

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

**January 31, 2023**

**Santa Fe, New Mexico**

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hansen at approximately 1:04 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico

B. There was a quorum with the following members present:

**Members Present:**

Commissioner Anna Hansen, Chair  
Commissioner Hank Hughes, Vice Chair  
Commissioner Anna Hamilton  
Commissioner Camilla Bustamante  
Commissioner Justin Greene  
Community Member Joseph Loewy  
Resident Member Cathy Hurtado

**Member(s) Absent:**

None

**County Staff Present:**

Jordan Barela, Housing Authority Director  
Denise Benavidez, Affordable Housing Administrator  
Adrianna Velasquez, Housing Authority Administrative Manager  
Anjala Coughlin, Housing Authority Account Senior  
Daniel Schwab, Affordable Housing Senior Planner  
Greg Shaffer, County Manager  
Jeff Young, County Attorney  
Leandro Cordova, Deputy County Manager  
Paul Olafson, Interim Community Development Director

**C. Approval of Agenda**

Mr. Barela noted that term 3. C would be undertaken by Ms. Coughlin. Upon motion by Member Loewy and second by Commissioner Hamilton the agenda was unanimously [7-0] approved as revised.

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**D. Approval of Minutes: November 29, 2022**

Commissioner Hamilton moved to approve the minutes and Commissioner Hughes seconded. The motion carried 5-0 with Commissioners Greene and Bustamante abstaining.

**2. Miscellaneous Action Items**

- A. Resolution No. 2023-1-HB, a Resolution Repealing and Replacing Santa Fe County Housing Authority Board Resolution No. 2022-4-HB, the Santa Fe County Housing Authority's 2022 Civil Rights Certification, and Re-Approving the 2022 Civil Rights Certification on the Updated HUD Form 50077-CR**

Mr. Barela stated this is an annual certification required by HUD. The Housing Authority approved the civil rights certification in May. Subsequently, the form was revised and grants cannot be approved until the civil rights certification is reapproved on the updated form.

Commissioner Hughes moved to approve and Commissioner Greene seconded. The motion carried by unanimous [7-0] voice vote.

**3. Discussion/Information/Presentations**

- A. Executive Director's Report – January 2023**

Mr. Barela gave the following updates:

Staffing Vacancies and Trainings:

- In December, all maintenance staff attended a HUD training in Albuquerque, to bring them up to speed on the new inspection standards under NSPIRE.
- It is anticipated site score will not be weighted as heavily.
- The deputy director position has been posted.

Development and Grant Opportunities:

- The department continues to work with Portland State University on a feasibility and needs assessment study for the EV car sharing project
- The Mortgage Finance Authority has completed their review of the reroofing grant and this has been resubmitted to HUD. Once in place it will go before the BCC and the project can be underway
- The restuccoing project was included in the omnibus bill before the US Senate and funding is pending. The grants could result in \$3.6 million for roofing and stucco. The ROSS grant was also approved for the next three years. \$21,000 is required for match funding
- The FSS grant was approved for \$86,000 for calendar year 23 which will allow the hiring of an FTE for FSS coordinator

Nueva Acequia:

- The schematic design and market study are complete.
- They will be primarily studios and one-bedroom units.

- There is a plan to amend the financial consulting contract to include pre-development to determine which tax credit will be pursued.
- They are working with Legal to iron out various issues.

Tenant and Landlord Issues: Adrianna Velasquez has taken over this department.

Administrative and Technical Issues:

- The audit has been completed and there were no findings.
- The Public Housing Assessment Score (PHAS) was received. The score of 72 reflects the REAC score which suffered from deficiencies in the site section. However, the management scores made up for that. They would like to raise that score by 10 points which is closer to the ranking of high performing agency.

Mr. Loewy asked if it would be possible to get a new REAC inspection to bring up the score. Mr. Barela indicated they might be able to request that HUD return for a re-inspection once deficiencies are corrected. He added that if NSPIRE comes through, they will be doing self-inspections.

**B. Capital Fund Program Report – January 2023**

Ms. Coughlin stated four projects have been completed including safety and security projects, mold remediation, and kitchen remodeling. There are two projects currently underway – reroofing in all three developments, and modernization in Camino de Jacobo. Pending are sidewalk repair and replacement and fence replacement.

