

Pueblo of Acoma Housing Authority
Board of Commissioners Meeting
July 21, 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 – June 9, 2009**
6. **Personnel – Employee Grievance Hearing (*Executive Session*)**
 - a.) Nelda A. Martinez
7. **Old Business**
 - a.) Residential Lease Update – *Floyd Tortalita, Executive Director*
 - b.) Personnel Policy - *Floyd Tortalita, Executive Director*
8. **New Business**
 - a.) Procurement Policy – *Floyd Tortalita, Executive Director*
9. **Department Updates**
 - a.) Development – *Lawrence Ramirez, Development Manager*
 - b.) Housing Services – *Janette Steward, Housing Services Manager*
 - c.) Finance – *Owen Ondelacy, Finance Manager*
 - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
10. **Announcements & Schedule Next BOC Meeting**

11. **Adjournment**
12. **Personnel – Executive Director's 90 Day Evaluation (*Executive Session*)**

PAHA Board of Commissioners Meeting Minutes
June 9, 2009 –3:00 p.m. - PAHA Conference Room

1. **Call to order:** Meeting was called to order by Chair, Tim Chavez @ 4:02 p.m.
2. **Invocation:** Ernest Vallo, Sr., Ex-Officio
3. **Roll call:** Board members (Present): Chair, Tim Chavez; Sec’y/Treas. Robert Jock; Members Gary Louis, Sr. and Don Shields. (For the record) Vice Chair: vacant

Ex-Officios: (Present): Ernest Vallo, Sr. (Absent): Keith Tenorio, Tribal Sec’y/PAHA Oversight;

PAHA Staff (Present): Floyd Tortalita, Executive Director; Lawrence Ramirez, Development Project Mgr.; Jennette Steward, Housing Services Mgr.; Owen Ondelacy, Finance Manager; Eric Delorme, Maintenance Adm. Assistant; Veralyn Farias, Recording Sec’y.
4. **Approval of Agenda:**

E. D. (Floyd Tortalita) requested two (2) items be added under New Business, for b.) Signatory authorization for PAHA Officials w/Bank of Albuquerque; and c) Approval to use MEPA Reserves to clear delinquency by homebuyer Michael Sarracino. E.D (Tortalita) requested an Executive Session concerning a personnel issue. Board member, (Louis), asked whether the letter sent to Board members might also be placed on tonight’s Agenda. E.D. (Tortalita) replied his request for the Executive Session was in reference to this letter. Chair, (Chavez) then asked, Board member Don Shields if he wanted to pursue the evaluation matter. Mr. Shields stated more time was required, possibly scheduling another meeting for that purpose. Chair, (Chavez) asked Board if they would like to discuss this topic in the Executive Session. Board members were in agreement. (No motion made to accept Agenda with additions).
5. **Approval of Minutes for May 19, 2009:**

Board member D. Shields asked for an update on the tabled item, ” Cacique Meeting”. E.D. stated when he last spoke to their leaders some members were dealing with health issues and upcoming ceremonies and therefore were unable to commit to a meeting. This discussion will be noted in the Minutes and will remain **tabled**. With no further discussion, BOC member Gary Louis, Sr. made a Motion to accept the 5/19/09 Minutes as presented, seconded by BOC member Don Shields, with all in favor, Motion carried.
6. **Old Business:**
 - a) Residential Lease (TABLED)
 - b) Personnel Policy – copies of the policy were distributed among Board members. They were informed discrepancies were typed in **red**. PAHA employees will have an opportunity to have their input and legal counsel will also review it as well. A draft will be prepared and presented to the Board at their July BOC meeting. Once it has been accepted and approved the final copy will be adopted by August 09.

Time clock: A time clock for **all** PAHA personnel was discussed at length. Board members, (Shields) and (Louis) want this system in place for **all** staff. Board was reminded Managers & Supervisors are considered “Exempt” meaning they are **not** paid by the hour and therefore cannot be compensated as non-exempt employees are. E.D. (Tortalita) indicated requiring Exempt employees to clock in would be ineffective. Nevertheless, Board member D. Shields stated it was good practice and important for everyone to clock in. E.D. (Tortalita) stated he was responsible for the job performance and the number of hours he and his managers spent conducting PAHA business during and after normal working hours and stated once more there was no need for Exempt employees to clock in. He did state the time clock system for all non-exempt employees will go into effect, Monday, June 15, 2009. (No Motion made to accept/approve this decision).

