



P.O. Box 620  
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-5174  
Fax: (505) 552-9093

**Board of Commissioners Meeting**  
Indian Pueblo Cultural Center – Albuquerque, NM

December 19, 2013  
5:00 p.m.

**AGENDA**

1. **Call to Order** – Robin Cruz, Board Chair
2. **Invocation**
3. **Roll Call** – Robin Cruz, Board Chair
4. **Approval of Agenda**
5. **Approval of Minutes BOC meeting** – November 13, 2013
6. **Opening Remarks** – Floyd Tortalita, Executive Director
7. **New Business** –
  - a.) 2013 PAHA Operating Budget Revision - *Owen Ondelacy, Finance Manager*
  - b.) 2014 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 8, 2014 - 5:30 pm – PAHA Conference Room  

---

---
9. **Adjournment**



"Providing Safe and Affordable Housing Opportunities"

Board of Commissioners Regular Meeting  
November 13, 2013 - 5:30 p.m.  
PAHA Conference Room

1. **Call to order:** Meeting called to order by Commissioner April Estevan @5:47 p.m.
2. **Invocation:** Ex-Officio, Ernest Vallo, Sr..
3. **Roll Call: Present:** Commissioners: April Estevan, Damian Garcia, Patrick Ortiz, Tribal Council Rep. Ernest Vallo, Sr., Tribal Sec'y, Philip Riley (arrived after roll call); Executive Director, Floyd Tortalita, Finance Manager, Owen Ondelacy; Development/Maint. Mgr. Lawrence Ramirez; Housing Services, Nina Jaramillo for Jennette Steward and Recording Sec'y, Veralyn Farias. **Absent:** Chairwoman, Robin Cruz; Commissioner, Bernard Lewis, Housing Serv. Mgr. Jennette Steward.
4. **Approval of Agenda:**  
Commissioner, D. Garcia motioned to approve the 11/13/13 Agenda, seconded by Commissioner Patrick Ortiz.
5. **Approval of Meeting Minutes for: September 18, 2013**  
Commissioner, D. Garcia motioned to approve the 09/18/13 Minutes, seconded by Commissioner Patrick Ortiz.
6. **Opening Remarks: Executive Director, Floyd Tortalita**
  1. Approval for Sh'eh Wheef Law Contract renewal.
  2. Presentation of Department Reports.
7. **New Business: Legal Services Contract – Sh'eh Wheef Law Offices (Denise Zuni):**

PAHA is currently covered with legal services through Sh'eh Wheef Law under an extension signed by both parties when contract ended back in July 2013. The extension is valid through June 2014, however can be amended. Ms. Zuni was working on a couple issues for PAHA at the time her contract expired. HUD procurement states a Request for Proposal must be performed every 3 years. PAHA placed an RFP in the Alb. Journal in May 2013. Two responses were received, Sh'eh Wheef and Luebben, Johnson & Barnhouse. Procurements states at least 3 RFP's must be received. Another ad was placed in the paper 06/2013 with the same two offices responding. Using the procurement process PAHA proceeded with the two firms. Points received were based on the firms' knowledge in different areas as noted on the score sheet and the firms' responses to the Statement of Work, (SOW). The results as seen in the score sheet (included in the report), were Sh'eh Wheef receiving 375 points to Luebben's 166. Mr. Tortalita is recommending the Board accept Sh'eh Wheef's offer. The contract will run on a calendar year beginning January 1, 2014 thru December 31, 2016. Mr. Tortalita added Sh'eh has represented PAHA exceptionally well. Commissioners had a number of questions regarding the selection. Mr. Tortalita then asked if the Board would like to play a more active role in future proposals. Board thought it was a good idea. Board also requested a Year-End Report from Sh'eh Wheef, the report will be used as part of the APR to the tribe. The amount budgeted for legal services are \$25K, under Plan. & Admin \$45K is budgeted which includes the audit or consulting fees. Board members were informed Ms. Zuni represents other housing authorities so in the event she is working on an issue involving other H.A., those fees are split among those housing authorities represented by Sh'eh Wheef. With no other questions/comments, Commissioner Damian Garcia motioned to approve the contract with Sh'eh Wheef Law commencing 01/2014 thru 01/2016, seconded by Commissioner, Patrick Ortiz, with all in favor, motion carried. Mr. Tortalita states no resolution is required for this contract.
8. **Department Reports:**
  - a) Finance – Owen Ondelacy, Finance Manager  
Questions/Comments:  
Following the Finance report, Acting Chair, A. Estevan suggested files be kept updated so as not to run into problems such as those encountered by the MFA auditor. Acting, Chair asked why Ms. Calene Pedro, AP/Payroll Tech attended the NNAHRA which dealt with Human Resources. Mr. Ondelacy explained PAHA does not have an HR dept., and Ms. Pedro has since assumed the duties of the H.R. dept., and therefore attends training related H.R. issues. She has also completed the Financial Mgt. Certification Tract One with NAIHC. She has three tracks left to complete before receiving the Professional Indian Housing Manager's Certification. Commissioner, A. Estevan expressed her congratulations to Ms. Pedro for her efforts and accomplishments.  
BUDGET: Mr. Ondelacy mentioned, any overages noted in his budget report will be revised and provided to the membership at the December Board meeting.



b) Housing Services – Nina Jaramillo Housing Counselor for Jennette Steward

Questions/Comments:

