



P.O. Box 620  
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-7528  
Fax: (505) 552-9093

## Board of Commissioners Meeting

July 21, 2015  
5:30 p.m.  
PAHA Conference Room

### AGENDA

1. **Call to Order** – Robin Cruz, BOC Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, BOC Chair
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – June 11, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business**
  - a.) 2016 Indian Housing Plan – *Owen Ondelacy, Finance Manager*
  - b.) PAHA Strategic Plan – *Floyd Tortalita, Development Manager*
8. **Department Reports -**
  - a.) Finance – *Owen Ondelacy, Finance Manager*
  - b.) Housing Services – *Jennette Steward, Housing Services Manager*
  - c.) Development – *Francisco Carr, Development Manager*
  - d.) Executive Director's Update – *Floyd Tortalita, Executive Director*
9. **Announcements & Schedule Next BOC Meeting**

August BOC Meeting – Aug 11, 2015 - 5:30 pm – PAHA Conference Room

---

---
10. **Adjournment**



Minutes of June 9, 2015  
PAHA Board of Commissioners Regular Meeting  
PAHA Conference Room- 5:30pm

1. **Call to Order:** 6:00 p.m.

2. **Invocation:** Tribal Councilman, Ernest Vallo, Sr.

3. **Roll Call:** PRESENT: Chairwoman, Robin Cruz; Vice-President, Patrick Ortiz; Commissioner, Damian Garcia; PAHA Staff: Executive Director, Floyd Tortalita; Development Manager, Francisco Carr; Housing Services Manager, Jennette Steward; Finance Manager, Owen Ondelacy, and Recording Secretary, Krystal Vallo; Ex-Officios: Tribal Secretary, Jonathan Sims; Tribal Councilman, Ernest Vallo, Sr.; Guests: AXIOM Certified Public Accountants and Business Advisors, Chris Garner, and Jim Cox; ABSENT: Commissioner, April Estevan, and Ezilda Paytiamo.

4. **Approval of June 9, 2015 Agenda:**

Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, P. Ortiz.

5. **Approval of April 14, 2015 & May 19, 2015 Meeting Minutes:**

Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, P. Ortiz. Note: there are no meeting minutes for May 19, 2015, because there was no meeting due to a full quorum not being established.

6. **Opening Remarks:** Floyd Tortalita, Executive Director

There are three items on agenda that require action. At May's board meeting there was no action taken because there was no quorum.

7. **New Business:**

a) 2014 PAHA Financial Audit (Draft) – Owen Ondelacy, Finance Manager

Results of 2014 Audit presented by Chris Garner and Jim Cox of AXIOM. The auditor's role is to provide reasonable assurance that the financial statements are fairly presented and convey information about the audit to the committee that governs the financials. The results of the audit are in summary three reports. The first is the independent Auditor's Report and the result was an unmodified opinion. The second is the Report on Internal Control and Compliance, which references to the findings and the testing that was done. No opinion is given, but there were two findings. The first finding was related to the Payroll Disbursement Transaction Cycle. Since PAHA gets federal funds internal controls are looked at a little different. Samples of 40 cash disbursements are taken and samples of 40 payroll disbursements are taken. The samples are taken to make sure they are in compliance with policies and procedures. During testing there were a couple pay rates that were a little different or documented differently in the personnel file. One was a pay raise that was adjusted but was not approved. The raise was taken away and resolved. The second finding was related to vacation time that in subsystem did not get put in, but was adjusted. Both findings were corrected. The third is the Report on Compliance for Each Major Program in Accordance with OMB Circular A-133, and this is done because PAHA spends more than \$500,000.00 in grant funds, therefore PAHA is subject to a single audit. Grants are gone through to make sure they are in compliance with the federal government compliance requirements. The opinion given on this report is an unmodified opinion. Financial highlights of a three year comparison were provided to show various trends and progress. Overall, audit was good with no difficulties and disagreements. Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, P. Ortiz. All in favor none opposed.

b) Rehabilitation & Emergency Home Repair Policy Amendments – Francisco Carr, Development Manager