7. New Business:

- a) 2009 Indian Housing Plan (IHP) – Refer to Board packet.
E.D. (Tortalita) explained an IHP is prepared and submitted to HUD each year along w/ information on planned activities PAHA has for the upcoming year, i.e. 2009. Owen Ondelacy, Finance Manager provided a more detailed report. The grant/allocation for this year is \$1,104,644, PAHA's projected (anticipated) amount is \$154,688 both totaling: \$1,259,332. (see page 12 of IHP). PAHA plans to use some of the funding on fencing and street lights.
- b) Resolution #1- Approving Signatory Authority to Owen Ondelacy, PAHA Finance Manager to handle accounts at the Bank of Albuquerque. Chair, (Chavez) and E.D. (Tortalita) are the other two (2) officials who have this authority. Sec'y/Treas. R. Jock made a Motion to pass the above Resolution seconded by Board member Gary Louis, Sr., with all in favor, Motion carried.
- c) Resolution #2 – Authorizing homebuyer, Michael Sarracino MH-007-0014-01 to utilize MEPA Reserves to cure his existing delinquency in the amount of \$5,959.12. This is allowable as stated in the Mutual Help policy however these reserves can only be used once. Mr. Sarracino will be informed on the conditions of this approval. No payback agreement was discussed. A motion to approve the use of MEPA funds to clear Michael Sarracino's delinquency in the amount of \$5,959.12 on MH-007-0014-01 was made by Sec'y/Treas. Robert Jock, seconded by Board member, Don Shields with all in favor, Motion carried.

8. Department Updates:

- a) Development: (refer to report in Board packet) In his report, L. Ramirez points out while reviewing the Weatherization files he found eight (8) households that never received services/work. The contractor was paid \$40,600.00 and now PAHA must seek legal counsel to resolve this issue. Board member, Gary Louis, Sr., asked why Karsten homes were still unoccupied. Ramirez stated PAHA was still trying to determine which program these units would be managed under, (Low Rent or Homeownership). Mr. Louis, reminded (LR), at the last meeting, Board had reached a decision to place the units in the rental program. (LR) stated contractor will return to fix or touch up certain areas. Another reason for the delay was a broken window caused by vandals, this will be repaired.
- b) Housing Services: (J. Steward - refer to report in Board packet)
Annual Inspections are 80% complete, Annual Re-certifications 75% complete. 18 Notices of Delinquency were sent out in May, two (2) Notices of Termination, with one (1) that is evident due to the one strike your out policy. Working to complete background checks and finger printing w/Acoma PD. Waiting List consists of 55 applicants for rental; 28 for Lease Purchase. Annual statements for Monthly Equity Payment Accounts, (MEPA) and information on Pay-off balances were sent to homebuyers on 5/1/09. J. Steward announced she has taken over Ms. Martinez' clients. A number of clients are awaiting their Quit Claim Deeds, PAHA also owes these clients reimbursements totaling \$29,821.00. BOC member D. Shields asked why reimbursements had not yet been paid as E.D (Tortalita) stated would be at a previous meeting. F. Tortalita replied, PAHA's Financial situation was not in good condition. PAHA must find out where the \$90,000.00 will come from. (This amount reflects other reimbursements owed homebuyers also awaiting their deeds). Mr. Tortalita gave a brief rundown of the financial situation. At this time it is unknown from which account reimbursements will be paid out of. Audits also need to be completed. Board members expressed their apprehension of PAHA operating in the dark and questioned how PAHA can sponsor an activity such as the Homeownership Week if PAHA is financially unstable. Board is tired and frustrated hearing excuses. Mr. Ondelacy stated PAHA is operating off of Administrative charges collected each month. With technical assistance from Rick Farrell NAIHC, (O.Ondelacy) states he will be able to provide a balance sheet by next BOC meeting. This will provide more information on PAHA's finances.

- c) Finance: Owen Ondelacy (refer to report in BOC packet)
Board member, G. Louis, Sr. asked when Board would receive information on balances? Mr. Ondelacy hopes to provide that information by next BOC meeting. No other questions were asked of Mr. Ondelacy of his report. BOC member, D. Shields made a comment stating he appreciates the information Mr. Ondelacy provides to the Board regarding training(s) he attends.
- d) Executive Director: (F. Tortalita no report attached or included in packet)
- Information regarding the Micro Purchase Process was provided to the Board. The information will be helpful when PAHA addresses amendments to the current Procurement Policy This process refers to purchases of less than \$5,000. Discussions are slated for the next BOC meeting.
 - HUD released their Notice of Funding Availability, (NOFA) The information provided to the Board was PAHA and tribe are working together to apply for funding. If funds are acquired, monies will be used for infrastructure.
 - Notice received yesterday from HUD stating SWONAP's review determined PAHA's APR was complete and had complied with its IHP activities.

9. **Announcements & Scheduling of next BOC Meeting:**

Due to scheduling constraints, with the upcoming religious ceremonies, the Board agreed to schedule their next BOC meeting until July 21, 2009 @5:30 p.m. PAHA Conference Room.

10. **Adjournment:**

A Motion to adjourn meeting was made by Board member Don Shields, seconded by Sec'y/Treas. Robert Jock, with all in favor, Motion carried, meeting adjourned at 6:38 pm.

FOR THE RECORD:

Executive Session convened immediately following tonight's meeting.

Respectfully submitted,


Veralyn Farias
Recording Secretary