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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

October 19, 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** – September 14, 2011
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **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*
8. **Announcements & Schedule Next BOC Meeting**

November BOC Meeting – Nov 9, 2011 - 5:30 pm – PAHA Conference Room

9. **Adjournment**

PAHA Board of Commissioners Regular Meeting
MINUTES of September 14, 2011
PAHA Conference Room

1. Meeting called to order by Chairman, Don Shields, Jr. @ 6:05 p.m.
2. Invocation: Tribal Councilman, Mr. Ernest Vallo, Sr.
3. Roll call: Present: Board Officers & Members: Chair, Don Shields, Jr., Vice-Chair, Robin Cruz, Member, April Estevan, PAHA Staff: E.D., Floyd Tortalita, Dev. Mgr., Lawrence Ramirez, Housing Services Mgr. Jennette Steward, Finance Mgr. Owen Ondelacy & Recording Sec'y, Veralyn Farias
Ex-Officios: Ernest Vallo, Sr. & Tribal Secretary, Daniel J. Lucario.
Guests: Craig A. LeCompte
4. Approval of Agenda
Vice-Chair, R. Cruz motioned to approve the 9/14/2011 Agenda as presented, seconded by Member A. Estevan.
5. Approval of Minutes of June 8, 2011
Vice-Chair, R. Cruz motioned to accept the 8/9/2011 Minutes as presented, seconded by Member, A. Estevan.
6. Opening Remarks – Floyd Tortalita, Executive Director
Topics of discussion or presentation this evening are 1) Funding and; 2) Presentation of 2010 Draft Audit.
7. New Business
 - a) LeCompte Draft Audit- Craig A. LeCompte, Owner and Principal CPA
Guest Mr. Craig LeCompte presented the results of the 2010 Financial Audit. Mr. LeCompte informed the Board this will be the second year his company has audited the financial statements of PAHA. After a brief bio of himself and company he stated he was pleased to inform the Board PAHA received an “Unqualified” Audit Report, explaining an Unqualified report is a positive report. Although the audit wasn’t without errors, it wasn’t enough to mention in the “Independent Auditor’s Report”. He assured the Board this report was in no way materially misleading, and would not jeopardize his company to do so. He emphasized PAHA still needs to work on becoming a low-risk program (see page 21, last sentence reads NO). When an entity has received an Unqualified report for at least 2 – 3 yrs. the NO will eventually become a Yes, which will have major impact on acquiring future funding. All past findings (last year) have been resolved with no repeats and stated, this speaks volumes. Lastly, Mr. LeCompte stated, the key to achieving an unqualified report is to minimize low-turn over, which PAHA has managed to do. A finalized copy will be ready by or before the end of the month. (September).
Tribal Secretary asked what happens in the event there is a finding in next year’s audit? Mr. LeCompte stated unless it is a very significant finding ie., considered to be a material weakness the entity would receive a “qualified” report.
With no other discussion or questions, this ended the auditor’s presentation. Chair thanked Mr. LeCompte for his company’s services.
Ex-Officio, (Mr. Vallo) asked who and if auditors are also evaluated. Mr. Ondelacy said they (auditors) have a peer group who audits their performance as well. Board commended the entire PAHA staff for a job well done.
 - b) 2012 Indian Housing Plan - Owen Ondelacy, Finance Mgr.
An IHP is a NAHASDA requirement which housing authorities must prepare annually. If an IHP is not submitted the housing authority will not receive funding. PAHA has only received a “Projected Funding Amount” from HUD based on the President’s Budget Release (PBR). When the actual annual funding is received PAHA will make adjustments to this amount. Mr. Ondelacy prepared and presented the complete 2012 IHP which requires Board approval. Total amount of the 2012 IHP is **\$1,310,342.00**. Mr. Ondelacy added there have been no draw downs made from LOCCS. See page 24 for a full explanation of activities and or expenditures for 2012. Mr. Ondelacy pointed out total funds to be expended for 2012 is **\$3,400.445**. Because PAHA was not approved for the ICDBG funding replacement pages (9 & 25) were handed out to replace those in the packet. With no further discussion, Vice Chair, R. Cruz motioned to approve the IHP as presented, seconded by Member, April Estevan.
 - c) Remote Deposit Policy – Owen Ondelacy
As reported to the Board last month, (8/9/2011) PAHA explained that it will begin depositing all housing payments, (checks, M.O., etc.) through the use of the scanner. An explanation of the entire process was given to the Board at that time. Housing clients were notified of this new procedure and how soon their checks (within an hour) monies would be withdrawn from their accounts. PAHA is presenting a policy for Board to adopt along with a resolution for accountability and security purposes regarding the use of this new cost effective technique. Board was advised on the process of how long checks would be kept (two weeks) then destroyed by being shredded. During the two week period checks will be kept in a fireproof, lock and keyed safe located in the Finance Manager’s office. Board was assured all safety precautions were addressed regarding

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the handling of those checks, M.O. etc... A question on how safe a check was once it was shredded. Board was assured all precautions were being addressed. A question on use of debit cards was asked. Mr. Ondelacy replied costs may be more. With no other questions, Vice-Chair motioned to accept the Remote Deposit Policy along with the Resolution, seconded by Member, April Estevan. Resolution #0914-2011-01 was passed with 3 in favor, 0 opposed.

