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"Providing Safe and Affordable Housing Opportunities"

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Board of Commissioners Meeting

November 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** – ~~September~~ ^{October} 19, 2011
6. **Opening Remarks** – *Floyd Tortalita, Executive Director*
7. **New Business**
 - a.) PAHA Relocation Policy – *Lawrence Ramirez, Development Manager*
 - b.) 2011 PAHA Operations Budget Revision – *Owen Ondelacy, Finance Manager*
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**

December BOC Meeting – Dec 16, 2011 - 5:00 pm – Dancing Eagle Casino – Laguna, NM

10. **Adjournment**

PAHA Board of Commissioners Regular Meeting
MINUTES of October 19, 2011
PAHA Conference Room

1. **Meeting called to order** by Chairman, Don Shields, Jr. @ 5:50 p.m.
2. **Invocation:** Member, Mr. Bernard Lewis
3. **Roll call:** Present: Chair, Don Shields, Jr., Members: April Estevan and Bernard Lewis, Ex-Officio, Ernest Vallo, Sr. PAHA staff: Floyd Tortalita, Executive Director; Owen Ondelacy, Finance Mgr.; Jennette Steward, Housing Services Mgr., Veralyn Farias, Rec. Sec'y. Lawrence Ramirez arrived later. Member: T. Chavez called, said he would not be present.
4. **Approval of Agenda**
Member, Bernard Lewis, motioned to approve the Agenda as presented, seconded by Member April Estevan. Motion carried.
5. **Approval of Minutes** of September 14, 2011. Member, April Estevan motioned to accept the Minutes as presented, seconded by Member, Bernard Lewis. Motion carried.
6. **Opening Remarks** – Floyd Tortalita, Executive Director
This evening topics of discussion will mainly focus on dept. reports, 2012 Appropriations, and Board signature for the MFA (Mortgage Finance Authority) Contract Agreement.

FOR THE RECORD:

- Old Business – No Old Business to report.
- New Business – No New Business to report.

7. Department Reports:

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

- PAHA's 2010 Financial 'Draft' Audit received an "Unqualified" report by LeCompte's auditing firm. An Unqualified report signifies a very good audit, with all past findings cleared. The audit was forwarded to the Federal Audit Clearinghouse on 9/27/11 before the due date of 9/30/11. The FAC confirmed it was in receipt and acceptance of the audit.
- Quick Books expenditures for next LOCCS drawdowns were made, and will be referenced in next month's report to BOC.
- The 2012 IHP approved by PAHA's Board during last month's BOC meeting and signed by Governor Randall Vicente was reviewed by Leticia Rodriguez of the Albuquerque HUD office. Ms. Rodriguez will forward it to the Phoenix HUD Office for review & approval.
- The new Deposit Sweep account is earning interest between \$300.00 - \$400.00/month
- Mr. Ondelacy stated as of 9/30 the Expenditure Report was at 75.0% spent, although there were some overages on certain line items, they were not enough to perform a budget revision. PAHA continues to stay within all budgets.
Board Chair asked Mr. Ondelacy if there was an item which required follow-up in regard to the audit. Mr. Ondelacy replied there wasn't.

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

- The following individuals who attended the Barbara Garcia move-in were: (PAHA) J. Steward, F. Tortalita, L. Ramirez, Tribal Fiscales, Ms. Garcia and one family member. Ms. Garcia requested PAHA do a follow-up meeting with all family members to convey to them their obligations and responsibilities as household members. Ms. Steward provided a copy of the "One Strike, You're Out" policy to Ms. Garcia and made certain she understood its contents and explained PAHA will enforce this policy on ALL members living in her household.
- Mr. Vallo, Ex-Officio and Chairman Shields presented questions regarding Fred Vallo & family. Mr. Tortalita replied any questions on the Vallo case can be addressed in an executive session.

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

- Currently there are 44 on the Rehab. Waiting list. Community is becoming aware of the services and applications are coming in.
- The Modernization budget has zeroed out. There is one (1) other individual left on the waiting list requesting services. PAHA will need to decide the amount of monies to replenish that project with.
- Fencing Project has received three (3) bids. PAHA currently breaking down the responses. Contract not yet awarded to date.
- Rehab/Weatherization Project @85% complete on last two homes, punch list is minimal. Approximately, 76K left over from this project. This amount is enough to perform assessments on at least 2 more homes possibly 3.
- Other: Re: Fencing project two (2) bids rec'd from Native American companies. The bid packets were all identical & specific.

