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"Providing Safe and Affordable Housing Opportunities"

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## Board of Commissioners Meeting

August 9, 2011  
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** – June 8, 2011
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business** –
  - a.) 2011 Federal HOME Investment Partnerships Program Funds Grant Application  
– *Floyd Tortalita, Executive Director*
8. **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*
9. **Announcements & Schedule Next BOC Meeting**  
BOC Meeting – September 14, 2011 - 5:30 pm – PAHA Conference Room  

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10. **Adjournment**

**PAHA Board of Commissioners Regular Meeting**  
**MINUTES of June 08, 2011**  
**PAHA Conference Room**

**Approved 8/9/11 w/minor changes to  
Minutes ref: Drug/Alcohol Policy**

1. **Meeting called to order:** Meeting was called to order by Chairperson Don Shields @ 5:50 p.m.
2. **Invocation:** Mr. Ernest Vallo, Tribal Council Ex-Officio
3. **Roll call:** Present: Board Members: Don Shields Chairman; Robin Cruz, Vice-Chair, Board Members, April Estevan, Tim Chavez.  
Mr. Ernest Vallo, Sr., Tribal Council Ex-Officio  
Present: PAHA Staff: Floyd Tortalita, Executive Director; Owen Ondelacy, Finance Manager; Lawrence Ramirez, Development Project Manager, Nina Jaramillo, Housing Counselor, for Jennette Steward, Housing Manager, and Recording Secretary, Veralyn Farias.
4. **Approval of Agenda**  
Chair asked for approval and or to move on with the next item on the Agenda. Motion from Vice-Chair, Robin Cruz to move on was made, Seconded by Member, Tim Chavez.  
  
Remark from Chair, D. Shields – Ref: Trailers  
Chair, D. Shields expressed his concern regarding the unoccupied trailers located at the Mobile Home park area. He indicated that he was not pleased to see the units still not boarded up as Board previously requested. Due to their deteriorating condition (i.e., broken windows, exposed insulation etc.) he directed PAHA to either sell or board the units up immediately or face repercussions. Member T. Chavez stated he was under the impression this issue had long been addressed. Both members want this subject brought to a close. Executive Director made assurances trailers will be boarded up by Friday.
5. **Approval of Minutes of May 11, 2011**  
Member, T. Chavez made a Motion to accept the May 11, 2011 BOC Minutes, seconded by Vice-Chair Robin Cruz and Member April Estevan.
6. **Opening Remarks – Floyd Tortalita, Executive Director**  
Mr. Tortalita informed the Board of the two issues requiring Board's attention and or approval this evening.
  - 1) Unfinished business and tabled item from last month's BOC meeting: Drug-Free Workplace & Drug Testing Policy
  - 2) Presentation of the 2011 ICDBG (Indian Community Development Block Grant) application.
7. **Unfinished Business – PAHA Drug-Free Workplace & Drug Testing Policy - Floyd Tortalita, Executive Director**  
Policy was **tabled** during last month's meeting until certain language suggested by the Board could be incorporated or excluded within the policy. The reason PAHA is requesting approval from Board is because the tribe has begun drug testing of their employees. Since PAHA is an entity of the tribe, Mr. Tortalita felt it would be best to follow suit. He also mentioned, this policy is a requirement whenever applying for federal grants, such as the current ICDBG which PAHA is pursuing. Although PAHA's Personnel Policy & Procedures states it is a drug free work place there are no actual procedures or policy in place on how testing is to be performed. The recommended changes made by the Board from last month's BOC meeting were made and reviewed by our legal counsel to make certain this policy follows the tribe's Title XVI requirements and that it does not contradict any policy the tribe currently has in place. Chair, D. Shields and Member T. Chavez were requesting additional time to review the policy in its' entirety. Following a lengthy and much debated discussion on whether to proceed with the policy a Motion was presented by Vice-Chair, Robin Cruz to approve the policy with the changes, Seconded by Member, April Estevan. Chair then called for a vote resulting in two (2) in favor one (1) opposing. (Member T. Chavez wanted this down on record that he opposes this decision and Chair, D. Shields although unable to vote did not approve the Drug Free Workplace & Drug Testing Policy. Acknowledgement approving the policy signed by the Chairperson will be attached to cover page of policy prior to distributing to PAHA employees
8. **New Business – 2011 Indian Community Development Block Grant Application (ICDBG)**  
ICDBG is a funding opportunity through HUD and open to Indian tribes for use on small economic or rehabilitation projects. Tribes are allowed one (1) application. PAHA can and has applied as a separate organization under Section 1, with BIA making that recognition. A letter signed by tribal Governor Vicente was received yesterday requesting BIA to recognize PAHA as an organization/entity of the tribe. In April 2011 the federal budget was passed and the NOFA (Notice of Funding Availability) was also released by the Government. The ICDBG application is due June 15, 2011 with PAHA close to completing its' application. PAHA has met the required number of 20 applicants to apply for the grant and continues to accept more. The application requires Board approval and is therefore being presented this evening for that purpose. PAHA is eligible to **request** \$825K. Monies will be channeled directly to PAHA and not the tribe to be used for the housing rehabilitation program to serve low to moderate income POA tribal members with priority given to the elderly and disabled persons in accordance with the NAHC Assessment. PAHA will be allowed to use 20% of the \$825K on administrative costs and the remainder of