**C. Financial Monthly Reports – January 2023**

Ms. Coughlin reported there will be mid-year BARs: increased grant funding for the sidewalk project at Camino de Jacobo; increased grant funding for FSS; reflecting administrative expenses for additional Mainstream vouchers; and the ROSS match for a three-year period. Other BARs will make adjustments between accounts.

REDW is reviewing the financial statements for auditing purposes and this will be provided to HUD. The older ROSS grant was closed out and salary funding will come out of the match.

Mr. Barela said some of the large grant from HUD was not spent down by the deadline and was taken back. However, all services were provided. Ms. Coughlin said the BARs will appear at the next board meeting.

**D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – January 2023**

Ms. Velasquez stated there were no new clients in the ROSS program and they remain at 61 participants. The coordinator made 176 resident contacts with 104 referrals. One additional client graduated from the FSS program leaving 37 participants. Five clients are anticipated which

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would bring the program to the highest number of clients ever. The FSS coordinator made a total of 34 resident contacts and made 15 referrals for service.

The Food Depot conducts monthly food drives at Valle Vista and Santa Cruz. These are open to residents of those developments and the surrounding residents. These events are well attended.

**E. Housing Choice Voucher, Vacancy, Waitlist, Inspection, Accounts Receivable and Eviction Reports – January 2023**

Ms. Velasquez stated utilization of housing choice vouchers fell to 93 percent in November and was at 94 percent in December due to Mainstream vouchers being added to the total. Seven voucher holders were transferred to Santa Fe Civic and Bernalillo County which reduced the utilization. Staff will be pulling an additional 125 Section 8 applications in January. Twenty-four voucher holders are searching for accommodations.

Occupancy rate for the month of December: 97 percent. The wait list remains steady and a purge of the Section 8 list is anticipated.

Inspection report: 36 HQS inspections were completed, 15 for public housing and 21 for Section 8.

The accounts receivables balance increased slightly and the eviction process continues for non-payment, failing to pass inspection and/or hazardous living conditions.

Noting the vacancies in Santa Cruz, Mr. Loewy suggested advertising vacancies at the food drives. Mr. Barela noted that most Santa Cruz units are for families and the big demand is for studios and one-bedrooms.

**F. Affordable Housing Program Strategic Plan Update – January 2023**

Ms. Benavidez introduced Daniel Schwab, the new affordable housing senior planner. She said the strategic plan will be coming out this week and will be presented to the board in February. Additionally, the ordinance on the plan is being prepared along with the programs involved.

She noted there are ten developments moving through the process and they are working with Growth Management on eight more developments. Property has been donated to Habitat for Humanity. Two loans closed last month on affordable homes.

There is an RFP out for software to streamline processes in the Affordable Housing Division.

The Board expressed their anticipation of seeing the new plan.

**4. Public Hearings - None were scheduled.**

5. **Matters from the County Attorney**

- A. **Executive Session. Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including: (1) Performance Evaluation of the Executive Director**

Attorney Young outlined the issue to be discussed. Commissioner Greene moved to go into executive session to discuss the above-mentioned issues. Member Loewy seconded and the motion passed by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Greene	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Commissioner Hansen	Aye
Member Loewy	Aye
Member Hurtado	Aye

[The Housing Board met in closed session from 1:51 to 2:14.]

Commissioner Bustamante moved to come out of executive session and Commissioner Greene seconded. The motion carried unanimously.

6. **Matters from the Board**

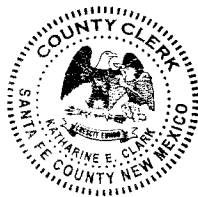
Mr. Loewy welcomed the new members to the Housing Authority Board.

7. **Matters from the Public** – None were presented.

8. **Concluding Business**

Upon motion from Commissioner Hamilton and second from Commissioner Greene, this meeting was declared adjourned at approximately 2:16 p.m.

Approved by:



*Anna Hansen*  
Anna Hansen, Chair  
Housing Authority Board

Respectfully submitted by:

Debbie Doyle, Wordswork

Santa Fe County  
Housing Authority: January 31, 2023

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for Record On The 10TH Day Of March, 2023 at 09:26:33 AM And Was Duly Recorded as Instrument # 2007914 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Katharine E. Clary  
Deputy *Desty Romero* County Clerk, Santa Fe, NM

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