

Board of Commissioners Regular Meeting  
June 9, 2009  
3:00 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
7. New Business
  - a.) 2009 Indian Housing Plan
8. Department Updates
  - a.) Development
  - b.) Housing Services
  - c.) Finance
9. Announcements & Schedule Next BOC Meeting  

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10. Adjournment

PAHA Board of Commissioners Meeting Minutes  
May 19, 2009 – 5:30 p.m. - PAHA Conference Room

1. **Call to order:** **APPROVED: 6/9/09 BOC MTG.**  
Meeting was called to order by Chair, Tim Chavez @ 5:45 p.m.
2. **Invocation**  
Ernest Vallo, Sr., Ex-Officio  
  
Introduction of Finance Manager Owen Ondelacy- Floyd states Mr. Ondelacy has over 20 yrs. of Housing experience.
3. **Roll call:**  
Board members (Present): Chair, Tim Chavez; Sec'y/Treas. Robert Jock; Member Gary Louis, Sr.;  
(Absent): Don Shields, Board member  
Ex-Officios: (Present): Ernest Vallo, Sr.  
(Absent): Keith Tenorio, Tribal Secretary/PAHA Oversight;  
  
PAHA Staff (Present): Floyd Tortalita, Executive Director; Jennette Steward, Housing Services Mgr.;  
Eric DeLorme for L. Ramirez; Veralyn Farias, Recording Sec'y.
4. **Approval of Agenda:**  
Mr. Jock would like to add (Update) of Mobile Homes to New Business  
With no further additions to the Agenda, Board member Gary Louis, Sr., made a motion to accept the Agenda with the addition, seconded by Board Sec'y/Trea. Robert Jock. With all in favor, motion carried.
5. **Approval of Minutes for April 14, 2009:**  
Board Sec'y/Treas. Robert Jock made a Motion to accept the April 14, 2009 BOC Minutes as presented, seconded by Board member Gary Louis, Sr.. With all in favor, motion carried.
6. **Old Business: -**
  - a) **Residential Lease** - (Tabled – until F. Tortalita can schedule meeting with Cacique members)
  - b) **Personnel Policy** – (Tabled till June 09, a draft form will be presented at that time)
  - c) **Project 7 MHOA – Monthly Housing Payments (HUD Finding #4)**  
HUD found PAHA in non-compliance of their Homeownership Programs Admissions and Occupancy Policy in reference to Project 7 housing payments. HUD stated PAHA was calculating these payments based on a 15% payment schedule while the policy read 30%. PAHA re-calculated their payments using the 15, 20 & 30% schedules and presented the calculations to the Board. Board then decided to place a cap. Board must decide to accept the new capped amounts. Once approved, this will clear Finding #4 and new housing payments for this group will be as follows: for a 3-bedroom unit, \$450.00; 4-bedroom, \$550.00; & 5-bedroom, \$650.00. The Utility Allowances for Project 7 were also increased. Board was assured the Utility amounts were comparable to the surrounding areas, (Laguna and Grants). Meetings have been scheduled with Project 7 homebuyers, to inform them of these changes, (house payments and Utility Allowances). Floyd stated all who attended the first session were in acceptance of their re-calculated house payments. Ex-Officio, Mr. Vallo made a comment that perhaps those who did not attend may have had transportation problems and may have been unable to attend the first meeting. He suggested that PAHA meet with these individuals. There is another meeting scheduled for those who did not attend the first meeting. He also asked if the stimulus had been explained to the attendees and the affect it had on reducing their housing payments. Floyd responded yes it was explained. Annual Statements were also provided to the homebuyers. With no further discussion, a motion was made by Robert Jock to approve the amendments to PAHA's Homeownership Programs Admissions and Occupancy Policy as presented, seconded by Gary Louis, Sr. With all in favor, motion carried. Resolution was signed by all BOC members present.



