

SFC CLERK RECORDED 02/28/2013

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 29, 2013

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:35 a.m. by County Commission Chair Kathy Holian.

Roll call indicated the presence of a quorum with the following Board members present:

Members Present:

- Kathy Holian, Commissioner
- Robert Anaya, Commissioner
- Miguel Chavez, Commissioner
- Danny Mayfield, Commissioner
- Liz Stefanics, Commissioner

Member(s) Excused:

- Frances Ong, Resident Member
- [One vacancy]



Staff Present:

- Penny Ellis-Green, Land Use Administrator
- Rachel Brown, Deputy County Attorney
- Ron Pacheco, Interim Housing Director
- Penny Ellis-Green, Deputy County Manager
- Victor Gonzales, Housing Staff
- Deanna Lopez, Housing Administrator
- Tracey Young, Senior Accountant
- Steve Brugger, Affordable Housing Director
- Rosemary Bailey, Affordable Housing
- Tim Vigil, Assistant County Attorney
- Chris Barela, Constituent Liaison
- Teresa Martinez, Finance Director
- Molly Saiz, Finance
- Valerie Huerta, Housing Staff
- Bernadette Salazar, Human Resources Director

COUNTY OF SANTA FE) HOUSING MINUTES
 STATE OF NEW MEXICO) ss PAGES: 7

I Hereby Certify That This Instrument Was Filed for
 Record On The 28TH Day Of February, 2013 at 03:33:43 P
 And Was Duly Recorded as Instrument # 1697919
 Of The Records Of Santa Fe County

Deputy Marcela) Witness My Hand And Seal Of Office
 Geraldine Salazar
 County Clerk, Santa Fe, N

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Chavez moved to approve the agenda as published. Chair Holian seconded, and the agenda was unanimously [3-0] approved. [Commissioners Stefanics and Mayfield were not present for this action. Commissioner Mayfield arrived shortly thereafter.]

V. Approval of Minutes: November 27, 2012

Commissioner Mayfield moved to approve the minutes from the above-cited date as presented. His motion was seconded by Commissioner Anaya and passed by 3-0 voice vote with Commissioner Chavez abstaining. [Commissioner Stefanics was not present for this action.]

VI. Accept the Resignation of Housing Board member Tim Vigil

Mr. Pacheco said the Housing Authority received Mr. Vigil’s letter of resignation on December 28, 2012. While disappointed he will no longer serve on the Board, the division is pleased he has joined the County’s Legal Department. He thanked Mr. Vigil and Frances Ong, whose term ended in January, for their dedication and service.

The Board thanked Mr. Vigil for his service and welcomed him to the County staff.

Commissioner Anaya moved to accept the resignation of Tim Vigil. Commissioner Mayfield seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

Mr. Pacheco was advised that it is the action of the Board that formalizes the expiration of a board appointment – not the date of a term. Commissioner Stefanics said board members should not be discouraged from continuing their service.

VII. Approval of Resolution 2013- : A Resolution Writing off Uncollectable Accounts for the Santa Fe County Housing Authority’s Public Housing (\$57,667.67)

Mr. Pacheco said the Housing Authority is allowed to write off uncollectable debt on an annual basis. Subsequent to drafting this resolution, the procedures for this action were reviewed and he requested additional time to meet the procedures as established by earlier resolution.

Commissioner Stefanics moved to postpone this item. Her motion was seconded by Commissioner Chavez and passed by unanimous [4-0] voice vote. [Commissioner Anaya was not present for this action.]

Mr. Pacheco said he would present this item at the February Housing Authority meeting.

Teresa Martinez, Finance Director, said staff makes every effort to collect on the debt before writing it off. She said in the past there had been audit findings on this issue.

Commissioner Stefanics asked whether the bad debt was related to HUD evaluation. Tracey Young said HUD looks at the financials of the Housing Authority and one of the items

monitors is accounts receivable. Prior to the 2011 resolution establishing procedures to write off uncollectable debt, there was a negative rating with HUD which could affect funding.

Commissioner Anaya mentioned that every Housing Authority in the country writes off bad debt.