\$666K will be used towards direct construction. Member, T. Chavez asked why Veterans were not included. Director replied they are included in the application where points are given to the elderly, disabled and veteran applicants. Selections are based on a point system. A special meeting is scheduled this Friday where the Tribe will give their official approval through a Resolution authorizing PAHA to apply for ICDBG on behalf of the Pueblo of Acoma. PAHA BOC will also pass a Resolution giving PAHA authority to apply on behalf of the tribe.

**9. Department Reports:**

Finance – Owen Ondelacy (refer to report in packet)

Vice-Chair asked for an explanation on line item Rental – New (Wages & fringe Benefits) Answer: this pertains to new construction for the rental units. To date \$15,459.31 has been expended.

Chair – Questioned why the cell phones charges remain high. Asked if there is an actual need to have that many phones. Answer: Mr. Tortalita stated there is a need for individuals assigned a phone to continue to have them. Chair suggested looking into another carrier.

Due to changes in the format of the IHP/APR reporting, Mr. Ondelacy indicated he will be attending training in the near future. With no other questions, comments this concluded the Finance report.

Housing Services: Nina Jaramillo, Housing Counselor – for Jennette Steward (refer to report in packet)

Vice-Chair, R. Cruz inquired as to why Mr. Bob Tenequer left PAHA. Ms. Jaramillo responded he was hired by the Grants Beacon, (newspaper) since his degree is in journalism; Ms. Jaramillo added he (Mr. Tenequer) was happy with his move. Chair, D. Shields asked if Mr. Tenequer voluntarily resigned or was to be fired. Director replied there is a lengthy two year well documented process which lead up to his resignation.

With no other questions, comments this concluded the Housing Services report.

Development/Maintenance – Lawrence Ramirez (refer to report in packet)

The court case of PAHA vs. Brass Construction officially closed on 05/31/11, judgment for PAHA in the amount of 51+K. Under Projects Pending: Chair, D. Shields asked if the bids were within the budgeted amounts for the old Maintenance Shop and Modernization project. Mr. Ramirez states he will not know until Friday when bids are in. A total of three (3) contractors submitted bids. Mr. Ramirez expects to receive more responses/bids for the Rehabilitation Project, request for bids will be for (12) units with a projected budget of \$450K.

With no other questions, comments this concluded the Development Report

Executive Director’s Report – Floyd Tortalita (verbal)

First of all, Mr. Tortalita apologized for not providing a written report and promised from here on out one will be provided. Handouts were distributed and announced that the funding allocation was received at PAHA on June 6, 2011, FY11 for October 1 thru September 30. Mr. Tortalita indicated the bottom line on what PAHA will be receiving through IHBG is \$1,083,778M along with the Program income of \$1.2 M this is the budget for 2011, this puts PAHA in the calendar year. Note: Development monies are leveraged for the ICDBG project. Page 3 - Current Assisted Stock is number of units currently under PAHA’s management and also shows the quarter of a million dollars which PAHA reimbursed to HUD and homeowners due to PAHA’s misreporting from previous years. Page 6 – Population Composition for Acoma. Numbers are higher however, because the 2010 Census has yet to be released, PAHA continues to use this number of 4,762 for reporting and applications. Majority of Mr. Tortalita’s time was spent on the ICDBG application, meetings with Tribal Council which have proved to be positive. Tribal Council wants PAHA to continue working on the Strategic Plan and has made assurances that the Leasehold will be passed this year.

With no questions/comments from the Board, this ended the Executive Director’s report.


**9. Announcements & Schedule next Board Meeting:**

Executive Director requested meeting for July be re-scheduled. Motion to move meeting to August 9, 2011 @ 5:30 p.m... was made by Member T. Chavez, Seconded by Vice-Chair Robin Cruz. With all in favor Motion passed.

**10. Adjournment:**

With no other discussion, Motion to adjourn was made by Vice-Chair Robin Cruz, Seconded by Member, April Estevan. Meeting adjourned at 7:36 p.m...

Respectfully submitted,



Veralyn Arias  
Recording Secretary