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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

September 14, 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** – August 9, 2011
- 6. Opening Remarks** – Floyd Tortalita, Executive Director
- 7. New Business**
 - a) Le Compte Draft Audit
 - b) 2012 Indian Housing Plan (IHP)
 - c) Remote Deposit Policy
- 8. Department Reports**
 - 1) Finance – Owen Ondelacy, Finance Manager
 - 2) Housing Services – Jennette Steward, Housing Services Manager
 - 3) Development – Lawrence Ramirez, Development Manager
 - 4) Executive Director's Update – Floyd Tortalita, Executive Director

9. Announcements & Schedule Next BOC Meeting

BOC Meeting – 5:30 p.m. – PAHA Conference Room

10. Adjournment

PAHA Board of Commissioners Regular Meeting
MINUTES of August 09, 2011
PAHA Conference Room

1. **Meeting called to order:** Meeting called to order by Chairperson Don Shields @ 5:50 p.m.
2. **Invocation:** Mr. Ernest Vallo, Sr. Tribal Council Ex-Officio
3. **Roll call:** Present: Board of Commissioners/Ex-Officios: Don Shields, Robin Cruz, April Estevan, Bernard Lewis, Tim Chavez, Ernest Vallo, Sr. and PAHA Staff: Floyd Tortalita, Owen Ondelacy, Lawrence Ramirez, Jennette Steward, Veralyn Farias.
4. **Approval of Agenda**
Motion to approve Agenda made by Member T. Chavez, Seconded by A. Estevan.
5. **Approval of Minutes of June 8, 2011**
Correction under Unfinished Business. Chair, D. Shields wanted the Minutes corrected to read he does NOT disapprove of PAHA's Drug Free Workplace & Drug Testing Policy. What he disapproves of is the Board being tested. He further stated the Board is not an employee of PAHA and therefore should be excluded. He added this is based upon his own opinion. With no further discussion, Member, Tim Chavez made a motion to accept the June 8, 2011 Minutes with the changes to be noted, seconded by Member, Bernard Lewis.
6. **Opening Remarks – Floyd Tortalita, Executive Director**
Mr. Tortalita announced two items to be presented to the Board's this evening for approval or discussion:
 1. Resolution – in support of grant application to NMMFA: 2011 Federal HOME Investment Partnerships Program.
 2. Call for a brief Executive Session following tonight's meeting regarding updates on certain issues. (Approved)
7. **New Business – 2011 Federal Home Investment Partnerships Program Funds Grant Application (Resolution)**
Resolution # 0809-2011-01 was passed authorizing PAHA to apply for grant monies through NMMFA (New Mexico Mortgage Finance Authority). Funding will be used to refurbish (3) traditional homes on the Pueblo of Acoma. MFA will handle all contracts and PAHA will perform all ground work. NMMFA will reimburse PAHA 100% for all costs incurred during the project plus an additional amount to cover administrative salaries for PAHA staff overseeing the work. Families will be selected using Development's in-house waiting list. If no one qualifies off that list, PAHA will use MFA to solicit and find candidates. As a new applicant PAHA must provide its audit to MFA. With no other questions, a motion on the floor to pass the resolution was made by Member, Bernard Lewis, and Seconded by Vice-Chair Robin Cruz. Note: Earlier in the year, PAHA assisted MFA in completing two (2) home improvement projects on the Pueblo of Acoma which MFA and Habitat for Humanity began a few years back but was suspended because of funding issues. MFA requested the help of PAHA in completing this project. Mr. Ondelacy added since PAHA assisted with this project earlier on, the accounting system is all set up and ready to start.
8. **Department Reports:**
Finance – Owen Ondelacy, Finance Manager (refer to report in packet)
Questions/comments on the following:
 - Scanner – PAHA will begin using this method of depositing checks, money orders and etc. for housing payments. Cost of scanner is \$675.00. Bank requires \$800K to be in the checking account at all times. Monies left in the account will be credited to eventually pay off the scanner. There is a monthly fee of \$50.00. Member, A. Estevan asked if clients will be notified of the new system and also to advise them their checks may be clearing sooner than before. Response from Housing Services is yes they will be notified.
 - LOCCs Draw downs have all been made (see report) with exception of one (1) to use as a cushion for future expenses.
 - Expenditure Report – Mr. Ondelacy stated expenditures are staying within the budgeted amounts with exception of Planning & Administration, "Professional Fees", cause for the overage is litigation fees under the Homeownership program. Funds will be transferred from the *Operating budget* under "Professional Fees" where only \$199.18 has been expended. Vice-Chair asked for an explanation for line item, "Meeting Supplies". Mr. Ondelacy replied, food purchases for Board meetings, Christmas dinner and thereon.
 - Chair asked if any audit findings remained open. Mr. Ondelacy stated there were none.
With no other comments/questions this ended the Finance Report.

