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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

June 13, 2012
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 9, 2012
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **Old Business**
 - a.) PAHA Relocation Policy – Floyd Tortalita, Executive Director
8. **New Business**
 - a.) BOC Approval of Resolution – Signatory authority for accounts at the Bank of Albuquerque
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**

July BOC Meeting – July 18, 2012 - 5:30 pm – PAHA Conference Room

11. **Adjournment**

PAHA Board of Commissioners Regular Meeting Minutes
May 9, 2012 – 5:30 p.m.
PAHA Conference Room

1. **Meeting called to order** by Chairman, Don Shields, Jr. @ 5:35 p.m...
2. **Invocation:** Executive Director, Floyd Tortalita
3. **Roll Call** – Present: Chairman, Don Shields Jr., Vice-Chair., Robin Cruz; Member, April Estevan.
PAHA Staff: Exec. Director, Floyd Tortalita; Finance Mgr. Owen Ondelacy; Dev. Mgr. Lawrence Ramirez; Housing Services Mgr., Jennette Steward and Recording Secretary, Veralyn Farias.
ABSENT: Members, Tim Chavez, Bernard Lewis; Ex-Officios: Ernest Vallo, Sr. & Tribal Sec’y, Daniel Lucario;
4. **Approval of Agenda:**
Prior to approval of the Agenda, Chairman Shields, asked Exec. Director, if other activities or organizations to which he is currently associated with i.e., SWTHA & NAIHC etc., might be conflicting/interfering with his normal day to day duties as Director? Mr. Tortalita replied no. With no further discussion or questions, a motion to approve tonight’s Agenda was made by Vice-Chair, Robin Cruz, seconded by Member, April Estevan.
5. **Approval of Minutes:**
With no corrections to the April 18, 2012 Minutes, Vice-Chair, Robin Cruz made a motion to accept the Minutes as presented, seconded by Member, April Estevan.
6. **Opening Remarks – Floyd Tortalita**
Tonight’s Agenda focuses on updates, department reports and pending issues such as the Relocation Policy. The policy will not be presented. PAHA along with attorney, Walter Hart continue to work on finalizing the draft.
7. **Old Business: Relocation Policy – Lawrence Ramirez**
Lawrence and Attorney, Walter Hart are doing a final review of the policy. Due to NAHASDA Law certain changes could not be made. PAHA is requesting this item be tabled until the June BOC meeting.
8. **Department Reports:**
Finance – Owen Ondelacy
Refer to report in packet - *Questions/comments:*
Ref: *Reclassify Planning and Administration fringe benefits* report, Vice-Chair, suggested Mr. Ondelacy use a different method in performing this task which will avoid having to do this every month. Mr. Ondelacy will check into it.
Vice-Chair asked when PAHA closed their books? Ref: *Correction to A/P Balance Sheet* report, ending 12/31/2011. Mr. Ondelacy states this item was an oversight and is now closed with a zero balance.
Vice-Chair asked if a certain amount must be retained in this account? Ref: *General Checking 939 account, i.e., \$450K*. Mr. Ondelacy - to avoid bank services charges \$450K is left in this account. In previous years, PAHA was charged \$200. - \$300., per month, however, with the Sweep Repo acct., interest is earned at a rate of \$200.- \$300./month.
Budget report: *Planning & Admin/Monthly expenditures for Fringe Benefits*. Mr. Ondelacy moved \$10,210.03 into the Operating budget. Ms. Cruz asked why it hasn’t been zeroed out, instead showing as a negative balance? Mr. Ondelacy explained there were more monies in the Plan. & Admin., budget and therefore had to be moved into the Operating budget. Chairman, asked when monies are moved around, can that be an audit finding? Mr. Ondelacy replied, not when it’s the Sweep Repo account and the General Checking account where PAHA must maintain the balance of \$450K .

Member, A. Estevan complimented Calene Pedro on her trip report, “Basic Accounting Practices f/Tribal Housing Programs”.

