



Pueblo of Acoma Housing Authority, Inc.

"A Non-Profit Tribal Corporation"

P.O. Box 620, Pueblo of Acoma, NM 87034 - Phone (505) 246-4251 - Fax (505) 552-9093

"Providing Safe and Affordable Housing Opportunities"

SIGN-IN SHEET

PUEBLO OF ACOMA HOUSING AUTHORITY
BOARD OF COMMISSIONERS REGULAR MEETING
PAHA Conference Room
May 16, 2006
6:30 p.m.

BOARD OF COMMISSIONERS

Member, Commissioner

Timothy Chavez, Sr., Commissioner

Daisy Lewis, Commissioner

Roseanne Pasqual, Commissioner

Member, Commissioner

Clayton Garcia, Ex-Officio (Acoma Tribal Council)

E. Mike Valdo, Ex-Officio (Tribal Administration)

[Handwritten signatures of Board of Commissioners]

PAHA STAFF

Lawrence Sanchez, Executive Director

Patricia Maxey, Homeownership Specialist

Bob Tenequer, Homeownership Specialist

Patricia Alonzo, Accountant

Candice Seymour, Receptionist

Gwen Garcia, Administrative Assistant

Lawrence Ramirez, Maintenance Supervisor

Marion Salvador, Administrative Assistant

Curtis Paytiamo, Maintenance Worker

Nathan Leon, Mechanical/Plumber Journeyman I

Riley Jim, Mechanical/Plumber Journeyman II

[Handwritten signatures of PAHA Staff]

MEETING ADJOURNED AT

Other - Denise Chee

[Handwritten signature]

PUEBLO OF ACOMA HOUSING AUTHORITY
Board of Commissioners Regular Meeting
PAHA Conference Room
May 16, 2006
6:30 p.m.

ITEM I: CALL TO ORDER at 6:32 p.m.

ITEM II: INVOCATION

ITEM III: ROLL CALL

Roll call was made with the following present:

Daisy Lewis, Commissioner
Roseanne Pasqual, Commissioner
Timothy Chavez, Sr., Commissioner
E. Michael Valdo, Ex-Officio, Acoma Tribal Administration
Clayton Garcia, Ex-Officio, Acoma Tribal Council – Absent

Staff:

Lawrence Sanchez, Executive Director
Patricia Maxey, Homeownership Specialist
Bob Tenequer, Homeownership Specialist
Patricia Alonzo, Accountant
Gwen Garcia, Administrative Assistant
Lawrence Ramirez, Maintenance Supervisor
Marion Salvador, Administrative Assistant
Curtis Paytiamo, Maintenance Worker
Nathan Leon, Mechanical/Plumber Journeyman I
Riley Jim, Mechanical/Plumber Journeyman II

Guest:

Denise Chee, PAHA Attorney

ITEM IV: APPROVE AGENDA

Review and approval of the agenda. One addition to the agenda is the recommendation to appoint two board members and one alternate.

Motion to approve the agenda with noted changes by Commissioner Roseanne Pasqual, seconded by Commissioner Daisy Lewis. With 3 in favor, 0 opposed, 0 abstained. Motion carries.

ITEM V: APPROVE MINUTES

Commissioner Lewis recommended all meeting minutes be available to the commissioners prior to the next board meeting.

A motion was made to approve the meeting minutes as corrected for February 15, 2006 and March 20, 2006 by Commissioner Timothy Chavez, Sr., seconded by Commissioner Pasqual. With 3 in favor, 0 opposed, 0 abstained. Motion carries.

ITEM VI: ANNOUNCEMENTS

1. Community Women's Wellness Conference, May 25, 2006 at 8:00 a.m. to 4:00 p.m. at the Sky City Casino Pinon Room

ITEM VII: REPORTS

3. Board of Commissioner Roles & Responsibilities – Denise Chee, PAHA Attorney

Ms. Chee outlined the responsibilities of the board members. The Board is responsible for all actions taken by the TDHE. Meaning the board is responsible for making sure PAHA's operations are operated legally, and are following the policies.

There are two major areas of responsibilities a legal responsibility and policy development. Your legal responsibility means that you act in accordance with your by-laws and housing ordinance and adhering to any contractual obligations. This means you need to make sure that all reports are being done properly. If you are not sure of what reports are required ask your executive director to make sure these reports are done consistently.

Policy, which is a major responsibility, is the biggest area that really isn't clear to boards. Your role is to make the policy, the executive director's job is to implement & enforce those policies. The board's role is to approve the program policies such as developing policies for eviction and approving annual budgets.

Your powers are spelled out in the housing ordinance.

Rights of board members: The biggest issue I've seen with this, is coming to Mr. Sanchez with complaints about staff. It is fine to bring legitimate complaints, but you should first bring them to the person who has the authority to deal with them. The same goes for homebuyer and tenant issues. Take them to the executive director and give the executive director the opportunity to address the issue. Then after you've given him or her the opportunity to address the issue you may want to add it to the board's agenda.

Conducting board meetings: According to PAHA's by-laws the board does not necessarily follow Robert's Rule of Order and the ways of conducting the meetings is very general. It is up to the board to decide whether or not they are going to have board meetings conducted formally or informally.