Policy was sent out for legal review and comments received were incorporated into policy. Policy was read aloud to Board. April: What are some of the items for review on an Environmental Review? Response: PAHA uses Part 58 under HUD requirements for Environmental Reviews. A statutory worksheet is done, which lists all compliance issues such as endangered species, costal, historical preservation, wetlands, and airport runways. An Environmental Review is done for each project and is kept on file. Under Section 8: Eligibility Requirements- a(i) needs to be reworded to avoid misinterpretation. PAHA is requesting Resolution PAHA-0609-2015-01 Adopting the Pueblo of Acoma Housing Authority Amended Rehabilitation & Modernization Policy to be approved. Motion to approve: All in favor none opposed and none abstained.

c) PAHA Strategic Plan (Draft) – Floyd Tortalita, Executive Director

All data has been compiled from all meetings held. The Strategic Planning Team consisted of 11 community members. On May 9<sup>th</sup> the Strategic Planning Team met to prioritize all data collected from the Community Needs Assessment and a SWOT analysis was done. From there they listed key priority areas, strategic goals, and actions & activities. Also the Strategic Planning Team created PAHA's vision statement. The Community Needs Assessment incorporates all feedback from community questionnaire, focus groups, community forum, and individual responses submitted directly to PAHA. The SWOT analysis revealed six Key Priority Areas (KPA's) and from those six KPA's the Strategic Planning Team developed six specific Strategic goals: Implement the Residential Leasehold Approval; Zoning and Land Assignments; Community Outreach & Communication; Financial Planning & Structure; Home Condition & Repair, and Current Activities with Existing Funding. From the goals will come objectives and that is the next step. PAHA has requested that the Board look over draft and submit any suggestions before next meeting. Final plan will be presented at next BOC meeting.

## 8. Department Reports-

### Finance Department – Owen Ondelacy

In the month of May PAHA met with Angela Woolard, TWG-AMERIND Risk Agency Director, she gave a presentation to PAHA staff regarding a benefits plan that utilizes a portion of taxes paid to the IRS, which is re-directed to insurance benefits. PAHA agreed that plan is beneficial and intends to enroll into plan. An exit conference was held with Chris Garner, Axiom to review 2014 draft audit. An audit response was drafted for the two payroll findings and submitted to Chris Garner. The other potential finding was on a contractor's certified payroll. PAHA received document and e-mailed to auditors. Upon receipt of the finalized 2014 audit, it will be submitted to the Federal Audit Clearinghouse. PAHA managers made a day trip to the Zuni Housing Authority to get more information on the tax credit program. Zuni Housing is currently working on a tax credit project. The information provided was very useful. A meeting was held with Stephanie Poston and Allie Moore to review the progress of the strategic plan. PAHA is awaiting notice from HUD regarding the 2016 IHBG tentative allocation and once received the IHP will be drafted for presentation to the Board. Finance manager continues reconciling bank accounts in QuickBooks and also reconciled QuickBooks with HDS for the month of April 2015. Expenditure report attached. All PAHA staff attended AMERIND/NAIHC Convention and Tradeshow. Trip reports are attached. Damian: Any updates on the Wastewater Sewer Main Extension? Response: A meeting is to be scheduled soon and tribe anticipates construction to begin in the spring of 2016. PAHA is paying for construction. There were no further inquiries on Mr. Ondelacy's report.

### Housing Services Department – Jennette Steward

Housing Services staff continues to provide assistance and services to the community, current participants, and other tribal programs such as Homebuyer Counseling, Due Process for Collections of Required Monthly Payments, Due Process for Non-Compliance, Community Outreach, Participation in Activities sponsored by other Tribal Programs, Coordinate Monthly Services with PDI for Rental Units, and Title Transfers. Housing Services staff continues to coordinate activities planned for homeownership month (June). Tentative agenda attached. PAHA will also host a 5K run and 3K run/walk on Saturday, June 27<sup>th</sup> as part of Homeownership activities. As mentioned all PAHA staff attended AMERIND/NAIHC Convention and Tradeshow in Scottsdale, AZ and while attending convention PAHA managers met with Travios to discuss Low Income Housing Tax Credits application process, and ask any other questions of concern. May 27-29, 2015, Nina attended the Financial Skills for Families training at the BIA training center in Albuquerque, NM. Jennette and Nina's trip reports are attached. There were no further inquiries on Mrs. Steward's report.

