

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY**

**January 26, 2021**

**Santa Fe, New Mexico**

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Henry Roybal at approximately 1:00 p.m. on the above-cited date.

In accordance with the Public Health Emergency Order issued by the State of New Mexico, this meeting was conducted on a platform for audio/video meetings.

B. The following members were present:

**Members Present:**

Commissioner Henry Roybal, Chair  
Commissioner Anna Hansen, Vice Chair  
Commissioner Rudy Garcia [late arrival]  
Commissioner Anna Hamilton  
Commissioner Hank Hughes  
Resident Member Cathy Hurtado  
Community Member Joseph Loewy

**Member(s) Excused:**

None

**County Staff Present:**

Joseph Montoya, Housing Authority Executive Director  
Jordan Barela, Housing Deputy Director  
Katherine Miller, County Manager  
Elias Bernardino, Deputy Manager  
Greg Shaffer, County Attorney  
Daniel E. Fresquez, Media Coordinator  
Tessa Jo Mascarenas, Operations Manager  
Yvonne Herrera, Finance Director  
Penny Ellis-Green, Land Use Administrator  
Anjala Coughlin, Housing Senior Accountant  
Pauline Catanach, ROSS Coordinator  
Olivia Romo, Constituent Liaison  
Alex Fitzgerald, Economic Development Specialist

SFC CLERK RECORDED 03/15/2021

**C. Approval of Agenda**

Mr. Loewy moved approval of the agenda as published. Commissioner Hamilton seconded and the motion passed by unanimous [6-0] roll call vote. [Commissioner Garcia was not present for this action.]

**D. Approval of Minutes: December 1, 2020**

Commissioner Hansen moved to approve the minutes and Commissioner Hughes and Mr. Loewy seconded. The motion passed by unanimous [6-0] roll call vote. [Commissioner Garcia was not present for this action.]

**2. Consent Agenda**

**A. Resolution 2021-01HB, a Resolution Requesting a Budget Increase for the Housing Authority’s Housing Choice Voucher Fund (227) in the Amount of \$67,519.00**

With no comments or questions, Commissioner Hansen moved to approve the Consent Agenda. Commissioners Hughes and Hamilton seconded and the motion passed by unanimous [6-0] roll call vote. [Commissioner Garcia was not present for this action.]

**3. Discussion/Information/Presentation**

**A. Executive Director’s Monthly Report**

Director Montoya introduced Pauline Catanach who has accepted the position as ROSS coordinator and has received navigator training. Ms. Catanach said she has been with the Authority for a month and has contacted all of the residents at the three communities.

Director Montoya reported on the following items:

- Rodney Martinez, a long-term employee, now serves as the senior inspector and is doing a great job
- Ernest Tapia has been hired to fill Rodney Martinez’s vacated position as a senior maintenance technician
- The ICAST solar panels development grant should be completed in March
- CARES Act funding has been finalized and \$615,000 was expended specifically for rental and mortgage assistance
- CYFD will be providing three applicants for the Youth Voucher Program
- The County will not be eligible for a direct allocation of the next CARES Act funding for housing assistance – qualifying counties are those with a population over 200,000
- There has been a decrease in the Authority’s receivables
- The per unit cost in the Housing Choice Voucher Rental Program has increased as tenants have lost income
- The Authority has participated in partnerships with the City of Santa Fe, the Coalition to End Homelessness, and other groups
- Trend wise nationally there appears to be a budget increase (3 percent to 5 percent) in HUD programs

Director Montoya said all of the solar panels have been installed and completion requires hookups to the boxes. Mr. Loewy noted that once completed the residents will realize lower energy bills.

Commissioner Hughes asked about the timing for the next round of funds that MFA will be administering. Director Montoya said as of last week, MFA did not have a schedule of when the funding was would be available.

**B. ROSS Report**

Deputy Director Barela noted this is the first ROSS report in a long time. ROSS Coordinator Catanach made 135 tenant contacts during December 2020 and enrolled 16 participants bringing the total number of participants to 23.

Because of Covid-19, there was not a Joshua event at Christmas but he wanted the Board to know that gifts and food were distributed. There was a Española-based Secret Santa event at Santa Cruz that provided gifts to all of the children. Santa Fe County Fire Union hosted a Secret Santa event at both Valle Vista and Jacobo. Further, the Sheriff's Union had a gift donation drive and sponsored a single-father with six children. The Food Depot provided 20 boxes on Christmas Eve at Jacobo for the elderly and disabled residents.

