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"Providing Safe and Affordable Housing Opportunities"

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**Board of Commissioners Meeting**  
El Pinto – Albuquerque, NM

December 6, 2012  
5:00 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** – November 14, 2012
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business** –
  - a.) 2013 PAHA Operating Budget – *Owen Ondelacy, Finance Manager*
  - 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**  
January BOC Meeting – January 9, 2013 - 5:30 pm – PAHA Conference Room  
  
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9. **Adjournment**

**PAHA Board of Commissioners Regular Meeting Minutes**  
**November 14, 2012 – 5:30 p.m.**  
**PAHA Conference Room**

Minutes

1. **Call to order:** @5:43 p.m. by Chairman, Don Shields, Jr.
2. **Invocation:** Mr. Ernest Vallo, Tribal Councilman Rep.
3. **Roll Call:** Board members present: Chairman, Don Shields, Jr.; Members: Bernard Lewis and April Estevan; Ex-Officio: Ernest Vallo, Sr., PAHA staff present: Executive Director, Floyd Tortalita; Dev/Maintenance Mgr., Lawrence Ramirez; Finance Manager, Owen Ondelacy; Housing Services Mgr. Jennette Steward & Recording Secretary, Veralyn Farias. Board Member, Tim Chavez arrived after roll call.  
Absent: Vice Chair, Robin Cruz and Tribal Secretary Mr. Daniel Lucario.
4. **Approval of Agenda:**  
Member, April Estevan motioned to accept the Agenda as presented, seconded by Member, Bernard Lewis.
5. **Approval of September 12, 2012 Minutes:**  
Member, Bernard Lewis motioned to accept the September 12, 2012 Minutes, seconded by Member, April Estevan.
6. **Opening Remarks** – Floyd Tortalita - Items to be presented this evening:
  - >Explained reason for no meeting in October, due to not enough business to warrant a Board meeting. Mr. Tortalita reminded Board it may want to consider the idea expressed a few months back to hold meetings every other month.
  - > New Business: a) Norma Askew is requesting an audience with the Board. She is rebutting the decision made by Executive Director concerning termination of her Rental Agreement.
  - >2012 PAHA Budget Revision – Finance Manager, Owen Ondelacy
7. **New Business:**
  - a) Norma Askew, Homeowner Hearing – EXECUTIVE SESSION CONVENED @ 5:55 p.m.
  - Regular November Board meeting re-convened @ 6:42 p.m.
  - b) 2012 PAHA Budget Revision – Owen Ondelacy  
Mr. Ondelacy explained the modifications made to the 2012 budget which reflects a 2% change where numbers were either moved to another line item to prevent being over budgeted, reduced or simply eliminating a line item. Those revisions performed will not change the overall budget by any means and will not affect the upcoming audit. With no further discussion Member, Tim Chavez motioned to accept the 2012 PAHA Budget Revisions, seconded by Member, Bernard Lewis. Chairman Shields signed the two-paged revision signifying Board's approval.
  - Reference to the outcome of the Norma Askew Executive Session  
Chairman Shields announced the Board will uphold the decision previously made by PAHA in regard to the termination of Ms. Askews' Rental Contract Agreement. Chairman requested this decision be made part of the Minutes.
8. Department Reports:
  - a) Finance – Owen Ondelacy (see written report)
    - >*Under Upcoming Tasks* – Mr. Ondelacy added PAHA will be placing an RFP ad in the Albuquerque Journal in search of an auditing firm to perform the 2012 audit .The ad will run Thanksgiving week-end. Mr. Ondelacy would like to select an auditing firm by January 2013. Chairman commented it may be a good idea if PAHA were to hire the services of LeCompte once again. Mr. Tortalita stated selecting another firm would not only be advisable or in other words would not appear to be good business practice.
    - >Member, A. Estevan- expressed concern over Mr. Ondelacy's comments in his trip report ref.: the APR training and its' lack of content or information. Question(s), will it impact the business at PAHA and is there a reason for concern? Response. No, Mr. Ondelacy is confident he will be able to figure out the changes etc..
    - >Budgets: PAHA Budgets continue to remain within their budget limitations. Inquiry to the Askew burned unit. Insurance paid \$11,795.69, 50% has been paid. There is a \$1,000 deducted which Ms. Askew will be responsible for.
  - b) Housing Services – Jennette Steward
    - > Member, A. Estevan had a number of questions or suggestions to Ms. Steward.
      - 1) Suggested delinquency numbers be presented as percentage and reasons for delinquencies.