Chairman, Shields asked if Modernization monies were available to repair flat roofs in the old sub-division area. Response, no. Mr. Ramirez stated there have been discussions on replenishing that budget. There are funds in the rehabilitation project however,

funding will be used on removal of FEMA trailers. Should a *homeowner* require work done on their home, they can fill out a Rehabilitation application and if they are income eligible will be placed on the waiting list. PAHA will NOT perform work on homes no longer under their management; it becomes the homeowners' responsibility to request for services through PAHA or private contractor.

Chairman said he received a call from **Rose Leon** with complaints. Mr. Ramirez explained that a punch list for the roofing project on her home had not yet been completed and should address her concerns when this has been completed. She was satisfied with the response.

Member, B. Lewis suggested looking into the possibility of buying back unoccupied homes in the sub-division area for refurbishing to temporarily house families when their homes are being worked on. Mr. Tortalita said this issue has been discussed.

Member, A. Estevan states she supports Mr. Lewis' idea. Discussion on how to handle families temporarily displaced by project work was discussed. Mr. Tortalita added PAHA must afford relocation opportunities to *PAHA clients* whenever work is performed on their homes. PAHA will work on a Relocation policy and also on an agreement i.e., Acceptance of Work which will be provided to the homebuyer and homeowner prior to onset of work. It will describe work detail and length of time it will take to complete their project in the event they have to move from their unit. Mr. Tortalita added he discourages using vacant units for emergency housing only because that unit could end up sitting lengths on end only to serve that purpose. This may also cause complaints from the community on a unit just sitting there.

Mr. Lewis asked about the **Barbara Garcia** unit and was she aware the next time work was performed on her home she may have to pay out of pocket? Mr. Tortalita explained responsibilities of PAHA and homebuyer. It is a requirement of PAHA to bring any unit still under PAHA's management into compliance when the homebuyer is unable to address home repairs. Monies in their MEPA (Monthly Equity Payment Account) will be charged for making those repairs and/or improvements. If for any reason a homebuyer becomes non-compliant again PAHA can follow through with the eviction process.

The MFA Grant Contract Agreement previously approved by the Board was presented for signature approval. In a vote by the Board of three (3) in favor and -0- opposed, Chair. D. Shields, Jr. signed the MFA/PAHA Grant Contract Agreement for 195K.

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

Mr. Tortalita reported on issues and concerns regarding the FY 2012 THUD Appropriations – Senate Proposal, stating although PAHA may not be directly affected it can be indirectly. Issues of unspent or undrawn LOCCS funds are being discussed in Washington by coalition groups, (comprised of other Indian Housing authorities) throughout the nation who are lobbying Washington to recapture and redistribute among other housing authorities and are also saying these housing authorities with undrawn LOCCS should not be funded. A time limit on how soon those dollars should be spent once a housing authority receives their funding is being reviewed. Acoma is currently on the list of housing authorities with undrawn funds @ 2M. See additional information in back of the Director's report regarding this issue.

HUD Native American Housing Needs Study. This has been put on hold until correct tribal consultation has been done because this could affect future funding.

Manuel & Kathleen Lucero – this project continues with meetings between PAHA and Tribal Administration regarding in-kind contribution such as tribe assisting with "earthwork" clearing the area for new construction. Upcoming meeting with Arvind Patel, Tribal Engineering dept is scheduled. Water and sewer lines are close to being completed.

2011 ICDBG application was not approved. There is no opportunity to appeal this decision. (See attached e-mail correspondence).

Upcoming meetings: - October 26th thru 27th 2011 Phx. AZ. - NAIHC Forum to discuss "Unexpended IHBG Funds (Tentative) November 3rd thru 4th, 2011 – Washington, DC – Legislative Hearings (Mr. Tortalita scheduled to testify).

9. **Announcements & Schedule next Board Meeting - Next scheduled BOC Meeting: November 9, 2011 – 5:30 p.m. @ PAHA.**

10. **Adjournment:**

With no further discussion, Member Bernard Lewis motioned to adjourn the meeting, seconded by Member, April Estevan. With all in favor, meeting adjourned at 7:15 pm

Respectfully submitted,



Veralyn Farias
Recording Secretary