### Development Department – Francisco Carr

For the month of May 2015 the Development department worked on incorporating all comments received to include wording, additions, scoring/points, and clarification of the Rehabilitation/Modernization Policy. Policy was sent to PAHA's legal counsel for review. Next step was to get policy approved by the Board, and it was approved. The Development department continues to accept applications and has received 9 new applications for the month of May. Of the 9 applications six applications were approved and three pending due to additional documentation needed per current PAHA Rehabilitation Policy. As of May 31<sup>st</sup> there are 58 tribal members on the waiting list that are below the 80% income median level. Six on the modernization waiting list and eight who are above the 80% income media level waiting list. Recertification letters continue to be sent to applicants. PAHA advertised the Project Manager vacancy April 27<sup>th</sup> - May 8<sup>th</sup> and received five applications. All five applicants had no Indian Housing experience and therefore

PAHA re-advertised position. Six applications were received after the position was re-advertised and there were applicants who had experience in Indian Housing. PAHA will schedule interviews. Development manager continues to work with Harris Survey for conveyance and/or correction of home/land assignment surveys. Scope of Work was developed for 21 Pinon Street (House #55) to convert bathtub into a walk-in shower. Request for Proposal was sent out June 4<sup>th</sup> to contractors and walk-thru will be Thursday, June 11<sup>th</sup>. Bids shall be in next week (June 15<sup>th</sup>-19<sup>th</sup>). Pending projects are pending the hire of the Project Manager. Those projects pending are the Modernization of three homes, Rehabilitation of 16 homes, and the rehabilitation of the two FEMA trailers. There are five open work orders for the month of May. PAHA will be short handed on maintenance staff, due to Mr. Jim having surgery on shoulder and will be out for six weeks. While all PAHA staff attended AMERIND/NAIHC Convention and Tradeshow, PAHA reached out to Laguna Housing to help assist with on-call services for participants. Thankfully Laguna Housing agreed. PAHA did reach out to tribal programs, but did not get a good response. All Development and Maintenance staff trip reports are attached. Patrick: When will position be filled? Response: By the end of the month of June. Patrick: Who did the two FEMA trailers go to? Response: Nancy Thompson and Georgia Torivio. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

NAHASDA Reauthorization Act of 2015 is a very important piece of legislation. House passed it on March 23<sup>rd</sup> and now waiting on Senate. One of the biggest things is the funding for NAIHC. NAHASDA regulation 703 states that a national organization will receive funding for training and technical assistance for housing entities. NAIHC used to provide housing entities with training and technical assistance, but because of lack of funding now housing entities have to ask HUD for training and technical assistance, which can take months and is causing a loss in trainers. The PAHA strategic plan initiative next move is to have the PAHA Board of Commissioners review the document for final approval, which was presented, see New Business C- PAHA Strategic Plan (Draft). PAHA has done much research on Low Income Tax credit and anticipates doing a project in 2016. Low Income tax credits are a dollar-for-dollar tax credit in the United States for affordable housing investments. PAHA will be preparing an RFP for a Tax Credit Consultant. Proposed Project- Rental Housing of 20 units at Old McCarty's Day School area. The Application is due the beginning of February 2016. The tax credit consultant will help PAHA obtain all the requirements for tax credits. PAHA will be preparing an application to HUD for 2015 ICDBG in the amount of \$825,000.00. The funding will be used for the construction of four new Homeownership units to serve Low and Moderate- Income Tribal members of the Pueblo of Acoma. PAHA will use the Isleta lava bricks to build the four units. There were no further inquiries on Mr. Tortalita's report.

**9. Announcements & Schedule July 2015 Annual Meeting:**

Next BOC meeting Tuesday, July 21, 2015 @ 5:30pm- PAHA Conference Room.

**10. Adjournment:**

Motion to approve: Approved 1<sup>st</sup>- Commissioner, D. Garcia, 2<sup>nd</sup>- Commissioner, P. Ortiz. With all in favor meeting adjourned @ 9:27 p.m.

Respectfully submitted,



Krystal Vallo,  
Transcribing Secretary