



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

"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

September 16, 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** – August 18, 2015
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business** –
 - a.) Tenant Hearing
 1. Kathleen Clemons
 - b.) Housing Waiting List Removal Hearings
 1. Daniel Lucario
 2. Patricia Alonzo
 3. Brenda Howeya
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**

October BOC Meeting – October 13, 2015 - 5:30 pm – PAHA Conference Room

10. **Adjournment**



"Providing Safe and Affordable Housing Opportunities"

**Board of Commissioners Special Meeting
10:00 a.m., Telephone Conference Call
August 18, 2015**

- 1. Call to Order:** Chairwoman, Robin Cruz signed in and meeting therefore officially came to order at 10:06 a.m.
- 2. Roll Call: PRESENT:** Chairwoman, Robin Cruz; Vice-President, Patrick Ortiz; Commissioner, April Estevan, Damian Garcia, and Ezilda Paytiamio; 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; **ABSENT:** Tribal Councilman, Ernest Vallo, Sr.
- 3. Approval of August 18, 2015 Agenda:**
Commissioner, D. Garcia motioned to approve 8/18/15 Agenda w/amendment, seconded by Commissioner, A. Estevan. Motion carried. Amendment: Change date of agenda to August 18th.
- 4. Approval of July 21, 2015 Meeting Minutes:**
Commissioner, A. Estevan motioned to approve 7/21/15 Minutes, seconded by Commissioner, D. Garcia. Motion carried.
- 5. Opening Remarks:** Floyd Tortalita, Executive Director
Mr. Tortalita informed the BOC that the Telephone Conference Call will follow the agenda set forth for the BOC Meeting scheduled August 11th. There are no action items to be presented to the BOC, but department reports will be presented by the PAHA manager's.
- 6. Department Reports- Refer to reports attached to Board Packet**
Finance Department – Owen Ondelacy
In the month of July, Mr. Ondelacy submitted the Environmental Review Record (ERR) to Governor for signature. The ERR was placed in the 2015 IHP. The 2016 IHP draft was approved by the Board and submitted to Governor for signature. Mr. Ondelacy received a letter from the Region IX Las Vegas Field Office regarding form HUD-4710, Semi-Annual Labor Standards Enforcement Report, advising PAHA that the due date for the period 4/1/15-9/30/15 is September 21, 2015. Mr. Ondelacy believes that the due date is an error because reports are usually due 10 days after the quarter ends. Reports were promptly submitted and receipt of acknowledgement was received. The quarterly report SF-425, Federal Financial Report was submitted to the Albuquerque HUD office on 7/21/15 for period ending 6/30/15. With audit completed audit adjustments and final figures for the LOCCS draw down in the amount of \$418,012.11 for period ending 12/31/14 were made. Bank of Albuquerque received funds on 7/27/15. PAHA has scheduled a meeting with Angela Woolard of TWG/AMERIND, to finalize implementation of tax benefits plan for PAHA employees. PAHA received HUD's response to 2014 audit and commented that PAHA addressed findings with corrective actions, and were resolved. **Robin:** Explain tax benefit plan. **Response:** It is supplemental insurance, which provides tax breaks and is in conjunction with IRS, and is at no cost to PAHA and employees. **Damian:** Is this tax benefit for PAHA employees only? **Response:** Yes. **Patrick:** Is this the only company that offers this plan? **Response:** It is an extension of plan with AMERIND. **Expenditure Reports** (refer to board packet). **Patrick:** What is all expended under communications? **Response:** Company cell phones, and land line. **Patrick:** What is the amount being paid for DirecTV and where is that coming out of? **Response:** Communications and \$60.69 a month. There were no further inquiries on Mr. Ondelacy's report.

Housing Services Department – Jennette Steward

Activities for the month of July, H.S. staff continues to monitor all tenant accounts. H.S. staff issued 3 Notice of Intent for Termination for non-payment of rent. H.S. staff conducted 4 inspections and held 7 recertification meetings. Four new applications were received in July, verification process still being processed. There are 68 combined totals on waiting list (48 on Low Rent, 15 on Lease Purchase, and 5 on Over-Income) - those in Over-

Income will be serviced after the 63 who meet income limits, as stated in regulations. H.S. staff continues to provide assistance and services to the community and other tribal programs. Two title transfers have been processed, recorded, and returned from the BIA Land Office. One Project 7 home is eligible for conveyance; however Homebuyer must pay off repay balance of \$871.35 first. Nina Jaramillo, HS Counselor did attend the 7th Annual SWTHA Conference on June 27-31, 2015. Trip report will be provided with August 2015 report. **April:** Is balance of \$871.35 as of 8/18/19? **Response:** No, that was the balance at the end of July. There were no further inquiries on Mrs. Steward's report.

Development Department – Francisco Carr

Activities for the month of July, Development office has received 3 new applications, pending eligibility. As of 7/31/15 there are 58 applicants on rehabilitation waiting list, 6 on modernization waiting list, and 16 on rehabilitation waiting list (over 80%). Four recertification letters were sent out and received back; therefore applicants will remain on waiting list. Project Manger and Anthony Harris of Harris Surveying conducted surveys for three homes that are ready for conveyance on 7/24/15. Gilbert Concho – Skyline II House 21 Pinon St. (#55) Rehabilitation project was completed on 7/28/15. Marie Mariano- Skyline II – Home Flood Damage (AMERIND Insurance Claim) was contracted to Belfor Restoration Inc. and restoration began on 7/27/15. Walk-thru for the Social Services Window Replacement Project was conducted on 8/11/15 with quotes due 8/18/15. 2015 Rehabilitation of 16 homes will be conducted in three phases. Environmental Assessments have been completed and submitted to Governor for signature. In the mean time Project Manger will begin home assessments, develop scopes of work and project manuals for bid. Projects still pending: 2015 Modernization of 3 Homes, 2015 Rehabilitation of 16 homes, POA/PAHA Wastewater Main Extension, and Rehabilitation of two FEMA trailers. The Maintenance Department completed 13 work orders and has 2 open as of 7/31/15. **Damian:** Environmental Assessments sent to SHIPO is there a fee? **Response:** No, because it is a State Government office. There were no further inquiries on Mr. Carr's report.

Executive Director Report – Floyd Tortalita

Mr. Tortalita gave updates on NAHASDA Reauthorization, President's FY 2016 Budget Request, Congressional Budget and Appropriations Update, and Census Bureau Plan Tribal Consultation. Reauthorization still sits with the Senate. Letters are being generated to send to Senator Udall and Senator Heinrich in regards to moving forward with reauthorization. President's Budget Request, and Congressional Budget and Appropriations both form the 2016 budget. Census Bureau Plans Tribal Consultation plans to conduct eight tribal consultations between October 2015 and April 2016. Furthermore, PAHA and Debra Webster of Concept Consulting continue to work on ICDBG application. NOFA still has not been released. Two proposals were received for the Low Income Tax Credit Consulting services. PAHA did receive a third response from Concept Consulting; however they could not provide a proposal due to other projects. Mr. Tortalita requested all BOC members review proposals and return score sheets to PAHA by Wednesday, August 26th. There were no inquiries on Mr. Tortalita's report.

7. Announcements & Schedule September 2015 Annual Meeting:

BOC meeting will be held on Tuesday, September 8, 2015 @ 5:30pm- PAHA Conference Room.

8. Adjournment:

Meeting adjourned @ 11:00 a.m. motioned made by Commissioner, E. Paytiamo, seconded by Commissioner, A. Estevan, motion carried.

Respectfully submitted,



Krystal Vallo,
Transcribing Secretary