Housing Services: Jennette Steward

Refer to report in packet -Questions/comments:

Vice Chair asked, what were the common reason(s) for delinquencies? Ms. Steward replied, clients who are **not** on payroll deductions and do not make payments within the due dates of the 1st thru the 5th. They no longer can post date their checks due to PAHA’s new system of processing payments the same day it is received. An explanation on the two types of notices, (Delinquency & Intent to Terminate), were provided. Vice-Chair asked why the MEPA transfer amounts, under the “Homebuyers taken off PAHA Inventory” listing were different from one another and, can monies be used? Ms. Steward explained the MEPA (Monthly Equity Payment Account) are based on *Annual Income*. For instance, the homebuyer with the \$3,000+ MEPA paid for the most part, the Administrative Fee, however at some point paid an amount higher than the Adm. Fee which then created their MEPA account. This amount becomes cumulative for as long as they continue paying over the Adm. Fee. The homebuyer with the \$59,000 MEPA is one who has paid the ceiling amount

throughout their entire contract, i.e., \$550.00, the Adm. Fee is deducted and the remainder is transferred into the MEPA. As the MEPA increases the homebuyer can use these funds for *emergency* home repairs/replacement, i.e... Ms. Steward added, there are others who will pay only the Admin., Fee throughout the entire 25 year contract period.

Re: Homeownership Week, Chairman advised a notice be posted somewhere to inform the public, PAHA will not be responsible for injuries incurred during the scheduled events for Homeownership Week. Member, A. Estevan asked if activities for the children are also being planned, her concern is preventing vandalism from occurring while parents are occupied.

Development/Maint. –Lawrence Ramirez:

Refer to report in packet - Questions/Comments:

MFA Project 1 & MFA Project 2 – Chair, D. Shields asked if bids were being circulated in the newspaper? He noticed much of the work is being performed by one contractor, Crescent Homes Inc. The response was no, because of contract amount. Bids will be announced in the newspaper if the contract amount is \$100K +. PAHA did receive the required 3 – 4 bids for Project 1. Regardless, Chairman wants the bids advertised in the newspapers. **Lucero Project** –The unit is ready however, what hinders the family's move-in is the on-going litigation issue between CDEC and Pueblo of Acoma.

Member April Estevan – referred an individual back to PAHA after they experienced problems with their roof replacement. Chairman, indicated, for projects around the housing offices etc., he would like to see PAHA Maintenance staff take an active part in the work rather than hiring someone to do the work. Also, stressed to hand in the travel reports.

Executive Director – Floyd Tortalita

Refer to report handed out by Mr. Tortalita. – Questions/Comments

2012 Indian Community Development Block Grant - PAHA applied and was among the 76 Tribal communities throughout the country awarded by HUD a portion of the \$56M in the amount of \$825K. This award was based on population, and funding will be used on housing rehab. projects serving low to moderate income tribal members of Acoma and their families with priority given to the elderly and the disabled. Monies can also be used for infrastructure. PAHA is the direct recipient and therefore will not be channeled through the tribe. Mr. Tortalita is hopeful that next years' grant will be a greater amount. This is also based on a good financial audit outcome. PAHA will continue to seek other funding opportunities including MFA.

Certificate of Deposit (on-going) Issue:

Shortly after PAHA's Board meeting of 4/18/12 where Tribal Sec'y was present, PAHA received a memo dated 4/20/12 from the tribe mandating PAHA remit the C.D. PAHA's attorney responded on 5/4/12, (see copy of letter in Director's report) which Mr. Tortalita read aloud. A long discussion on ways to resolve this matter followed. In conclusion, PAHA will continue to support the March 4, 2012 letter submitted by PAHA's attorney to the Tribe requesting information as to how they, (Tribe) have determined sole ownership of the CD.

P.O.A Mortgage Code & Residential Leasehold: (document)

Refer to report. Meeting scheduled tomorrow evening with Tribal Council to discuss this issue.

9. Announcements & Schedule next Board Meeting –

Next scheduled Board Meeting – June 13, 2012, 5:30 p.m., PAHA Conference Room.

10. Adjournment:

Vice-Chair, R. Cruz motioned to adjourn meeting, seconded by Member, April Estevan, meeting adjourned at 7:53 p.m..

Respectfully submitted,



Veralyn Farias
Recording Secretary