Commissioner, D. Garcia asked for information on the Mutual Help Program. Response: Homes were built with funds prior to 1996. Rent is based on 20% of household income, a Utility allowance is also calculated into the payment schedule. 20 units remain under PAHA's management. A new MHOA was executed naming Ms. Jodie Joe as the homebuyer. Previously, her sister Ms. Courtney Joe was appointed. The change was based after a family meeting and whom they considered most capable of assuming the MHOA. Acting Chair asked the outcome of the court hearing on Rental Unit #10. PAHA had anticipated a favorable decision by the courts to terminate the clients' rental contract based on a previous violation of the "One Strike You're Out" policy. Unfortunately, this was not addressed, rather the client was only ordered to pay his arrearages immediately. Later that day, the client complied with the court order and is now current with his account.

c) Development/Maintenance- Lawrence Ramirez, Manager

Questions/Comments:

Acting Chair, A. Estevan asked, are contractors allowed to use homebuyers/tenant's electricity and other items belonging either to the occupant or PAHA? She's concerned as to who is responsible if damages occur through contractor's negligence. Also, who pays for use of the occupants' electricity? Mr. Ramirez replied the contractor will ask permission from the occupant prior to using their electrical power. Ms. Estevan replied, this was not done when contractor used her exterior outlet.

Comment: Commissioner Ortiz stated, while working on a project with Head Start, he noticed a large pile of beer bottles thrown over the fence in the new sub-div. area. Contractor, Joe Padilla left pieces of fencing material which could become a safety issue for children. Comment: Ex- Officio Vallo – Noticed dogs are now digging under the newly erected fences.

Acting Chair suggested PAHA hold training sessions for housing clients to tackle maintenance issues as they arise.

Response: These types of sessions are provided to *homebuyers* during Homeownership Week held each year in June.

**Tenants**, (Renters) are instructed to call PAHA's maintenance personnel when a maintenance issue arises. PAHA is responsible for ALL maintenance repairs of **Rental Units** and are on call 24-7. A monthly calendar is also provided to all **rental tenants** informing them who is on call each week. **Homebuyers**, (LP/ MH), understand they are responsible for their home repairs or maintenance issues. This was acknowledged and understood by the homebuyers upon signing of their Contracts with PAHA.

**Training Reports:** Board wants to see more emphasis on how the employee will apply the training to the employee's current job duties, with other depts. and future projects. Board wants to know was the training worth what PAHA paid and suggests for trips 3 days or less, employees may want to consider attending training locally, i.e., Albuquerque. Mr. Ramirez replied he does not focus on the content of the training or how it will be applied, rather his "measuring tool" is based on the efficient operations of his dept.. Acting Chair answered, reports are the Boards "measuring tool" and therefore requests more feedback especially when it relates to costs PAHA spends on training for staff. Commissioner Ortiz and Ex-Officio concur and support this request.

d) Executive Director – Floyd Tortalita (refer to attached report)

**NAHASDA Negotiated Rulemaking** – Sh'ef Wheef is involved with this issue and keeps PAHA updated.

**NAHASDA Reauthorization** – Co-sponsor is NM Congressman S. Pearce. As Sec'y to NAIHC, Mr. Tortalita made a presentation to the All Indian Pueblo Governor's Council, a resolution in support of the Re-authorization. Isleta Governor, Torres is also supporting the bill.

**Annual Report** was submitted to Tribal Administration July 23, 2013.

**Annual Report** was submitted and presented to Tribal Council October 10, 2012 as per the requirements under Title 16, and noted a bit late which is due to conflicting dates in regard to contracts that will now run per calendar year. Tribal Council accepted the A.R. Mr. Tortalita requested a copy of Minutes for that T.C. meeting which will become part of next years' audit.

**Legal Services** – Selection process and recommendation to continue with Sh'eh Wheef Law Office was reiterated

**OTHER:**

ICDBG – Grant ends 12/31/13. PAHA will file an extension into Jan. 2014 due to monies left over from the grant. PAHA contacted HUD who determined it did not see a problem since PAHA met their SOW to do 16 homes. The monies left over will enable PAHA to work on 5 additional homes totaling 21 homes PAHA will have completed from this grant. (ICDBG). PAHA has completed their narrative & financial Annual Status Report for ICDBG due Friday 11/15/13. The report will be submitted to Phoenix HUD office tomorrow, 11/14/13.

2014 IHP was Approved, PAHA has submitted activities for FY Oct. 1<sup>st</sup>, however, no budget yet and most likely funding will not be available until the spring of 2014. Funds will be used towards the tribe's Waste Water Sewer Main Extension Project; and under Model Activities, PAHA plans to rehab the office building, this stems from structural deficiencies currently being experienced. There is a quarter of a million dollars to be used on housing rehab. The main focus will be the Waste Water Extension Project. Following the Waste Water Project report, Tribal Sec'y indicated some miscommunication of information pertaining to the project. A meeting is scheduled this Monday 11/28/2013 @ the Tribal Adm. offices to discuss this matter. PAHA is invited to attend. These funds were to be used for new construction but have since fallen on the wayside.

Commissioner, P. Ortiz asked Tribal Secretary for an update on CDEC, Mr. Riley stated no resolution has been reached.

November 13, 2013 BOC Meeting Minutes – Page Three

Residential Leasehold – This continues to be a topic of discussion for PAHA and the tribe. Meetings are scheduled with individuals appointed to this committee. They will prepare presentations to be presented to the Cacique. It is hopeful a resolution and understanding will soon be reached.

**9. Announcements next scheduled BOC Meeting**

PAHA's December Board of Commissioners Meeting - December 19, 2013 – Indian Pueblo Cultural Center, Albuquerque, NM

**10. Adjournment:**

With no further discussion/business, Commissioner, Damian Garcia, motioned to adjourn the meeting, seconded by Commissioner, Patrick Ortiz, with all in favor meeting adjourned at 8:13 p.m..

Respectfully submitted,



Veralyn Farias  
Recording Sec'y