7. **New Business:**

a) **AHPO/Acoma Historic Preservation Office Lease**

Ms. Theresa Pasquale, Director of AHPO informed PAHA Director Tortalita, the Lease between the two programs officially ended today. She also requested of PAHA to extend the current Lease until the end of the year, December 31, 2009. This will allow her time to work on her budget for the up-coming year to include rent for next year. Mr. Chaves questioned, what amount was PAHA paying for AHPO's utilities? Floyd did not have the information on hand. It was mentioned that most programs such as AHPO do have budgets to cover utility costs. After no further discussion on this subject, Board member Gary Louis, Sr. made the motion to extend the current AHPO's lease until the end of this current year, December 31, 2009, seconded by Robert Jock. With all in favor, motion carried.

b) **Mobile Home Trailer Rentals**

After some discussion on how these units can be used within the community, Floyd informed the Board that within the next 30 days or by next Board meeting of June 9, 2009, a package for Board's review and final decision regarding the disposition of these trailers will be presented.

8. FYI – No topic for # 8, sequential numbering **skipped** from #7 - #9.

9. **Department Updates:**

a) Development – (Refer to report in packet) Eric DeLorme presented the Developments' report

- Mr. Louis asked which project, (Rental or Homeownership) will Karsten Homes be assigned. Response: this will be determined by Housing Services and Development at a later date.
- Eric stated the time consuming process when purchasing items needed for work orders. Floyd stepped in and stated only recently did HUD change the language in the Procurement Procedures. Anything below \$5,000 is now considered a "micro-purchase" and no longer requires the 3 quotes process etc.. However, Board was reminded that PAHA must now update their procurement policy to coincide with HUD's changes.

b) Housing Services – (Refer to report submitted by Jennette Steward, HOS Mgr.)

- Mr. Vallo, Ex-Officio asked what condition the two (2) units vacated by eviction were in. Ms. Steward stated she had not yet completed an inspection of those units.

c) Finance – (Refer to report submitted by Owen Ondelacy, Finance Manager)

- Mr. Ondelacy thanked Board members for allowing him to return to PAHA, he indicated he worked at PAHA during the years of 2001-2003.
- In his report, (attached) he added the 2003, 2004 & 2005 IHBG amounts were incorrect. He was unaware that amendments had been made to those years.
- He is still working on numbers from Jan. 1, 09 to the present.
- Information on the LOCCS system was provided, stated when BOC Chairperson signs the LOCCS authorization, Floyd, Owen and Gwen will be able to make draw downs from the funds when needed. No draw downs have been made since June 2008, however Floyd added PAHA does have investments in their bank accounts which PAHA has been operating from.
- Owen added, a bank account with over 1M under the name "Ask Your Accountant".
- Due to the accounting department in somewhat of a disarray Owen states he will seek other resources for assistance in getting the system back in place, as mentioned Rick Farrell of NAIHC. He mentioned that he will be meeting with the representatives from the bank this coming Friday.
- It was at this time, BOC Chair suggested that a moratorium on future training/travel for all staff be put on hold in order to concentrate on these and other serious pending housing issues. Board all agreed to his suggestion.

- Because this training had previously been confirmed Owen asked BOC approval that he and the two (2) accounting personnel be allowed to attend the Procurement training sponsored by HUD in Albuquerque, on May 27, 28 & 29, 2009. (Board approved).
- The 2009 IHP (Indian Housing Plan) is due July, 2009, Owen would like to have ready before then.

d) Executive Director (update)

- 2008 HUD Monitoring Report submitted.
- PAHA submitted the APR to HUD, however have not heard from HUD on its acceptance.
- IHP (Indian Housing Plan), will be working with Owen and staff to prepare report.
- States since he has come on board four (4) months ago he has made significant progress.
- Reminded the Board his 90-day Evaluation was due April 09. After some discussion Board agreed to use the Evaluation Form. Board Chair, asked this discussion be made part of the record.

Announcements:

- GSA (in-house) Training, May, 27, 2009. BOC welcomed. Contact Eric.

Schedule next BOC meeting:

- June 9, 2009 @ 3:00 p.m..

Adjournment:

- Motion to adjourn meeting was made by Robert Jock, seconded by Gary Louis, Sr. @7:32 p.m.

Respectfully submitted,



Veralyn Farias, Recording Secretary