was not he is a subsequent homebuyer. A successor would start off where the first owner left off, but again he was not. There were no further inquiries on Mrs. Steward's report.

Development Department- Francisco Carr

As of February 28th there are 41 tribal members on waiting list that are below the 80% income median level. Six on the modernization waiting list and eight who are above the 80% income media level waiting list. Those above the 80% income median level will be serviced after those below 80%. 2015 IHBG Rehabilitation/Weatherization Project FEMA Trailers consists of two single wide trailers. Funding for project will come out of 2015 IHBG Homeownership-Rehab. On trailer has been moved and set-up. An assessment of second trailer will be done and procurement for move will begin momentarily. An environmental assessment for each trailer will be done as well. 2014 IHBG Rehabilitation/Modernization Project Phase III & IV were completed on February 20th and homes were turned over to homeowners on February 26th. 2014 PAHA Administration Office Rehabilitation is currently 99%, pending is coat seal of roof. In order for seal to adhere temperatures have to reach 65 degrees or better. Upcoming projects for 2015 are Wastewater Sewer Main Extension project, IHBG Rehabilitation Project of 16 units, and Modernization Project of 3 units. To date there are six open work orders. Ten work orders were generated and seven completed for the month of February. April: What is being done to correct another incident like Rose Chavez? Response: PAHA will utilize HDS system to log and note phone conversions with participants. April: How long does it take to do a work order? Response: 30 days, but again PAHA will utilize HDS system, this can track inventory and send messages when supplies are low. Floyd: 2015 IHBG Rehabilitation Project of 16 units has been postponed because waiting list does not reflect changes that were suppose to have been made to Rehabilitation/Modernization policy. Changes may have a dramatic effect on the waiting list. Task to revamp policy has been reassigned and new policy will be presented at next BOC meeting. There were no further inquires on Mr. Carr's report.

Executive Director Report- Floyd Tortalita

In February HUD has issued more than \$651 million in Indian Housing Block Grants (IHBG). PAHA has received \$1,068,341.00 for FY 2015 and notification that funds are available in eLOCCS. On 2/2/15, President Obama released a proposed budget for FY 2016. The President is proposing a small increase of \$660M to IHBG and \$80M for ICDBG. This small increase is still considered level funding. A new program being released is HUD-Veterans Affairs Supporting Housing Program (HUD-VASH), which is collaboration of Department of Veterans Affairs and HUD. This program provides rental assistance for homeless veterans. PAHA will be looking into eligibility requirements. HUD is seeking Tribal comments on Proposed Rule for the Indian Housing Program. On 1/28/15 HUD published it proposed rule for the Indian Housing program pertaining to the sexual orientation, gender identity, and marital status. These regulations would be amended to adhere to HUD's regulation against discrimination. Further action has been taken in regards to ICDBG inconsistent review of applications. A letter was sent to Roger Boyd, Deputy Assistant Secretary- ONAP on March 4th in regards to this matter. Strategic Planning update: two meetings have taken place with POA Director's and elderly. There have been two attempts to meet with youth, but unsuccessful. Another attempt will be made to meet with youth. PAHA will be going before the general public at the General Meeting, but first PAHA will go before Tribal Council. NAHASDA Reauthorization is still moving forward, but there are still some concerns. PAHA has received no update on Residential Land Lease, still in HUD's hands. There were no further inquires on Mr. Tortalita's report.

9. Announcements & Schedule March 2015 Annual Meeting:

Next BOC meeting Tuesday, April 14, 2015 @ 5:30pm- PAHA Conference Room.

10. Adjournment:

Motion to approve: Approved 1st- Commissioner, D. Garcia, 2nd- Commissioner, P. Ortiz. With all in favor meeting adjourned @ 8:49 p.m.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary