

MINUTES

Pueblo of Acoma Housing Authority Board of Commissioners Meeting
Pueblo of Acoma Housing Authority Conference Room
Acomita, New Mexico
August 24, 1999

I. Call to Order

Meeting was called to order at 7:10 pm.

II. Invocation

III. Roll Call

Roll Call made with the following Pueblo of Acoma Housing Authority (PAHA), Board of Commissioners (BOC) present:

Harold Felipe, Chairman
Timothy J. Chavez, Secretary
Carlene Chino, Commissioner

Quorum established with 3 BOC members present.

*add others
per sign-in sheet*

IV. Approve Agenda

The following deletions/additions to tonight's agenda were noted below:

Under Item 9: Addition to the Agenda, Resolution #5 - Approving the selection of SANCON INC. for BIA HIP project activities.

Motion made by Commissioner Chino to approve agenda as amended, seconded by Commissioner Chavez. All in favor, motion carries.

Approved with changes

V. Read and Approve Minutes

Motion made by Commissioner Chino, and seconded by Secretary Chavez to table July 20, 1999 minutes until the next scheduled PAHA-BOC meeting. The minutes are incomplete in some areas. All in favor, motion carries.

VI. Announcements

September 20-22, 1999, Annual HUD's sponsored Drug Elimination Program (DEP) National Conference in Tampa, Florida. Three PAHA-DEP staff, PAHA-Executive Director, and one individual from the childcare program at Headstart are scheduled to attend. PAHA is sponsoring the one individual from the childcare program.

October 18-20, 1999, AMERIND Risk Management Corp. Annual Meeting in San Diego, California. PAHA-Executive Director, PAHA-Administrative Assistant, and PAHA-BOC Chairman will be attending. PAHA has a vested interest with AMERIND. AMERIND provides risk coverage on all property of existing housing units that PAHA manages, due to any type of losses that are specified under our subscription agreement.

VII. Reports

1. Executive Director's Report

- Format continues to be the same. Short-Term and Long-Term BOC directives. Key issue is the TAR Balance (97 audit issue). Past 6 months, a decrease of \$50K was noted. If we continue at this rate, by March 30, 2000, we can reduce it to \$100K. Accordance to BOC directive noted.
- Policies and Procedures review are still ongoing.
- Accountant position is ongoing. Five applicants were received at Human Resources office. No qualified individual from Acoma applied.

- Housing Plan, 1999 IHP. Due to HUD by June 30, 1999. 60-day review. Amendments were submitted. By August 30, 1999, final copy of IHP will be available to PAHA-BOC. By the end of this month, (August) we should know if PAHA was approved. Similar to FY98 IHP, however, two considerations were noted: \$100K for architectural and engineering services for the planning and design of a multi-purpose building; and 100K for PAHA-DEP activities.
- Project NM79-07, PAHA targets this week for closure. Funds ? expended, ongoing due to arbitration.
- Project NM79- 8: Ongoing. Hope to get completed soon. Reports are just about completed. Also, purchase orders processed through Central Accounting Office are delayed. Any reports will not be released until payments are received in those areas. Several due dates have been bypassed to get payments processed.
- Boys and Girls Club – is still proceeding. Deadline for submission of applications has been extended until August 30, 1999. Ms. Roseanne Pasqual has been designated acting director by the Boys and Girls Club-BOC. *E.D. position*
- Long-term directives
 - a. PAHA Staffing Plan – Ongoing from previous reports
 - b. Mortgage codes – Next report to Tribal Council will be September 3, 1999. Make a request that a quarterly report be provided to the ~~PAHA-BOC~~. *Tribal Council by PAHA BOC*
 - c. Future financial resources – No document/portfolio is available for PAHA-BOC review.
 - d. Customer relations – Past few months, significant relations have built trust with current homebuyers and PAHA DEP, and BIA HIP programs. Current PAHA staff have done excellent in this area.

- Administration

- a. Accountant Position has been re-advertised and is open until filled.

- b. PAHA-Executive Director (ED) and Tribal Administration have considered implementing an Assistant Executive Director position. Rationale: If ED continues to be out of the office addressing other issues, PAHA needs to have adequate day to day management at the office. On another note, Clarrisa Antonio is leaving PAHA, her last day is August 27, 1999. ^{Summer Student} Clerical positions are also needed. PAHA financial activities also need to be addressed.

- c. Financial discrepancies continue between HDS and CAO. This includes clearly separating and charging appropriate accounts. As we are expending contracts and grants, and closing some grants, we need to have that separation of charges.

- d. New initiative. Three Tribal workgroups are assigned ^{have been assigned to} facilities. ^{plzn design for public} Public Safety- fire station, Tribal Courts, Jail. Another initiative- Child Development Center. Multi-purpose facility – E.D. is leading this initiative. PAHA will be maintaining these future rental units. Hope to include Boys and Girls Club facility design as well. Acoma Employee Association, and PAHA are actively involved.

- NAHASDA update

- a. FY99 IHP submitted June 30, 1999. PAHA will receive approximately \$1,000,000.

- b. Reference to BIA- FY99 funds not being available to the Tribe. Acoma is taking the lead in discussions at the national level. Looks promising. Mr. Kevin Gover, Bureau of Indian Affairs, will respond to the Tribal leaders sometime soon.

- c. FY98 funds are being expended.

d. New development: pre-site development activities. PAHA won't be transferring funds to the Tribe.

e. Water treatment facility - Haaku Water Office has not endorsed this PAHA initiative. Will update BOC at next meeting.

f. Cornell University- preliminary design work has been reviewed. Looks promising. Sanchez Ranch – future development site for housing? A master housing plan will be developed by PAHA.

g. IHP – procure land use planning services for future development.

h. Housing units at KAFB. Use as temporary housing units at Acoma. These units are in good condition, \$600 K will be required for transportation and improvement costs (i.e. utilities hookup). Additional costs may be involved. HUD has been informed that PAHA is pursuing this initiative.

- Projects – Comp Grant

a. A contract for emergency services has been awarded to the Native American Housing Consultants to provide 3 handicap ramps and renovate 1 existing vacant housing unit at North Acomita.

b. A contract for rehabilitation services and comp grant management services will be awarded.

- Projects – IHBG Traditional Builders Workforce Program

a. The Cornerstone Community Partnership, Inc. was approved for EPA funding for \$189,675 for a project period from September 1, 1999 to August 31, 2001. A memorandum of agreement (to be completed by August 27, 1999) is still being drafted outlining roles, responsibilities and organizational structure.

- Programs – Homeownership Counseling
 - a. Counseling program continues to provide thorough quality services. There has been an increased number of requests for emergency services, mainly ^{from} the elderly. PAHA has forwarded these requests down to Tribal Administration for recording purposes.

- Programs – Drug Elimination
 - a. The FY 1995 grant period ended August 22, 1999. All grant extensions were exhausted (\$250,000). HUD will not approve subcontracting unused funds to the Acoma Boys and Girls Club due to no request submitted in advance. Two staff will be paid from PAHA reserves. PAHA Resolution will be required to authorize such use of funds required.

 - b. The FY 1997 grant is ongoing. The FY 1999 DEP grant (\$39,000) and technical assistance grant (\$15,000) will be implemented immediately.

 - c. HUD is proposing a DEP funding methodology that will have a negative impact for the Pueblo of Acoma.

- Programs – Mortgage Assistance
 - a. Participation and establishment of the New Mexico Tribal Homeownership Coalition has been ongoing. Meetings were held with PMI Mortgage Insurance, Fannie Mae, HUD and others. PAHA staff are attending meetings/training on mortgaging to fully understand and provide assistance to the general public.

- Programs – Emergency Assistance to Traditional Homes
 - a. Consultation with the State Historical Preservation Office is ongoing. Yellow Corn Clan approached PAHA to seek assistance in renovating their home at Sky City.

| ?
.

- Meetings were listed within the Executive Director's Report, pg. 5.

Motion to accept Executive Director's Report made by Commissioner Chino, seconded by Chairman Felipe. Motion carries.

2. Drug Elimination Program Report

- Ms. Pasqual is providing the DEP report to the PAHA-BOC. A status report was submitted. PAHA-DEP completed the summer with a successful drug-free recreation program. Recreation activities started June 7, 1999 and ended August 13, 1999. Two DEP Staff were introduced, Ms. Mildred Pino, DEP Recreation Specialist and Ms. Tamra Vallo, Child Care Provider/Recreation Aide. In addition to the recreation activities, the summer food lunch program served approximately 18,000 lunches during two months this past summer. During this service, the youth recreation leaders conducted structured recreation activities in culture, language, and drug abuse prevention information at the meal sites.
- DEP staff, Healthy Nations Coordinator and Behavioral Health Services are coordinating the 8th Annual Multi-Cultural Red Ribbon Run, September 8-17, 1999.
- DEP Program applied for technical assistance in the amount of \$15,000 and was approved by the Community Safety and Conservation Division based in Santa Fe, New Mexico.
- DEP Program applied for 1999 funds in June 1999 in the amount of \$39,000 ($\300×131 HUD units = \$39,000), application still pending.
- The Before and After School Project in conjunction with the Acoma ChildCare Program is currently in the beginning planning stages. Also, Incentive Program for children attending elementary and high school are under discussion with the Acoma-JOM program.
- DEP Program will be coordinating with the Acoma Health Department and community members in setting up after school sports

and recreation activities utilizing experts from the community (i.e., former track stars).