Board relationships: The board's relationship is with the executive director. As stated earlier, the board makes the policy. The executive director and the staff implement these policies. Encourage employees to go thru the chain of command if they have any complaints. Encourage them to go to their direct supervisor before coming to you.

Update on the Mortgage lending program: PAHA is trying to implement two separate mortgage lending programs. Section 184 or home loan program is close to being implemented. It is HUD's home loan program a.k.a. the loan guarantee program. It is an incentive to lenders to come out to Indian country and give loans to tribal members on trust lands.

The Pueblo of Acoma is the only tribe that has yet to implement mortgage lending. The Tribal Council adopted the Mortgage law and that is the biggest step, and now there is a Mortgage Law. There are other documents that HUD requires and one is the Residential lease form. However, at the directive of the Tribal Council, the biggest issue is dealing with the Tribal Attorney. The tribal attorney would like to advise the tribal council that anytime the tribe wants to terminate the residential lease that they can do it without obtaining the consent of the lender. But

HUD on the other hand wants tribes to enter into adopting a standard lease that requires a tribe to obtain consent of the lender before terminating a lease. Our goal is that PAHA will be an approved Section 184 lender by the end of June.

The next program being implemented is called the PMI initiative. PMI sells mortgage insurance. PMI has partnered with agencies called Fannie Mae & Freddie Mac these are agencies in the secondary market. PMI is working with several tribes in New Mexico including Acoma.

These lending programs have the support of the caciques. The board has brought the cacique to the table 3-4 different times; and the mortgage code was actually drafted in conjunction with the cacique.

1. Conveyed Units – Patricia Maxey, Homeownership Specialist

A list was provided to board members at the request of the Tribal Secretary. These are being processed through the BIA office. The conveyance part of it means the housing authority releases its interest of the land. So when PAHA conveys we are releasing our interest in the land and then it become an interest with the homebuyer and BIA. Payoff means when they've actually paid off their unit.

2. Tenant Accounts Receivables (TARs) – Patricia Maxey, Homeownership Specialist

This information has also been requested by Tribal Secretary. Previous TAR \$67,381.51, slowly reduced due to follow-up and it continues to go down. TAR balance as far as the month of May is \$7,680.66. This does not include uncollectible accounts.

4. Future Board of Commissioners Training/Retreat – Lawrence Sanchez, Executive Director

Training session on the Roles & Responsibilities of Board Members has been scheduled for June 9, 2006 at 5:00 p.m., and June 13, 2006 at 6:30 p.m., PAHA Conference Room. The Board of Commissioners requested four items to be placed on the agenda: Housing Ordinance, By-Laws, Adopted policies and the current Indian Housing Plan. Annual Retreat for staff & board of commissioners has yet to be determined.

5. Tribal Single Audit for CY 2005 – Lawrence Sanchez, Executive Director

The tribe is required to do an audit every year. With PAHA they audit all financial documents and reports, including client files, i.e. Mutual Help, Lease Purchase and Tenant accounts.

ITEM VIII: OLD BUSINESS

1. Status of proposed Residential Lease of Tribal Owned Land – Denise Chee, PAHA Attorney

This issue was covered in the presentation above.

ITEM IX: NEW BUSINESS

1. Action Team: Agreement for Legal Services? – Lawrence Sanchez, Executive Director

A recommendation was made by Commissioner Pasqual, seconded by Commissioner Lewis to retain Denise Chee as legal counsel for the Pueblo of Acoma Housing Authority. With 3 in favor, 0 opposed, 0 abstained. Motion carries.

ITEM X: SCHEDULED NEXT BOARD OF COMMISSION MEETING

Next regular board meeting has been schedule for June 13, 2006 at 6:30 p.m. PAHA Conference Room

ITEM XI: ADJOURN

A motion to adjourn the meeting was made by Commissioner Lewis, seconded by Commissioner Pasqual. Meeting adjourned at 8:30 p.m.

Respectfully submitted,


Gwen Garcia

Administrative Assistant



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AGENDA

Pueblo of Acoma Housing Authority
Board of Commission Regular Meeting
PAHA Conference Room
Tuesday, May 16, 2006
6:30 p.m.

- I. Call to Order
- II. Invocation
- III. Roll Call
- IV. Approve Agenda
- V. Approve Minutes: February 15, 2006 and March 20, 2006
- VI. Announcements:
 1. Community Women's Wellness Conference 8:00 a.m.-4:00p.m. on May 25, 2006 at the Sky City Casino Pinon Room
- VII. Reports
 1. Conveyed Units-Patricia Maxey, Homeownership Specialist
 2. Tenant Account Receivables (TARS)- Patricia Maxey, Homeownership Specialist
 3. Board of Commissioners Role and Responsibilities –Denise Chee, PAHA Attorney
 4. Future BOC Training/Retreat- Lawrence Sanchez, Executive Director *location - Awe?*
 5. Tribal Single Audit for CY 2005- Lawrence Sanchez, Executive Director
- VIII. Old Business
 1. Status of proposed "Residential Lease of Tribal Owned Land"- Denise Chee PAHA Attorney
- IX. New Business
 1. Action Team: "Agreement for Legal Service"- Lawrence Sanchez, Executive Director
- X. Schedule Next Board of Commission Meeting
 1. BOC Meeting for JUNE 15TH at 6:30 p.m.
- XI. Adjourn