VIII. Approval of Resolution 2013-01HB: A Resolution Requesting an Increase to the Low Rent Public Housing Fund (517) for Building Maintenance, Utilities, and Tenant Utility Reimbursements in Fiscal Year 2013 (\$66,500)

Mr. Pacheco said this request will budget additional funds for low rent public housing maintenance expenditures, utilities expenditures, and tenant utility reimbursements. Funds in excess of the original budget are required due to the conversion of a unit into a handicapped accessible unit, higher tenant turnover, higher utility costs, and lower than projected incomes of existing tenancies. When tenant incomes are lower, utility reimbursements increase to provide additional assistance.

Commissioner Anaya asked whether the utility allowances were calculated as required by law and Mr. Pacheco responded in the affirmative.

Commissioner Anaya moved to approve Resolution 2013-01HB. The motion was seconded by Commissioner Stefanics and passed by [4-0] voice vote. [Commissioner Mayfield was not present for this action.]

IX. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales reported the following:

- The cabinet replacement project started on January 8th and 12 out of the 37 units have been completed.
- Extension of the main sewer line at the Jacob D. Martinez site is progressing with engineer meetings, and the County will hire a surveyor.
- The Santa Cruz sewer line work will be performed by Subsurface Construction and a contract agreement is being worked out with the City of Santa Fe.
- Sol Systems has begun rehabilitation on six units for the Authority.
- An informal telephone survey of other authorities indicated that fire extinguishers were a maintenance issue and caused an adverse finding during the REAC inspection by HUD; many were stolen.

Mr. Pacheco recognized Mr. Gonzales for his work. He remarked that the Housing Authority is one of the County's top priorities in its legislative package, requesting \$1.5 million to improve the Authority roads.

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B. Vacancy Update

Mr. Pacheco referred to the vacancy rate that has been running higher than usual. Temporary crews have been used to help lower the turnaround time. He was pleased to report that the vacancy rate is showing signs of improvement.

C. Director's Report

Free Income Tax Service: Mr. Pacheco recognized Ms. Young and Ms. Huarta for participating in a three-day workshop which certified them to provide free tax assistance for County housing residents and Section 8 clients.

Emphasizing that the concept was admirable, Commissioner Mayfield expressed concern that the County may be liable. Deputy County Attorney Brown said she too had concerns and Mr. Vigil will be looking into any associated issues with this service.

Mr. Pacheco said he would wait until the Legal Department has cleared the program before initiating it.

Commissioner Stefanics mentioned that SCORE and AARP provide tax preparation assistance and are required to sign releases of confidentiality. Ms. Young said the program works with AARP and the scope of tax preparation is limited. Working within that scope, VITA (Volunteer Income Tax Assistance) provides coverage protecting the County.

Ms. Huarta said the course included an ethics certification statement and all information is confidential.

A scenario in which the tax preparer learns one of the residents has lied and has additional income changing housing eligibility was discussed. Ms. Brown said she had concern about obtaining information about income within the capacity of tax preparation assistance and the possibility that information could be used against the person.

Commissioner Anaya favored making the service available and said there is existing protocol in this matter.

Mr. Pacheco pointed out that the residents are low- to no-income and the goal is to provide this as a service not a tool for retaliation.

Board Vacancies: Ms. Ellis-Green said they will be advertised in the same fashion as all board and committee vacancies. The County public information officer will issue a press release. If Ms. Ong is interested in continuing to serve she will be required to submit a letter of interest and résumé. A financial disclosure and background form is required.

Potential Single-Family Project: Mr. Pacheco reported that staff is investigating the possibility of a potential affordable housing project that could include project based rental

housing for low-income families wanting to participate in County public housing programs. This could include the possibility of mixed-income senior housing or mixed-income family housing. Working with Steve Brugger, Mr. Pacheco said they have discussed the possibility of asking the developers who owe the County affordable housing units to turn over land and/or infrastructure in the equal amount the unit would cost and allow the County to construct a project. He mentioned that the Authority has approximately \$3 million that needs to be leveraged on a project before HUD makes decisions regarding those funds. Staff asked for Board direction.

Commissioner Chavez asked whether this was a transfer of development rights. Mr. Brugger said there are several developers owing the County affordable units that could be rental or homeowner units. There is an alternate means of compliance whereby the developer could dedicate land, cash or a combination of both that could be used for a rental project.