Board Minutes – November 14, 2012 (continued)

- 2) Finger printing – is it mandatory for all housing clients past and present, or new applicants only? Should this procedure also include current tenants? Executive Director replied, this is an issue which will have to be addressed and researched by PAHA's attorney as to what regulations and policies state. Cost for finger printing is \$34.00.
  - 3) In the case of Mr. Juanico, are there others who have not yet received their paperwork? And, are there costs involved? Response: Mr. Juanico was an isolated case. As for costs, land survey was performed and PAHA paid.
  - 4) Ms. Estevan is hopeful what PAHA learned at the Zuni housing fair can be applied here for next year's housing fair. Mr. Vallo added can PAHA demonstrate to the homebuyers how to clean their chimney's.
  - 5) Ms. Estevan expressed concern over the upcoming utility charges and whether the low income tenants will be able to afford these charges. Response, PAHA has yet to meet with the Utility dept., to address this issue.
  - 6) Ref: SORNA (Sex Offender Registry & Notification Act – Is this something to add to the policy? Response, PAHA does check into these areas during the initial application process.
- c) Development – Lawrence Ramirez – (refer to report)
- 1) Home House by House Project two applicants, Delfine Martinez and Patricia Max have been selected. Occupants will need to vacate their units. The total number of days to complete this project including completion of paperwork is 120 days.. Actual rehab takes approx. 30– 45 days.
  - 2) Mr. Vallo asked if contractors are bonded, response yes, normally a warranty bond is requested at the time contractor submits a bid, if one is not provided, and the contractor is selected for the work, PAHA will hold a portion of the payment until warranty expires.
  - 3) Chairman mentioned an Acoma family with children whose home is in much need of repair. Response, they are on the waiting list, however based on the point system, they do not have enough to place them at the top of the list. Suggestion was to offer the family other avenues to check into for assistance. Lawrence states he does inform applicants of other programs that offer help. Head of household recently signed his Title Transfer to the current occupant, a grandson.
  - 4) Mr. Ramirez explained the training he attended on Developing Sustainable Tribal Housing. Basically costs are quite high and stated a learning situation. Discussion of future development of homes took place. It was also announced that the sprinkler system was to be shut down due to contamination which will hinder future development near the current new housing project. Mr. Tortalita stated PAHA will look into the concerns expressed this evening regarding development.
- d) Executive Director – Floyd Tortalita – (refer to report)
- >Residential Leasehold - Mr. Tortalita reminded Board that although PAHA addressed the request from Tribal Council to delegate four (4) members: Robin Cruz, Vice Chair, Tim Chavez, BOC member, Denise Zuni, PAHA Attorney and Floyd Tortalita, Executive Director from PAHA to sit on the workgroup committee, no action has been taken by the POA Tribal Council or its' Administration.
  - >09/06/12 Southwest Office of Native American Program (SWONAP) received PAHA's 2011 audit. On 08/24/12 the Federal Audit Clearinghouse was in receipt and acceptance of the 2011 Audit. This gives PAHA the opportunity to seek funding through sources such as USDA and other agencies i.e. MFA.
  - >PAHA's attendance is requested at the November 15, Tribal Council meeting to discuss the 2011 Audit which will inevitably lead to the CD issue. PAHA cannot offer any solutions at this time. The Tribe has yet to respond to PAHA's letter. Member, Tim Chavez reminded Executive Director to be civil in his address to Council.
  - >HUD Negotiated Rulemaking Committee – PAHA's Executive Director has been nominated to sit on this committee by Southwest Tribal Housing Alliance.
  - >Other – Self Monitoring sessions scheduled for December 3<sup>rd</sup> and 4<sup>th</sup>. BOC is invited. Schedule is forth coming.
  - >Quit Claim Deed – PAHA and Tribe (Land Office) may need to sit down to discuss the land assignment issue for clients who have paid off their homes which may involve the Cacique members.
  - >Utility Authority - the Tribe is seeking assistance from PAHA for input on how to develop or assist the Tribe in setting up this dept/business. This is due to the success PAHA has had with their business.

**Announcements & Schedule of Next BOC Meeting:**

The December BOC meeting will be held at El Pinto Restaurant, Albuquerque, NM to coincide with the Annual PAHA BOC and Staff Christmas Dinner. Meeting time: 5:30p.m..

**Adjournment:**

With no further discussion, Member, Tim Chavez motioned to adjourn, seconded by Member, Bernard Lewis. Meeting adjourned @8:38 pm..

Respectfully submitted,

  
Veralyn S. Farias, Recording Secretary