



# Pueblo of Acoma Housing Authority, Inc.

## Sign-In Sheet

### BOARD OF COMMISSIONERS REGULAR MEETING

September 22, 2009

5:30 P.M.

PAHA Conference Room

#### BOC Members:

Timothy Chavez, Chairperson

Robert Jock, Sec'y/Treas.

Gary Louis, Sr., Member

Don Shields, Member

Robin Cruz, Member

*[Handwritten signatures for BOC Members: Timothy Chavez, Robert Jock, Gary Louis, Sr., Don Shields, Robin Cruz]*

#### Oversight/ Ex-Officio's:

Keith Tenorio, Tribal Sec'y/PAHA Oversight

Ernest Vallo, Sr. Tribal Council/Ex- Officio

*[Handwritten signature: Ernest M. Vallo Sr.]*

#### PAHA STAFF:

Floyd Tortalita, Executive Director

Owen Ondelacy, Finance Manager

Lawrence Ramirez, Development Mgr.

Jennette Steward, Housing Services Mgr.

Nathan Leon, Maintenance Supervisor

Veralyn S. Farias, Recording Sec'y

*[Handwritten signatures for PAHA Staff: Floyd Tortalita, Owen Ondelacy, Lawrence Ramirez, Jennette Steward, Nathan Leon, Veralyn S. Farias]*

#### GUESTS: PLEASE PRINT AND SIGN YOUR NAME - THANK YOU

Larry Filener - Auditor *[Signature]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAHA Board of Commissioners

**Minutes of:**

September 22, 2009 –5:30 p.m. - PAHA Conference Room

1. **Call to order:** Meeting called to order by Chairperson, Tim Chavez, Sr. @ 5:46 p.m.
2. **Invocation:** Mr. Ernest Vallo, Sr., Ex-Officio
3. **Roll call:** (Present): Chair, Tim Chavez, Sr.; Sec'y/Treas. Robert Jock; Members Gary Louis, Sr. & Don Shields.  
Newly appointed BOC member, Robin Cruz arrived after roll call.  
**Ex-Officios:** (Present): Ernest Vallo, Sr.  
Absent: Keith Tenorio, Tribal Sec'y/PAHA Oversight

**PAHA Staff:** (Present) : Executive Director, Floyd Tortalita; Finance Mgr., Owen Ondelacy;  
Development Project Mgr. Lawrence Ramirez; Housing Services Mgr. Jennette Steward;  
Recording Secretary, Veralyn Farias.

**Guests:** Larry Filener, of Filener and Co. (Auditor)

4. **Approval of Agenda:**  
With no changes to the Agenda, Board member, Don Shields, made a motion to accept the Agenda as presented, seconded by Sec'y/Treas., Robert Jock. With all in favor, Motion carried.
5. **Approval of Minutes:**  
With no corrections to the August 11, 2009 Minutes, Board member Don Shields made a Motion to accept the Minutes as presented, seconded by Board member Gary Louis, Sr., with all in favor, Motion carried.
6. **New Business – 2008 Audit – Larry Filener, Auditor**
  - a) Mr. Filener presented the Board with three (3) reports each marked "Draft" 1) PAHA's Financial Statements, (Long Report) ending 12/31/08; 2) Report on Internal Control Over Financial Reporting and on Compliance & Other matters based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards; and 3) Independent Auditor's Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance, in Accordance with OMB Circular A-133. Mr. Filener opened with a statement that as auditors, their responsibility is only to express an *opinion* on PAHA's compliance based on their audit. He further stated that there was both good and bad news contained in the report. He did indicate PAHA's Financial situation was good, and choosing Bank of Albuquerque to handle its' finances was a good choice. However, he pointed out a concern/issue of a \$500,000 CD., marked **Housing Authority, Restricted**. He indicated the CD was found to be several years old, however, they (auditors) were unable to locate it's origin or ownership. He plans to continue working with the Tribal Accounting Dept. to try and resolve this matter. He reported funding for the IHBG grant years 2003 through 2008 had not yet been spent nor had PAHA made any draw downs to reimburse itself. For IHP's monies could be used toward new construction. After the auditor's presentation, some questions were raised by Board members concerning the lack of Internal Controls, and suggested PAHA perform a Property Inventory at least twice a year. Also, what effect would it have on PAHA if dollars are not spent within a certain time. Mr. Filener replied if monies are obligated, monies do not necessarily have to be spent or returned. He spoke on the three (3) reports, pointing out the audit findings including, Criteria, Condition, Cause, Effect, Recommendation and PAHA's Responses to these findings. With no questions for Mr. Filener, this ended his presentation.

PAHA must now correct these audit findings. Audit is due to HUD, September 30, 2009.

7. **Old Business:**

- a. Executive Director requested the Residential Lease update be part of his Executive Director's report. Board members were all in agreement to his request.
- b. Personnel Policy: (Executive Director, F. Tortalita)  
Board was informed the policy provided to them was a re-typed/re-written version of the old Personnel policy. Changes made were based on recommendations made by PAHA staff and reviewed by PAHA's attorney. E.D. Tortalita began reading and explaining the areas changed. The Board decided that due to time constraints in reviewing the entire policy, they agreed they would accept it as presented tonight. The policy will now be sent back to the attorney to prepare as the final copy to be presented at the next BOC meeting for final approval. Board member Don Shields made a motion to accept the Personnel Policy as a "working draft" document to be sent back to the attorney for final write-up and to be presented at the next Board meeting for final approval, seconded by Board member Gary Louis, Sr. With all in favor, Motion carried.

8. **Department Report updates:**

- a) Development: Lawrence Ramirez, (refer to report in Board packet).
- b) Housing Services: Jennette Steward, (refer to report in Board packet) Board member Don Shields asked why the percentages of inspections remained the same as last month's report. Ms. Steward replied, her dept. was concentrating on completing follow-up inspections.
- c) Financial: Owen Ondelacy, (refer to report in Board packet)
- d) Executive Director: F. Tortalita
  - 1) Residential Lease – A meeting on 8/26/09 was held with Executive Director, F. Tortalita, PAHA Attorney, Denise Zuni and Cacique members. No decision was reached. A final version of the Lease was given to the members. A meeting will be called, at a later time.(TBA)
  - 2) Results of the Audit FCAS for April, 2008 found PAHA will be required to payback \$39,488.00. This amount will be deducted from next year's funding.
  - 3) FEMA Trailers – Board gave the Executive Director approval to proceed with a Public Notice for the sale/auction of remaining FEMA trailers.

9. **Announcements & Schedule next BOC Meeting**

Amerind's Annual Membership will be held in San Antonio, TX, October 20, 2009 thru October 22, 2009. F. Tortalita will be leaving on the 17<sup>th</sup> to attend other meetings held on October 18 & 19, 2009, returning on the 23<sup>rd</sup> of October. An invitation to the Board was extended. Board member Don Shields requested from all PAHA staff who attend future meetings, trainings etc. that a brief summary of their attendance at these meetings/trainings be provided to the Board.

**Next scheduled BOC meeting:** October 13, 2009, 5:30 pm..

10. **Adjournment:**

With no further discussion, Sec'y/Treas. Robert Jock made a Motion to adjourn the meeting, seconded by Board member Don Shields. With all in favor, meeting adjourned at 9:20 p.m.

11. **Personnel:**

An Executive Session to discuss the E.D's 90 day evaluation convened after tonight's meeting.

Respectfully submitted,

  
Veralyn Farias  
Recording Secretary