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"Providing Safe and Affordable Housing Opportunities"

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## Board of Commissioners Meeting

May 11, 2011  
5:30 p.m.

### AGENDA

1. **Call to Order** – Don Shields, Board Chairman
2. **Invocation**
3. **Roll Call** – Don Shields, Board Chairman
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – April 13, 2011
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business -**
  - a.) Code of Ethics Policy – *Floyd Tortalita, Executive Director*
  - b.) PAHA Drug-Free Workplace & Drug Testing Policy – *Floyd Tortalita, Executive Director*
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**

May BOC Meeting – May 11, 2011 - 5:30 pm – PAHA Conference Room

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10. **Adjournment**

**PAHA Board of Commissioners Regular Meeting**  
**MINUTES of April 13, 2011**  
**PAHA Conference Room**

1. **Meeting called to order** - By Chairperson Don Shields @ 5:35 p.m.

2. **Invocation** - Ex-Officio Mr. Ernest Vallo, Sr.

3. **Roll call:**

Present: Chair, Don Shields; Members, Tim Chavez & Bernard Lewis. Ex-Officio, Ernest Vallo, Sr.

PAHA Staff present: Executive Director, Floyd Tortalita; Housing Services Manager, Jennette Steward; Project Mgr. Francisco Carr; Accounting Tech., Gwen Garcia and Recording Secretary, Veralyn Farias.

4. **Approval of Agenda:**

Member, Tim Chavez Motioned to approve the April 13, 2011 Agenda as presented, Seconded by Member, Bernard Lewis. With all in favor, Motion carried.

5. **Approval of March 16, 2011 Minutes**

Member, Tim Chavez, Motioned to accept the 3/16/2011 Minutes as presented, with one correction on page 2, correct name Governor **Histia** to read Governor **Vicente**, Seconded by Member, Bernard Lewis. With all in favor, Motion carried.

6. **Opening Remarks – Floyd Tortalita, Executive Director**

- Tonight's Agenda is short, comprised mainly of Department Reports. Due to time constraints at last month's meeting, reports were not presented verbally, however, were accepted by the Board. Should Board have questions on any of those reports, they may be presented this evening.
- Two (2) Managers are absent from tonight's meeting. Dev. Mgr. Lawrence Ramirez is attending training on Procurement & Contract. Project Manager Francisco Carr will present the Development Report. Finance Manager Owen Ondelacy had a death in the family; Accounting Tech. Gwen Garcia will present the Finance Report.
- Mr. Tortalita asked to be excused for a few minutes to attend a school function for his son. Request was approved. Ms. Steward will answer any question(s) Board may have in his absence.

7. **New Business** – No report

8. **Department Reports:**

Finance – Gwen Garcia for Owen Ondelacy (refer to report)

Questions/comments from the Board:

- Item #6 –Mr. Tortalita stated a Finding occurred in the LP tenant accounting when it was found, numbers in HDS & Quick Books did not match. What happened was, HDS inadvertently set up the LP tenant accounts as a Mutual Help Program account. The LP Agreement differs from the MH agreement in that LP has no equity, no current procedures for early pay-off and homebuyers are obligated to pay the full purchase price for a 25 year period. The LP only has a reserve account of \$79.00/mo., which PAHA can use for insurance, or if need be, to rehab an LP unit. PAHA is currently reconciling these accounts to make the required corrections. Consequently they will meet with the Lease Purchase Homebuyers to explain and clarify their contract agreements. Mr. Tortalita & Ms. Steward both stated this occurred back at the time of the programs' inception (approx. 10 yrs. ago). Mr. Farrell will assist PAHA in making those corrections.
- Item #1 – Member, T. Chaves asked, was there was a comment period for the APR? Response, yes. Requests for comments were posted at the post office and a copy of the APR was placed in the front office of PAHA during that time period. As indicated, no comments were received by the deadline date.
- Item #5 – Ex-Officio, Mr. Vallo, asked what the total cost on the MFA project was? Response, estimated amount was between \$86-87K for both homes. This was not a PAHA project merely assisted MFA in completing the two homes.
- Expenditure Report - Board requested certain line items in the Monthly Expenditure report be explained in more detail. Member, B. Lewis also suggested increasing the line item for fuel due to current fuel prices.

Housing Services – Jennette Steward (refer to report)

Following are comments, questions from the Board.

- How can PAHA deter inoperable vehicles, unkempt yards, watering of vegetation around the housing units. Response: If the units are **not** under PAHA's management, most likely PAHA can't do a thing. Mr. Vallo stated at the last General Meeting, the public was warned against watering and planting around homes, however, he stated will likely continue without a code to enforce these problem areas.

What is the longest waiting period an applicant has been on the application list for housing? Response, since 2007.

Development/Maintenance – Francisco Carr for Lawrence Ramirez

Following are comments/questions regarding the dept. report.

- Fencing project is prioritized, reason for this is to prevent further vandalism. Approximate length: Five (5) miles
- Street lighting project will follow when funding is available. Costs for this project is approximately 3K+. Chair, D. Shields asked if the current poles already in place couldn't be used for the lighting project. This would be a cost-savings for PAHA. Mr. Carr stated all options are being explored.
- Modernization/Rehab Project applicant has been chosen, however, unable to meet with homeowner to assess their needs. PAHA will continue to find a good time to meet with them.

Chair called for a break.

- During the break, Chair, mentioned the watering of vegetation and the vacant trailers. He suggested these trailers be sold because of their dilapidated condition. Response: Mr. Tortalita indicated these trailers have been assigned to two (2) individuals within the community. Suggestion was to board up these trailers until such time a decision is reached to re-locate the units.

Executive Director – Floyd Tortalita (refer to hand-outs)

Question from Chair?

- Fiscal Year 2011 \$650M was approved; funding cut by approx. \$50M. Mr. Tortalita anticipates it will reach over the \$1M mark for this year. IHP is being prepared and an amendment to include the \$100K will be made.
- Fiscal Year 2012 – President's Budget Request (PBR) does not include appropriations for NAIHC's Training & Technical Assistance programs. NAIHC is scheduled to attend the appropriations hearing and will convey information from those hearings
- Hearth Act – the passage of this bill is important and will be helpful once PAHA gets the 184 (Residential Lease).
- ARRA – all monies have been drawn down, PAHA will no longer need to submit form SF-425.
- PAHA Office Rental Space – Chair asked if parking lot was to be paved, response: no. The Pueblo of Acoma Social Services are in agreement of the rental costs, 1<sup>st</sup> yr. \$550.00, 2<sup>nd</sup> yr. \$650.00 & 3<sup>rd</sup> yr. \$750.00. Move-in date is scheduled for 4/18/2011. Mr. Tortalita reminded the Board the agreement is between PAHA and Social Services, Tribe is not directly involved.
- Mr. Tortalita announced PAHA will be making their presentation of the 2010 Annual Report and encouraged Board members to attend the meeting scheduled for May 5, 2011.

**9. Announcements & Schedule next Board Meeting:**

- Member, Bernard Lewis states he will not be in attendance for the May Board meeting due to family obligations.
- Executive Director – announced the upcoming NAIHC Convention and Trade Show. Anyone interested in attending, please call the office before the end of the week.

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**10. Adjournment:**

With no other business at hand, Member, B. Lewis made a Motion to adjourn, Seconded by Member T. Chavez. With all in favor meeting adjourned at 7:18 pm.

Respectfully submitted,



Veralyn Farias

Recording Secretary