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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

June 8, 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** – May 11, 2011
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **Unfinished Business** -
 - a.) PAHA Drug-Free Workplace & Drug Testing Policy
– *Floyd Tortalita, Executive Director*
8. **New Business** –
 - a.) 2011 Indian Community Development Block Grant Application (ICDBG)
– *Floyd Tortalita, Executive Director*
9. **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*
10. **Announcements & Schedule Next BOC Meeting**
BOC Meeting – May 11, 2011 - 5:30 pm – PAHA Conference Room

11. **Adjournment**

PAHA Board of Commissioners Regular Meeting
MINUTES of May 11, 2011
PAHA Conference Room

1. **Meeting called to order:** Meeting was called to order by Chairperson Don Shields @ 5:50 p.m.
2. **Invocation:** Owen Ondelacy, PAHA Staff
3. **Roll call:** Present: Board Members: Chair, Don Shields; Vice-Chair, Robin Cruz, Member, April Estevan.
Present: PAHA Staff: Executive Director, Floyd Tortalita; Finance Manager, Owen Ondelacy; Development Project Manager, Lawrence Ramirez; Housing Counselor, Nina Jaramillo and Recording Secretary, Verilyn Farias.
4. **Approval of Agenda**
Executive Director states a correction under New Business, Item a) should read, Code of Conduct not Ethics Policy. With no other changes or corrections to the Agenda, Vice-Chair R. Cruz, made a Motion to approve the Agenda with the one correction, Seconded by Member, A. Estevan. With all in favor, Motion carried.
5. **Approval of April 13, 2011 Minutes**
A couple of comments from Chair, D. Shields, 1) convey to Ms. Gwen Garcia on a job well done presenting last month's Finance Report in the absence of Mr. Ondelacy, Finance Mgr. And 2) the issue of the trailers, has it been resolved? Mr. Tortalita stated this would be covered under Development's Report. Chair was looking for a yes or no answer, response from Mr. Tortalita was no. With no further comments, Vice-Chair, R. Cruz, Motioned to approve the Minutes of 4/13/2011, Seconded by Member A. Estevan. With all in favor, Motion carried.
6. **Opening Remarks – Floyd Tortalita, Executive Director**
Mr. Tortalita states he will be presenting two (2) polices requiring Board's approval through a resolution, and will give an update on PAHA's Annual Report to Tribal Council.
7. **New Business**
 - a) **Code of Conduct Policy** – This policy is a requirement under ICDBG NAHASDA regulations whenever application for ICDBG monies is made. Mr. Tortalita stated when PAHA made their presentation to Tribal Council it appeared they, (Council), gave their ok for PAHA to move forward with this application. Because PAHA currently does not have a policy in place, this will require Board's approval plus a resolution adopting the policy. The policy has been reviewed by PAHA's legal firm. Requirements to apply for the ICDBG is that only one application can be accepted from a tribe. PAHA will be submitting the application on behalf of the tribe as the TDHE. If PAHA is approved for the grant, it will directly receive the grant and there will be no need to channel nor share monies with the tribe. Once the policy is adopted, PAHA will forward the information to HUD for their files and will also be placed on HUD's website. After a brief discussion and a read through of the policy, Vice-Chair Robin Cruz, Motioned to adopt the Code of Conduct Policy for PAHA, Seconded by Member, April Estevan. With all in favor Motion carried.
 - b) **PAHA Drug-Free Workplace & Drug Testing Policy** – This item **Tabled** until suggested language from Board is incorporated into the policy.
8. **Department Reports:**

Finance - Owen Ondelacy, Finance Manager (refer to report in packet)

 - IHP – has been forwarded to HUD for review. Deadline for submittal is July 1, 2011.
 - Audit should begin late May early June.
 - Percentages have changed slightly in the budget report due to numbers/amounts switched from one budget line item to another. Operating now stands at 27% from 33.4% and Planning & Administration at 32%.

With no other questions, this concluded the Finance Report.

Housing Services – Nina Jaramillo for J. Steward (refer to packet)

With no questions/comments this concluded the Homeownership Report.

Development/Maintenance – Lawrence Ramirez, Development/Maintenance Mgr.

 - ✓ Continental Divide agreed to use the existing poles in the housing area. The next step will be to send PAHA a cost estimate for this project. More discussion on this project is scheduled for this coming Friday.

- ✓ Question from Chair, D. Shields regarding certification of maintenance staff. Mr. Jim recently received HVAC certification.

With no other questions/comments, this concluded the Development/Maintenance Report.

- Tribal Secretary, Daniel Lucario arrived at this time and was briefed on what had transpired up to his arrival.

Executive Director – Floyd Tortalita

On May 5, 2011, PAHA presented their Annual Report to Tribal Council per the Pueblo of Acoma's Title 16 requirements to submit an *Annual Report* to Tribal Council. Mr. Tortalita stated the presentation to Tribal Council went well. Issues discussed, were previous audit findings, the HUD Monitoring Report and past audit findings, which Council was assured have all been cleared. PAHA's report contained a list of PAHA's employees, current policies and department reports. The Residential Lease was once again the topic of discussion. With on-going federal budget cuts, this Lease if approved can be the next level or approach to providing housing for the Acoma community. Council sees the importance of this Lease and therefore plans to meet with the Cacique to resolve the issue optimistically.

During the presentation, PAHA made a request to the tribe to apply for the ICDBG (Indian Community Development Block Grant). Mr. Daniel Lucario, Tribal Secretary confirmed the tribe granted their ok to move forward with the application and provided a copy of the Minutes for documentation purposes. Tribal Council also gave their full support to PAHA and directed PAHA to move forward without barriers. Council made a request to PAHA to build a better level of communication with tribal entities and to follow through with their plans. They would like for PAHA to develop a Strategic Plan to project where PAHA will be 5, 10, 20 yrs., from today. Another unresolved matter discussed, was the issue of the C.D. in the amount of 500K. At the end of PAHA's presentation, Mr. Tortalita thanked Tribal Administration for their support. PAHA assured Council it was ready to move forward. Tribal Council's expectations of PAHA is, with success comes bigger expectations. Mr. Tortalita states, PAHA is willing to take on that challenge.

9. Announcements & Schedule next Board Meeting:

- Upcoming NAIHC Convention & Trade Show, May 24, 2011 thru May 26, 2011. Attending: F. Tortalita, L. Ramirez, Francisco Carr, Calene Pedro, Krystal Vallo & Nina Jaramillo.
- Pueblo of Acoma's General Meeting is scheduled tomorrow night at 6:30 pm. Topic: Utility Authority's fee schedule. L. Ramirez will be attending.
- Next scheduled PAHA Board meeting: Wednesday, June 8, 2011, 5:30 pm, PAHA Conference Room.

10. Adjournment:

With no other discussion, Vice-Chair, R. Cruz Motioned to adjourn the meeting, Seconded by April Estevan, with all in favor, Motion carried. Meeting adjourned at 8:00 pm

Respectfully submitted,



Veralyn Farias
Recording Secretary