- Approximately \$5,000 to \$15,000 will be returned to HUD (from \$195,000 FY 1995 grant). Chairman Felipe questions financial management of the DEP Program. PAHA Executive Director's oversight of this program failed when amendment to extend the program one more year was not submitted on time. Current DEP Program funding contract (FY 1995) ended August 22, 1999. So, there is a gap between the August 23, 1999 to FY1999 Housing Block Grant. Earliest we could begin using those FY 1999 Housing Block Grant funds would be October 1, 1999. PAHA was in communication with the regional HUD office to use reserves until FY 1999 Housing Block Grant funds are released.
- Executive Director is communicating with other TDHE's to make an attempt to decrease the amount being returned to HUD. More information will follow.
- DEP Staff were questioned by CAO for the DEP National Conference scheduled September 20-22, 1999 (lack of funds). More information will follow.

Motion to accept PAHA-DEP Report as presented made by Commissioner Chino, seconded by Secretary Chavez. Motion carries.

VIII. Old Business

1. Board of Commission Tele-Conference Meeting – discussion purposes only

Held on August 11, 1999. PAHA staff present: Executive Director and Administrative Assistant. PAHA BOC present: Chairman Felipe, Vice-Chairperson Torivio, and Secretary Chavez.

IX. New Business

1. Resolution No. PAHA-082499-1 – Approving to use PAHA Reserves for the PAHA-Drug Elimination Program from August 24, 1999 to a proposed starting date of October 1, 1999. Request amount of \$20,900.

Floor is open to make a motion to vote on Resolution No. PAHA-082499-1. Motion made by Commissioner Chino. Seconded by Secretary Chavez. At a duly called meeting of the Pueblo of Acoma Housing Authority held on August 24, 1999, with a quorum present, this Resolution No. PAHA-082499-1 was approved with 3 BOC members in favor, 0 opposed, and 0 abstained.

2. Resolution No. PAHA-082499-2 – Recommending the Re-Appointment of a Pueblo of Acoma Housing Authority Board of Commissioner, Mr. Marvis Aragon, Jr.

Floor is open to make a motion to vote on Resolution No. PAHA-082499-2. Motion made by Secretary Chavez. Seconded by Commissioner Chino. At a duly called meeting of the Pueblo of Acoma Housing Authority held on August 24, 1999, with a quorum present, this Resolution No. PAHA-082499-2 was approved with 3 BOC members in favor, 0 opposed, and 0 abstained.

3. Resolution No. PAHA-082499-3 – Approving the contract with Native American Housing Consultants for CGP Management Services.

Floor is open to make a motion to vote on Resolution No. PAHA-082499-3. Motion made by Commissioner Chino. Seconded by Secretary Chavez. At a duly called meeting of the Pueblo of Acoma Housing Authority held on August 24, 1999, with a quorum present, this Resolution No. PAHA-082499-3 was approved with 3 BOC members in favor, 0 opposed, and 0 abstained.

4. Resolution No. PAHA-082499-4 – Recommending to the Pueblo of Acoma Tribal Council to adopt the Mortgage Code.

Floor is open to make a motion to vote on Resolution No. PAHA-082499-4. Motion made by Secretary Chavez. Seconded by Commissioner Chino. At a duly called meeting of the Pueblo of Acoma Housing Authority held on August 24, 1999, with a quorum present, this Resolution No. PAHA-082499-4 was approved with 3 BOC members in favor, 0 opposed, and 0 abstained.

5. Resolution No. PAHA-082499-5 – Approving the Selection of SANCON, Inc. for Housing Improvement Program Construction Services.

Floor is open to make a motion to vote on Resolution No. PAHA-082499-5. Motion made by Commissioner Chino. Seconded by Secretary Chavez. At a duly called meeting of the Pueblo of Acoma Housing Authority held on August 24, 1999, with a quorum present, this Resolution No. PAHA-082499-5 was approved with 3 BOC members in favor, 0 opposed, and 0 abstained.

X. Schedule Next Board of Commission Meeting

Next meeting is scheduled for September 14, 1999, at 6:30 pm.

XI. Adjourn

Motion to adjourn the meeting made by Secretary Chavez and seconded by Commissioner Chino. Meeting adjourned 11:25 pm.