Mr. Pacheco said the Authority is mandated to help low-income families with income below 80 percent of the AMI. He reviewed the counts on the waiting lists noting there were over 1,000 on the two lists. He explained the public housing process to get on the list and HUD's preference directives.

The Chair directed Mr. Pacheco to provide, in writing, the waiting list process, HUD regulations and what constitutes preferences.

Commissioner Anaya asked staff to confirm that the recent Board modifications to the 5H plan were approved by HUD. He recalled that a Board task force would be created to organize the opportunities the County could undertake in regard to HUD programs, funding streams, applicant cycles and eligibility. He said he would be working on a resolution to create a timeline and a task force to work on this issue and asked that his colleagues work with him on this effort. The Chair supported the commissioner.

Update on Voucher Based Programs: Valerie Huerta updated the Board on the VASH, Linkages, Bridge and FSS programs. Ms. Huerta said the FSS program, Family Self-Sufficiency, is a HUD program that encourages families to obtain employment that will lead to economic independence and self-sufficiency. The program has an associated escrow account that serves as an incentive for participants. Santa Fe County has 24 participants in the FSS program.

VASH, Veterans Affairs Supportive Housing, houses homeless veterans. This is a VA referral program and the County has utilized its 35 vouchers. Ms. Huerta said she was honored to manage the VASH program.

Linkages is a supportive housing program that provides rental subsidy for low-income, homeless or precariously housed individuals with a behavioral health illness. Life Link is the referral agency.

The Bridge program provides housing assistance for low-income individuals with serious mental illness. There are two individuals in this program and funding is non-reoccurring. Ms. Huerta said staff works to move these individuals to permanent housing.

The Chair thanked Ms. Huerta for her report and requested that she email her report to the Commissioners.

Commissioner Stefanics said she was aware of a new non-profit addressing the homeless. She mentioned an individual who is homeless, mentally ill and unable to obtain a Life Link referral. Ms. Huerta said that individual should submit an application and staff would interview the individual to ascertain why Life Link is not accepting him/her. There are other agencies that may be able to provide assistance. Case management compliance is required.

Commissioner Stefanics requested contact information to forward to the non-profit.

Mr. Pacheco lauded Ms. Huerta's experience and skill in this area.

X. Public Comments - None were offered.

XI. Matters from the Board - None were offered.

XII. Executive Session: Limited Personnel Matters
Discussion of appointment of a permanent Executive Director

Commissioner Chavez moved to go into executive session to discuss limited personnel matters. Commissioner Stefanics seconded.

The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter delineated above passed upon unanimous roll call vote with Commissioners Anaya, Holian, Mayfield, Chavez and Stefanics all voting in the affirmative.

[The Authority met in closed session from 11:35 to 12:05.]

Commissioner Stefanics moved to come out of executive session where only personnel matters were discussed. Commissioner Mayfield seconded and the motion carried by unanimous [5-0] voice vote.

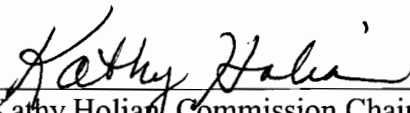
Commissioner Anaya moved to name Ron Pacheco Executive Director of the Housing Authority. Commissioner Mayfield seconded and the motion passed by unanimous [5-0] voice vote.

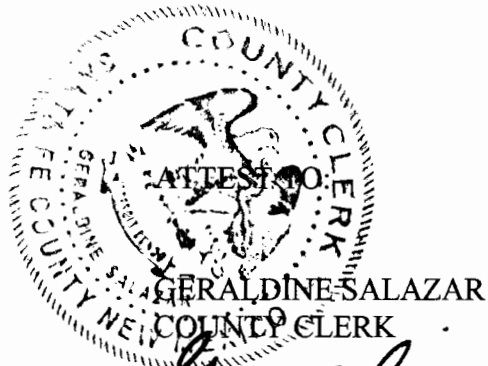
Mr. Pacheco thanked the Board for their confidence in him and recognized his staff for their tremendous efforts.

XIII. Adjournment

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 12:18 p.m.

Approved by:


Kathy Holian, Commission Chair
Housing Authority Board




2/27/13

Submitted by:

Karen Farrell, Wordswork