

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

October 25, 2016

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 12:00 noon by County Commission Chair Miguel Chavez.

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

Members Present:

Miguel Chavez, Commissioner
 Kathy Holian, Commissioner
 Liz Stefanics, Commissioner [12:20 arrival]
 Henry Roybal, Commissioner
 Cathy Hurtado, Resident Member
 Joseph Loewy, Community Member

Member(s) Excused:

Robert Anaya, Commissioner

Staff Present:

Joseph Montoya, Interim Housing Authority Director
 Victor Gonzales, Housing Authority Staff
 Joe Gonzales, Housing Accountant
 Carole Jaramillo, Finance Director
 Bruce Frederick, Assistant County Attorney
 Adrianna Velasquez, Housing Staff
 Lorice Griego, Housing Staff
 Tony Flores, Deputy County Manager
 Lisa Katonak, Constituent Liaison
 Bernadette Salazar, HR Director

III. Introductions

Mr. Montoya introduced Adrianna Velasquez, a nominee for employee of the quarter and Lorice Griego, a recent member of Housing Authority staff who has been with the County for years. He commended Ms. Griego for her engagement in her position and taking charge of all the units in the three different sites. Ms. Griego described her duties and said there was increased activity in preparing for Halloween and the upcoming holidays.

IV. Approval of Agenda

Chair Chavez recommended moving administrative items VII through XII before item VI, Executive Session.

Mr. Loewy moved to approve the agenda as amended. Commissioner Roybal seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

V. Approval of Minutes: September 27, 2016

Mr. Loewy moved approval of the minutes as submitted. Commissioner Roybal seconded and the motion passed by unanimous voice vote. [Commissioner Stefanics was not present for this action.]

VI. Approval of Corrected Declaration of Trust

Assistant County Attorney Frederick said an error was found in the declaration in that it included a property that was sold and listed the entire Valle Vista housing site without exempting the house(s) being sold. This error encumbered the property which was discovered by the title company when the buyer tried to (re)finance the house. To correct the Declaration of Trust an amended exhibit, Attachment C, excludes the houses that have been sold. The title company has signed off on it.

Mr. Loewy moved to approve the amended Declaration of Trust as presented. Commissioner Roybal seconded and the motion passed by unanimous voice vote. [Commissioner Stefanics was not present for this action.]

VII. Updates: Housing Authority

A. CFP Report

Mr. V. Gonzales reported on the following:

- The Camino de Jacobo sewer line project is moving forward with the final packet going to Procurement
- Cabinets are installed and bathroom remodels will be ongoing for nine weeks
- Santa Cruz – a cost estimate to replace the existing chain link fence with a block wall will be developed for the north side of Camino de Roberto
- At Santa Cruz Boys and Girls Club a chain link fence will be erected to prevent children from approaching the drainage swale
- A purchase order has been developed to remove two large dead cottonwoods from the Camino de Jacobo site

B. Accounting Report

Mr. J. Gonzales said the packet included a couple of new reports for the Board's review: the CFP (capital fund program) shows grant amounts, draws, obligations and balances plus a

year-to-date budget status by line item as of 10/18/16.

Staff is working to clarify actual expenditures in the different funds and the corresponding budget. Mr. J. Gonzales said in the future he hoped to present a report, similar to the vacancy report, on the Section 8 Voucher Program and in so doing ensure that the full HUD funding is attained.

Mr. Montoya said it has been a struggle to get the accounting and the required HUD reporting straightened out. He acknowledged Mr. J. Gonzales for his efforts. He said he was feeling very confident that the organization of the Housing Authority is under budget and staff will continue to monitor the budget.

Mr. Loewy suggested that the vacancy updates also include an accurate and current number of people on the waiting list to provide the Board a perspective of how many are waiting to enter into the system.

D. Staff Report

Mr. Montoya said Ms. Dean and Ms. Martinez having been doing an excellent job on attending to reporting issues. He expected within the next few months that staff would work through any policies that require action and bring them before the Board. Those include HUD policies and staff developed policies to improve efficiency.