Department Reports:

Finance – Owen Ondelacy, Finance Manager (refer to report in packet)

Item 6, Unspent IHBG funds for FY 2003-2007 – assured Board PAHA will not lose these funds.

Item 8, Control Risk Assessment was completed by all managers.

Comment from Vice-Chair regarding Item 7, thanked Mr. Ondelacy for “owning up” or taking responsibility in reporting to the Board the misplaced document which he later found.

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

One Strike Your Out Policy refresher training was presented to housing clients due to reports received on criminal activity related to use of alcohol. Presentations from the Acoma Behavioral Health Program, Acoma Police Dept., and Acoma’s 2nd Lt. Governor will be on hand to speak and give information on the effects of alcohol.

Finger Printing – Q. What age does PAHA request finger printing be performed. Response: 18 and over. Another question, can tenants and homebuyers also be finger printed from time to time? Reason being, some violator’s are under the age of 18 are residing in these unit which are being vandalized. Response, that is a possibility.

In regard to the Nat’l Tribal Healthy Homes Assessment Workshop attended by the Housing counselors. Q. Why isn’t this information passed on to the entire community and not only housing participants. Ms. Steward said this was a good idea.

Reminder from Chair to attach the training/travel reports.

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

MFA Grant application was not approved based on the 2009 audit. MFA, has informed PAHA they will approve the grant once PAHA has submitted the final copy of their 2010 audit report by September 30th, (see attached letter).

Modernization/ADA Project – Chair, D. Shields took a tour of the on-going projects with Project Manager, Francisco Carr and was pleased to see the work Delgado is currently doing. During his tour, he met with a homeowner, Doris Chino whose home was being re-roofed. She had a couple of complaints: 1- No relocation procedures for her and her family to move to while work was being done. 2- Had to acquire a room at the casino while work was being done, no reimbursement policy in place for this expense, 3- had a doctor’s statement dated 5/11/2011 stating family’s medical situation concerning asthma – PAHA states it was not aware of this letter. Chair recommended to PAHA to get a relocation policy in place. Executive Director, F. Tortalita stated PAHA is in fact working on that issue with the attorney at this time and Mr. Ramirez will make a report on this at next month’s meeting.

Reminder from Chair to make certain training reports are attached to the dept. report.

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

An explanation of the enclosed e-mail rec’d from Greg Smith, Atty. in Wash. D.C., on 8/10/11 was given by Mr. Tortalita. Contents read that interests are **lobbying** to add an amendment to the FY 2012 House HUD Appropriations bill that would require the recapture and redistribution among other Indian tribes of unspent HUD dollars from tribes listed under IHBG Undisbursed Grant Totals, Acoma is 12th on the list with 2.4M of unspent dollars. Mr. Smith indicated this amount to be erroneous. Acoma actually has 1.7M. There are no guarantees funds will be re-distributed. Acoma funds are slated for new construction with a target date to began around the March/April timeframe and a completion date of 7/31/2012. At the request of NAIHC, Mr. Tortalita and Governor Vicente were in Washington to provide a position paper and testimony on September 8th. Housing authorities are concerned over the unspent funding which they currently have because this may cause them to not receive additional funding until those dollars have been obligated. Mr. Tortalita states Acoma is taking the lead on advocating on behalf of Indian Housing. Mr. Tortalita is confident PAHA will not lose funding; however, the Provision that states having funding for 3 years or more is what housing authorities are up against including PAHA.

8/24/11 – Flooding in McCarty’s report – During the recent flooding in the McCarty’s area, five (5) families experienced flooding in their homes. One family, Manual and Kathleen Lucero’s home was considered a total loss. Mr. Tortalita is requesting to use PAHA non-program income to assist this family to rebuild their home. (see attached report for more details). The family is currently seeking another land assignment from the Cacique. In conclusion, and after a lengthy discussion Board “authorized” PAHA to “explore” other sources of funding before using PAHA monies set-aside for this type of assistance.

9. Announcements & Schedule next Board Meeting

ICDBG-PAHA was not approved for this grant. Although there is no appeal process Mr. Tortalita is responding on his disagreement on how and why this application was not approved to Robert Holden, @Area ONAP.

Next scheduled BOC Meeting: Wednesday, October 19, 2011 @ 5:30 p.m..

10. Adjournment:

Vice Chair, R. Cruz motioned to adjourn the meeting seconded by Member, April Estevan, meeting adjourned at 9:45 p.m..

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Veralyn Farias". The signature is stylized and cursive.

Veralyn Farias
Recording Secretary