

MINUTES

Pueblo of Acoma Housing Authority Board of Commissioners Meeting
Pueblo of Acoma Library
Acomita, New Mexico
December 11, 1997

Item I. Call to Order

Meeting was called to order at 7:00 p.m.

Item II. Invocation

Item III. Roll Call

Roll call was made with the following BOC members and staff present:

Marvis Aragon, Jr., Chairman
Jackie Torivio, Vice-Chairman
Harold Felipe, Secretary
Carleen Chino, Commissioner
Raymond J. Concho, Jr., Executive Director
Derek Valdo, Development Specialist
Valerie Lucero, Administrative Assistant
Rose Histia, HOC I
Greg Histia, D.E.P. Director

Item IV. Approve Agenda

Secretary Felipe asked that staff note in minutes of change in location. Motion to approve agenda was made by Secretary Felipe, second by Commissioner Chino. All in favor motion carries.

Item V. Read & Approve Minutes

August 19, 1997 - Motion to approve amended minutes was made by Commissioner Chino, seconded by Secretary Felipe. All in favor, motion carries.

September 3, 1997 - Motion to approve minutes was made by Commissioner Chino, seconded by Secretary Felipe. All in favor, motion carries.

September 12, 1997 - Motion to approve minutes was made by Secretary Felipe, seconded by Commissioner Chino. All in favor, motion carries.

September 22, 1997 - Motion to approve amended minutes was made by Secretary Felipe, seconded by Commissioner Chino. All in favor, motion carries.

November 4, 1997 - Motion to approve amended minutes was made by Commissioner Chino, seconded by Secretary Felipe. All in favor, motion carries.

Item VI. Executive Director's Report

Report was given by Raymond J. Concho, Jr., Executive Director (Attached).

Also noted were:

- 1) Stipends - Raymond talked with HUD ONAP office, HUD recommended that BOC go to Tribal Council to request for stipends. If possible, we'd like BOC stipends be retro-active to October, 1996. With NAHASDA, PAHA could write stipends into Housing Plans, something for PAHA and BOC to look into.
- 2) SWIHAA - Secretary Felipe congratulated Mr. Concho on his recent appointment of SWIHAA President. Secretary Felipe questioned if Raymond sees any conflicts with the nomination possibly interfering with his duties with PAHA. Raymond stated that he does not see any conflicts and will not neglect his duties with PAHA. SWIHAA is a 2 year appointment. Chairman Aragon questioned how much of Mr. Concho's time will be taken from the office for him to serve on both AMERIND and SWIHAA. Raymond responded that it shouldn't take much of his time away from the office. About 20 to 30 hours on a quarterly basis. Chairman Aragon asked if SWIHAA compensated their officers. No SWIHAA does not compensate, only AMERIND.
- 3) Project 7 - Chairman Aragon questioned if there was a target date to finish off Project 7. Mr. Valdo replied that the Tribe set a date for October, 1997. confident that the project will be finished by the middle of "1998". There are conflicts occurring with Preferred, IHS & RTI.
- 4) DEP expenses - Secretary Felipe questioned how much funds have been expensed from the DEP Grant. Financial report will be given at next BOC meeting.
- 5) Secretary Felipe questioned when temporary office target date is set for. Mr. Concho responded that Preferred has proposed a date of January 31, 1998. Mr. Valdo stated that everything has been finalized on the building. Mr. David F. Garcia is the contracting officer for the project, so in order for Preferred to get started on our building, David will have to initiate contract work. Mr. Garcia asked if PAHA has enough funds for the building. PAHA does have funds for the building. Funds will be used from carry-forward funds from the HOC budget. The building will be an addition to Project 7 which has been approved by Governor Ron D. Shutiva, when PAHA went to Tribe regarding office space. The issue was already discussed and approved. Vice Chairman Torivio questioned whether other options were looked at before PAHA decided to purchase from Preferred. Mr. Valdo responded that PAHA did look into other options: 1) Carol Vicente unit - the unit was going to be picked up and moved to the location where PAHA is currently located, but the trailer will have to be moved before the house can be placed there.

Preferred is going to take the trailer when they're finished with Project 7. The idea of moving into the trailer court lot was due to money already spent to hook up electricity. A request has been sent to the land office for land assignment of the lot to PAHA for that unit. 2) Old BHS office was another option. There were other programs who were already promised that building. Mr. Concho responded to BOC, that on a longer term initiative PAHA has funds to build a new facility, but would like to use this opportunity to get us a sound fixed facility/office complex. In long term PAHA would like to build a large building to house all employees in one building. DEP, Maintenance department for Low Rent units and possibly lease out other offices to programs in need of office space. PAHA will be care taker of building. PAHA would like to make a request to Tribe to possibly match funds to build PAHA building. Vice-Chairman Torivio questioned why PAHA decided to purchase from Preferred, and would like to know if there were any bids that went out for the building? Was it going to take local contractors longer to build? Mr. Valdo replied that the idea of going with Preferred was being that the acquisition method would be faster than going through procurement. The acquisition method will save us costs and serve our needs sooner.

Chairman Aragon would like to schedule a meeting with BOC only to address the issue of Raymond's Performance Evaluation.

Chairman Aragon requested input from BOCs regarding Mr. Concho's appointment as President of SWIHAA.

Secretary Felipe feels confident that Mr. Concho is capable of all aspects that have been asked of him. He feels that none of Mr. Concho's responsibilities are put at risk. Recommends that staff pick up slack when Mr. Concho is out off the office performing SWIHAA President duties. Secretary Felipe endorses Mr. Concho to serve as President of SWIHAA.