Housing Services- Jennette Steward, HS Manager (refer to report in packet)

Chair, D. Shields asked if housing applicants are notified to update housing application? Answer: yes, 30 days prior to annual date.

With no other discussion, this ended the Housing Services report.

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

- Ms. Barbara Garcia's home was selected off the Modernization Waiting list for the ADA Project. Project cost: \$37,171.33 this will zero out the Modernization budget.
- Old Maintenance Shop, some costs for this project will be charged to the Development Homeownership Rehab budget \$481,644.42.
- Fencing Project - Projected costs is \$250,000.00 and will be charged to Crime Prevention of \$300,000.00.
- The Rehabilitation Weatherization Project was recently signed for 12 *homeownership* units @ an estimated cost of \$255,000.000. This will be charged to Dev. Homeownership-Rehab budget of \$481,644.42, previously approved by the Board due to the amount estimated over \$255K.
- The Street Lighting Project update: Cost for street lighting: \$352K +. PAHA working with CDEC (Continental Divide Electric Co-op). PAHA will get the poles. The remaining balance of 50K in the Crime Prevention budget will be applied to this project. Bids will go out in September.
- Chair D. Shields questioned the work order process. L. Ramirez explained each maintenance worker's responsibilities.
- Chair, commended Mr. Ramirez for his recent presentation to the elders @ the Senior Center and would like to see this continue on a more frequent basis

With no comments or questions, this ended the Development report.

Executive Director's Report – Floyd Tortalita (refer to report in packet)

Comments/questions:

- Chairman asked why PAHA was still listed as having findings in a publication he found on-line "Estimated IHBG Correction Challenge Log dated 4/22/11 – 7/20/11"? Mr. Ondelacy replied those findings have all been closed. Mr. Tortalita stated PAHA's 2010 APR (Annual Performance Report) and Audit need to be completed and that could be the reason. As of March 30, 2011, HUD previously retrieved what PAHA owed through the funding level. HUD's reporting is delayed and will eventually show PAHA owing nothing including all findings being cleared. PAHA will be receiving the entire 2012 funding level.
- Member Tim Chavez commented with federal budget cuts continuing; perhaps PAHA should look at cutting back as well.
- Mr. Tortalita handed out forms to the Board for their drug testing. All PAHA employees have completed their screening.
- "HUD's Indian Housing Needs Study", Acoma was selected as one of the 20 tribes to be assessed. Mr. Tortalita stated, because of his stance on housing issues in Washington and elsewhere, Acoma has become a leader in Indian Housing.
- Mr. Ramirez made a comment in regards to what he interprets as a lack of confidence from Chairman D. Shields of PAHA's Management team. (Ramirez) feels Chairman D. Shields continually nitpicks at this management team who he feels has brought PAHA a long way from where it was before. He further stated PAHA is in better shape than it ever has been. Chairman responded by saying on the contrary, he wants PAHA to do a better job and feels there is still room for improvement. He also apologized if staff misinterpreted him, however, he feels PAHA is not where it should be just yet. He also requests staff be upfront and not hide issues from the Board, this is in reference to the information he found on the website regarding the findings still considered open. Member, T. Chavez spoke up and said this is government's way of documenting for Congress and is certain the issue of findings will soon be off their system.

9. Announcements & Schedule next Board Meeting:

(This topic was not discussed)

10. Adjournment:

Motion to adjourn from Member T. Chavez was made, seconded by Vice-Chair, Robin Cruz. Meeting adjourned at 7:29 pm

- Executive Session followed at the conclusion of this meeting.

Respectfully submitted,



Veralyn Farías
Recording Secretary