

Board of Commissioners Regular Meeting

~~April~~ MAY April 19, 2009  
5:30 p.m.

**AGENDA**

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes BOC meeting - April 14, 2009
6. Old Business
  - a.) Residential Lease (*tabled*)
  - b.) Personnel Policy (*tabled-June*)
  - c.) Project 7 MHOA – Monthly Housing Payments
7. New Business
  - a.) Lease – Acoma Historic Preservation Office
9. Department Updates
  - a.) Development
  - b.) Housing Services
  - c.) Finance
10. Announcements & Schedule Next BOC Meeting  

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11. Adjournment

May Box Packet

PAHA Board of Commissioners Meeting Minutes  
April 14, 2009 – 5:30 p.m. - PAHA Conference Room

I. **Call to order:**

Meeting was called to order by Chair, Tim Chavez @ 5:36 p.m.

II. **Invocation**

Board Member, Gary Louis, Sr.

III. **Roll call:**

Board members (Present): Chair, Tim Chavez; Sec'y/Treas.: Robert Jock; Member Gary Louis, Sr.; Member, Don Shields. (One (1) vacancy still remains on the Board's membership)  
Ex-Officios: (Present): Keith Tenorio, Tribal Secretary/PAHA Oversight;  
(Absent): Ernest Vallo, Sr. Tribal Council Representative

PAHA Staff (Present): Floyd Tortalita, Executive Director; Lawrence Ramirez, Development Mgr. Jennette Steward, Housing Services Mgr.; Nathan Leon, Maint. Supervisor; Veralyn Farias, Recording Sec'y.

**Approval of Agenda:**

Motion to accept the Agenda made by Board member Don Shields, seconded by Board Sec'y/Treasurer. Robert Jock. With all in favor, motion carried.

V. **Approval of Minutes for March 12, 2009:**

Motion to accept the Minutes of 3/12/09 made by Board Sec'y/Treas. Robert Jock, seconded by Board member Gary Louis, Sr.. With all in favor, motion carried.

Introductions: Executive Director, F. Tortalita introduced PAHA'S two new hires; Lawrence Ramirez, Development Manager and Jennette Steward, Housing Services Manager, Board was informed both individuals have extensive backgrounds in both Indian and Public Housing.

VI. **Old Business: -**

a) Residential Lease – TABLED until after Easter.

b) Rehabilitation & Maintenance Policy –  
Floyd stated former staff members, Tracey Young and Robert Toledo had discussed placing a cap on the dollar amount of rehab. work PAHA could spend on a unit, however, they were unsure as to what amount the cap should be. It was later learned in HUD's regulations there is a 40% ruling on the amount of work to be performed. In PAHA's policy that means 40% of what PAHA determines is the value of a home, this includes a rock home. It was clarified the amount established, is merely an estimate. Mr. Tortalita informed the Board, PAHA's current policy conforms with HUD's ruling, and also stated PAHA's policy is sufficient to manage the activities of PAHA'S rehab. program and therefore no action or cap is required. Floyd mentioned the current policy left options opened to assist some families that may require additional work. Floyd made a recommendation to the Board to leave the current policy as is. After some discussion, a motion was made by member Don Shields to leave the Rehab. and Maintenance policy as is based on the recommendation made by Executive Director, F. Tortalita, seconded by BOC Sec'y/Teas. Robert Jock. With all in favor, motion carried.

c) Personnel Policy – TABLED until June/July timeframe

d) HUD Monitoring Report:

Executive Director, F. Tortalita, informed the Board, of the original fourteen (14) findings, seven (7) still remained open. PAHA was unable to meet the deadline of March 31, 09, and requested an extension to HUD to move the deadline back to April 30, 2009, to which HUD granted. Mr. Tortalita explained the cause of the delay was the financial report, i.e., contracts and payments were not matching up with

activities and or charges were incorrectly entered to wrong line items or grant years etc.. He (FT) was quite confident with PAHA's accounting personnel working to make those corrections along with the assistance of Mr. Ramirez who is quite knowledgeable in IHP audits that PAHA will be able to meet the deadline of April 30, 09.

Mr. Tortalita announced based on HUD's findings the following action items required Board certification:

- a) **Finding #4** - Payment schedule for Project 7. HUD found that PAHA was not using the correct percentage rates which resulted in a finding. Therefore, to ensure PAHA is using the correct percentage rates as indicated in PAHA's policy, the Board was handed a chart showing what the payments for the Project 7 homebuyers will be along with ceiling amounts which indicates their housing payments cannot go beyond the ceiling amount. Jennette Steward, HOS Manager gave the presentation. In order to clear this finding, HUD required a certification signed by the Board. After some discussion, Board signed the certification.
- b) **Finding #13** - Indian Preference regarding Contracts, for procurement purposes. Certification will address the Indian preference policy. Mr. Tortalita stated, this policy has already been implemented. After no further discussions, Board signed the certification.

VIII. **New Business:** (no report)

IX. **Department Updates:**

**Development Report** – Lawrence Ramirez, (refer to report) Development activities. A question was raised by Board member, D. Shields if codes were being used for construction projects, etc.

**Housing Services** – Jennette Steward, (refer to hand-outs) While on the subject of reimbursements to the homebuyers, a question was raised by Board member D. Shields as to how homebuyers were to be reimbursed, and did PAHA have the resources to pay them? Mr. Tortalita assured the Board the \$90,000 was there. It was explained the amounts in the MEPA column would be returned to PAHA. Since Board previously agreed to reimburse the homebuyers, Board Chair, T. Chavez directed PAHA to prioritize this situation.

**Maintenance Report** (refer to Nathan Leon's report, Maintenance Supervisor). Floyd stated this report contained number of inspections and work orders performed and was part of the Development report.

**Finance**— Will continue reconciling records. Finance position has been advertised.

**Executive Director's Report** – F. Tortalita (refer to hand-outs).

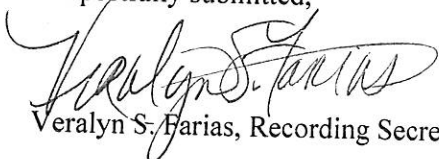
X. **Schedule next BOC meeting:**

May 15, 2009 1:00 p.m.

**Announcements:** NAIHC Convention and Trade Show in New Orleans, May 2009. Anyone interested in attending please inform PAHA asap.

XI. **Adjournment:** Motion to adjourn meeting was made by Robert Jock seconded by D. Shields @7:15 pm.

Respectfully submitted,



Veralyn S. Farias, Recording Secretary