In terms of efficiency, Mr. Montoya said while it is not HUD policy, they do like to see the list vacated and purged once every three years. Mr. Montoya said he talked with his staff and other housing authorities and as a result of that, he will propose that the waiting list not be cleared out. Aside from the tremendous consumption of staff time to cull through the list there are always mistakes and people are erroneously purged from the list causing hardships.

In effect staff purges the system on a daily basis when making calls to fill vacancies. Purging provides an artificial new number. A larger list indicates a greater need.

Mr. Montoya reported on other staff activities that included housing inspections, continued trainings, review of the software agreement, and maintenance. There may be a new hire in the maintenance division which will complete the Authority's staffing.

[Commissioner Stefanics joined the meeting at this point.]

E. Vacancy Rate

Mr. Montoya said there were some anomalies in regard to HUD reporting and the report presented to the Board. Two of the three vacancy-related reports are now in sync and he anticipated that they would all be aligned by the next meeting. The Section 8 housing numbers are still being adjusted. He referred to a new management tool that has been implemented to better address vacancies and maintenance responsibilities. The goal is to be at 98 percent occupancy.

VII. Matters from the Public

None were presented.

IX. Matters from the Board

Mr. Loewy observed that there will be three new Commissioners joining the Housing Authority Board in January and he recommended scheduling a tour at Camino Jacobo with an overview of the Board's responsibility and introductions to the key members of staff. Chair Chavez said continuity and an understanding of the Board's role was important and he fully supported the recommendation.

X. Executive Session to Discuss Threatened or Pending Litigation in which the Santa Fe County Housing Authority is or may become a Participant, as allowed by Section 10-15(H)(7) NMSA 1978, and Limited Personnel Matters, as Defined and Allowed by Section 10-15-1(H)(2), NMSA 1978 Including the following

- A. Interview of Candidate for Executive Director Position and Discussion of the Hiring of the Executive Director**
- B. *Santa Fe County Housing Authority v. Frances Ong, State of New Mexico, First Judicial District Court, County of Santa Fe, District Court No. D-101-CV-2016-01250, Magistrate Court No. M-49-CV-2016-00473***

Commissioner Stefanics moved to go into executive session to discuss the items delineated above. Commissioner Roybal seconded and the motion passed by unanimous roll call vote as follows:

Commissioner Chavez	Aye
Commissioner Holian	Aye
Commissioner Roybal	Aye
Commissioner Stefanics	Aye
Commissioner Anaya	Not Present
Member Loewy	Aye
Member Hurtado	Aye

[The Authority met in closed session from 12:35 to 2:27.]

Commissioner Stefanics moved to come out of executive session noting the only items discussed were those listed in the agenda. Mr. Loewy seconded. The motion passed unanimously.

XI. Hiring of Executive Director

Commissioner Stefanics moved that the Board delegate to the County Manager, the authority to hire the highest-rated candidate for the executive director position and if the highest-rated candidate does not accept the offer, it will be offered to the second highest-rated candidate. Salary offered, however, must be within the established pay range for the position and available budget and the hire must be reported to the Board at its next meeting. Mr. Loewy seconded and the motion passed by unanimous voice vote.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Chavez adjourned the meeting at approximately 2:30 p.m.

Approved by:

Miguel Chavez
Miguel Chavez, Chair
Housing Authority Board

ATTEST TO:
Geraldine Salazar
GERALDINE SALAZAR
COUNTY CLERK
12-15-2016



Respectfully submitted by:

Karen Farrell
Karen Farrell, Wordswork

COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 5

I Hereby Certify That This Instrument Was Filed for Record On The 20TH Day Of December, 2016 at 11:23:50 AM And Was Duly Recorded as Instrument # 1812686 Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy *Laura Hernandez* County Clerk, Santa Fe, NM