Contractor Donna Dean has been working on the FSS program and during December a former Section 8 tenant graduated from the program. This individual was able to request and receive an interim disbursement from her escrow account and qualify for a mortgage. He noted that a photo of the FSS graduate was included in the packet.

The Board thanked the organizations that provided gifts and food for the residents.

**C. Capital Fund Program (CFP) Report**

Mr. Barela provided the following information:

- The ICAST energy-rehab received necessary contract extensions and should be finished by the end of March/early April and that includes the upgrade of electrical panels
- The security camera project is a priority 3 and is pending due to insufficient funding
- The landscape projects in Valle Vista and Santa Cruz have been completed
- The reroofing for two duplex units in Valle Vista is completed. It is anticipated additional roofing projects will occur during the year
- The unit renovation of unit #126 Santa Cruz is completed
- The bid for the modernization project of unit #18 Camino de Jacobo was awarded and a contract is in place

Director Montoya commended his staff for addressing deferred maintenance.

With more of the population inoculated, people would be going back to work and Commissioner Hansen said that without people at home, the security cameras are needed. Mr.

Barela said the initial estimates indicated the Authority was short around \$100,000. One of the contributing factors is the existing infrastructure specifically at Santa Cruz. RediNET's expansion may have improved the situation and staff would be looking into that. Director Montoya said internet has been provided to the building complex. Staff will be aggressively trying to get funding for broadband and ascertain the quickest way to get it.

**D. Financial Monthly Report**

Mr. Barela pointed out that the report was compiled during the December mid-year budget review. The Housing Choice Voucher Fund report has 40 percent of the budget remaining and he attributed that to the increase in per unit cost – paying more per voucher than anticipated. An internal BAR has been forwarded to Finance for review. CARES money has been used for voucher administrative expense which is helpful.

Mr. Barela noted that the 2020 audited financial statement is due at the end of March and he thanked Ms. Herrera for her assistance. He identified a few BARs that will be presented to the BCC in the next few months as well as discussing the HUD Covid waivers.

**E. HVC, Vacancy, Inspection, Accounts Receivable, Wait list, Evictions and URP (Utility Reimbursement) Reports**

Regarding the VASH program, veterans experiencing homelessness, Director Montoya said there is a new representative at the VA who recommends veterans for the program. The new rep is doing a great job with a high degree of coordination. He reminded the Board that the goal is to spend 100 percent of the vouchers (Mainstream, Section 8) available. The newly modernized units will be occupied soon. There is a federal and state moratorium on eviction, so there are none to be reported.

**4. Matters from the County Attorney**

None were presented.

**5. Matters from the Board**

Mr. Loewy congratulated Chair Roybal and Vice Chair Hamilton on their recent election.

Manager Miller introduced Elias Bernardino, the new County Deputy Manager. Mr. Bernardino said he was delighted to join Santa Fe County and participate in its accomplishments. As a native Mexican, English is his second language and he has been in the United States for 20 years. In the past he worked in many capacities for the Santa Fe Public Schools, the banking industry and in non-profits and was excited to be here.

The Board welcomed Deputy Bernardino to the County.

6. Matters from the Public

None were presented.

7. Concluding Business

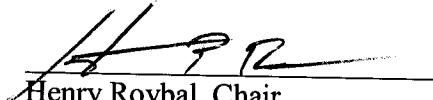
A. Announcements

Director Montoya announced that Denise Benevidez will be the new Housing Administrator. She served as the deputy director for the Santa Fe Community Housing Trust and vice president of two different banks bringing a strong financial background to the position. Ms. Benevidez also serves as an Española city councilor. Commissioner Garcia asked that management be mindful of any conflict of interest situations that may arise in Ms. Benevidez's position with Española.

B. Adjournment

Upon motion by Mr. Loewy and second by Commissioner Hamilton, this meeting adjourned at approximately 1:57 p.m.

Approved by:

  
Henry Roybal, Chair  
Housing Authority



ATTEST TO



KATHARINE E. CLARK  
SANTA FE COUNTY CLERK

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING MINUTES  
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I Hereby Certify That This Instrument Was Filed for  
Record On The 15TH Day Of March, 2021 at 10:38:27 AM  
And Was Duly Recorded as Instrument # **1946475**  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Katharine E. Clark  
County Clerk, Santa Fe, NM

Respectfully submitted:

Karen Farrell, Wordswork