Commissioner Chino expresses her confidence in Mr. Concho. Would like to commend staff for doing a job well done while Mr. Concho is out of the office. Recommends that Ray start each meeting with a prayer and remember that this is for the people. Keep up the good work. Highly endorses Mr. Concho's appointment as SWIHAA President.

Vice Chairman Torivio - Secretary Felipe and Commissioner Chino have said it all. Feels confident about Mr. Concho taking the position. Commends the staff for a job well done. Speaking with other Housing Authorities, they feel that Acoma is taking the lead. For the record Vice Chairman endorses Mr. Concho to serve as President of SWIHAA.

Mr. Concho would like to thank BOC on behalf of staff and himself the words of wisdom and encouragement given to us this evening. We will focus on our priorities and do the best we can. Motion to accept Executive Directors report was made by Secretary Felipe, seconded by Commissioner Chino. All in favor motion carries.

VII. Announcements

1. Special BOC Meeting and Christmas Gathering, December 20, 1997
Mr. Concho and staff would like to get together with BOC before Christmas holidays. Possibly review performance evaluation on Executive Director.
2. Annual Acoma Pueblo Dance and Potluck, December 19 and December 22, 1997
Dance will be held at Grants, NM. Potluck from 3 - 6 p.m. Sky City Casino. Donations for door prizes.
3. SWIHAA Annual Meeting, Phoenix, AZ, January 28-30, 1998
budgeted for 1 E/D & 3 BOCs
PAHA would like names of BOC who are going to attend trainings, so that PAHA may make reservations for BOC. Attending are: Jackie & Harold.
4. NAIHC 4th Annual Legislative Conference, Washington, DC, February 23-24, 1998
budgeted for 1 E/D & 3 BOCs
Attending are: Marvis, Harold & Carleen
5. Introduction to Indian Housing Management, Phoenix, AZ, February 10-13, 1998
budgeted for 1 E/D & 2 BOCs
Attending are: Marvis
PAHA will check if Commissioner Sarracino will be available to attend any trainings or meetings. Mr. Concho recommended to the Board that they re-visit training booklet. If BOCs would like to attend any trainings, please inform PAHA so that registration and reservations can be made.
6. Other
Mr. Greg Hestia - Sponsor An Angel - PAHA has decided to sponsored an angel for Christmas. If the Board would like to contribute, Greg has sizes and wishes made by the individual.

Item VIII. Old Business

Chairman Aragon questioned whether there were any actions or directions on policies?

Mr. Concho responded that PAHA has been working with Trish Roberts on policies. Trish has been working on policies for PAHA to fit our need. Will send us a DRAFT copy to review.

Item IX. New Business

1. Financial Report

Financial reports on Operating budgets FY'97 & FY'98 were given by Mr. Raymond Concho, Jr. BOCs would like a comparison of what remains in budgets. A budget report will be provided at next BOC meeting 12/20/97. Commissioner Torivio questioned whether AMERIND covered any damages done to homes delivered by Preferred or does insurance start after the homebuyer moves into the unit. Derek replied that items damaged by Preferred will be covered under the warranty, and yes insurance starts the day after the homebuyer moves in. Commissioner Torivio questioned if there was ever an agreement signed between PAHA and accounting office on what they are going to charge for accounting services. Mr. Concho stated that PAHA needs to sit down with David @ accounting on what they are going to charge PAHA for services. The only services PAHA receive from the accounting office is check writing. Commissioner Torivio questioned what process is taken to move funds around and who authorizes it? Mr. Concho responded that PAHA has not yet been in the position to move funds around, but PAHA would have to get authorization from funding agency.

2. TAR Report

TAR Report was given by Mr. Derek Valdo. Total TAR balance as of December 11, 1997 is \$223,158.78. The TAR balance has increased by \$135,037.78 since December 31, 1996. Chairman Aragon questioned what actions need to be taken to decrease TAR balances? Mr. Valdo replied that 1) PAHA needs to get policies in place to back the Housing Authority up and 2) Monthly statements need to get sent out to homebuyers. Homebuyers would rather pay for their vehicles and Primestars than on their house. Chairman Aragon suggested to PAHA staff that we intensify to get TARS down. Secretary Felipe questioned, in the event that a Mutual Help unit is converted to a Low Rent unit, would it be easier to evict if the tenant continued to be delinquent? Mr. Valdo stated that yes, with eviction policies in place, PAHA would be able to evict or not renew lease to tenant. Chairman Aragon suggested to PAHA to write letters to homebuyers of what may happen if TARS are not brought up to date. Insert bullets to mark each possibility. Vice-Chairman Torivio suggested that PAHA sent out letter before Housing Forum to get input from homebuyers, and also get communication started between homebuyer and PAHA. Secretary Felipe asked that Mr. Valdo research information on Credit Bureau.

Schedule Next Board of Commissioners Meeting

Chairman Aragon questioned if it would be possible for Board of Commissioners to meet before December 20, 1997 meeting to go over Executive Directors evaluation? Board of Commissioners decided to meet on December 16, 1997. Next scheduled Board of Commissioners meeting is December 20, 1997 at Albuquerque @ 7:00 p.m.

XI. Adjournment


Motion to adjourn meeting was made by Commissioner Chino, second by Secretary Felipe. All in favor, motion carries. Meeting adjourned @ 11:40 p.m.

Respectfully Submitted:



Harold Felipe, BOC Secretary

Approved:



Marvis Aragon, BOC Chairman

Jackie Torivio, BOC Vice-Chairman



Carleen Chino, Commissioner

Edwin Sarracino, Commissioner