

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

**June 24, 2014**

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 10:30 a.m. by Chair Danny Mayfield.

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

**Members Present:**

Danny Mayfield, Commissioner  
Robert Anaya, Commissioner  
Liz Stefanics, Commissioner  
Miguel Chavez, Commissioner  
Kathy Holian, Commissioner  
Frances Ong, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

[None]

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Billy Baca, Housing Authority Staff  
Carole Jaramillo, Budget Director  
Rachel Brown, Deputy County Attorney  
Deanna Lopez, Housing Division  
Chris Barela, Constituent Liaison  
Lisa Katonak, County Manager's Office  
Marcus MacDonald, Housing Accountant  
Molly Saiz, Finance Department  
Erik Aaboe, County Manager's Office [Executive Session only]  
Bernadette Salazar, HR Director [Executive Session only]

**III. Introductions**

Those present introduced themselves.

**IV. Approval of Agenda**

Commissioner Anaya moved to approve agenda. Ms. Ong seconded and the motion passed by unanimous [4-0] voice vote. [Commissioners Chavez, Holian and Stefanics were not present for this action.]

**V. Approval of Minutes: May 27, 2014**

Upon motion by Mr. Loewy and second by Commissioner Anaya, the motion passed by unanimous [4-0] voice vote. [Commissioners Chavez, Holian and Stefanics were not present for this action.]

**VI. Approval of Resolution 2014-08 HB, a Resolution Approving the Santa Fe County Housing Authority's Utility Allowance Schedule for the Housing Choice Voucher Program**

Mr. Pacheco stated HUD requires a resolution adjusting the utility allowances in the Housing Choice voucher program on an annual basis.

Commissioner Anaya moved approval and Mr. Loewy seconded. The motion carried 5-0. [Commissioners Chavez, Holian and Stefanics were not present for this action; Commissioner Stefanics voted after the fact.]

[Commissioners Chavez and Holian joined the meeting.]

**VII. Approval of Resolution 2014-09 HB, a Resolution Approving the Santa Fe County Housing Authority's Flat Rents for the Public Housing Program**

Mr. Pacheco said subsidy amounts are based on full rent amounts based on size. HUD requires agencies to approve a flat rent schedule. HUD actually sent the flat rent schedule, which are not the amount that the vast majority of tenants pay. Approval will start the process and he expected the new rents to take effect in October to allow notice to renters.

Commissioner Anaya moved to approve Resolution 2014-09 HB. Mr. Loewy seconded and the motion carried by 7-0 voice vote. [Commissioner Stefanics was not present for this action and voted after the fact.]

Commissioner Chavez verified that the motion included Attachment A.

**VIII. Public Hearing on the Five (5) Year Plan and Annual Plan – Adoption of Plans to Occur at June 24, 2014 SFHCAB Meeting**

Mr. Pacheco noted that the five-year and annual plans were presented for public hearing at last month's meeting and today's hearing goes beyond HUD's requirement. He added that meetings have been held with all Housing Authority Board members and resident councils as well as being published in newspapers. The plan includes maintaining a high utilization rate and at least 35 families for the VASH program. Additionally, the plan has been sent to the City which

ensures coordination in a consolidated plan. The Mayor has signed off on it.

Referring to page 17 of the plan, Chairman Mayfield asked if there was any lead-based paint and what remediation measures would be taken if there was. Mr. Pacheco said the units are inspected at every turnover for asbestos, mold and lead paint. Remediation occurs only if they are exposed.

There was no one from the public wishing to comment on the plan.

**IX. Approval of Resolution 2014-10 HB, a Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Commissioner Anaya moved to approve Resolution 2014-10 HB and Mr. Loewy seconded. The motion carried by unanimous 7-0 voice vote. [Commissioner Stefanics was not present for this action and voted after the fact.]

**X. Approval of Resolution 2014-11 HB, a Resolution Approving the 2014-2015 Operating Budget for the Santa Fe County Housing Authority as Submitted to the Board of County Commissioners of Santa Fe County**

Mr. Pacheco indicated that agencies receiving grant funds from HUD are required to submit an operating budget. Mr. Loewy stated he went over the budget in depth with the accountant and challenged him on several issues; all questions were answered to his satisfaction.

Commissioner Stefanics joined the meeting and asked that affirmative votes be registered for the prior resolutions.

Commissioner Chavez asked for clarification on the Boys and Girls Club line item. Mr. Pacheco said they are receiving \$15,000 more this year. He added the Father's Day activities with the Boys and Girls Clubs at all three clubs were very successful. Chairman Mayfield asked how much of that line item goes into capital improvements. Mr. Pacheco said the Housing Authority is required to maintain the building and club site. He said CFP funding can be used, for instance for playgrounds. Regarding liability, the Boys and Girls Clubs are fully insured as is the County.

Mr. Loewy moved to approve Resolution 2014-11 HB and Commissioner Anaya seconded. The motion passed by unanimous [7-0] voice vote.

**XI. Approval of Resolution 2014-12 HB, PHA Board Resolution Approving Operating Budget**

Mr. Pacheco pointed out that the Legal Department recommended approving the budget in two phases.

Commissioner Anaya moved approval and Commissioner Holian seconded.

Commissioner Chavez asked if the entire budget was being approved or only the previous

resolution. Mr. Pacheco said everything is sent to HUD.

The motion carried by unanimous 7-0 voice vote.

**XII. Housing Authority Updates:**

**A. Site Improvement Plan/CFP Update**

Billy Baca from Maintenance stated Southwest Mountain Surveys is working on the survey for the easement of the sewer line extension at Camino Jacobo. Mr. Pacheco noted that the easement area is now 25 feet and the swale issue was resolved. He showed a map of the site as requested previously.

Mr. Baca said cabinet replacement at Valle Vista is complete.

Commissioner Anaya issued a challenge to consolidate the uncompleted capital projects into one open year in order to clean up the books. Mr. Pacheco accepted the challenge saying he would add it to the strategic plan.

**XII. B. Vacancy Update**

Mr. Pacheco indicated that occupancy is at 95 percent owing to summer turnover. Turnover reasons are being included as requested. Commissioner Anaya issued a second challenge to the effect that case management be expanded to enhance ancillary services and partnerships such as the Family Self-Sufficiency program with the goal of reducing move-outs occasioned by lack of support services.

Mr. Pacheco said he would meet with the resident councils to make that happen.

**XII. C. Director's Report**

Mr. Pacheco reiterated the Father's Day event – an ice cream social – was a success. Additionally, web and phone training is going on. The administrative plan and the ACOP (Admissions and Continued Occupancy Policy) is being updated. In response to a question from Commissioner Holian, Ms. Lopez said the Admin plan was updated in 2012 and the ACOP in 2009. Mr. Pacheco said it will be presented to the Board before being submitted to HUD.

Mr. Pacheco referred to *La Voz de la Gente* included in the packet.

**XIII. Public Comments**

None were offered.

**XIV. Matters from the Board**

Chairman Mayfield asked what provisions were made for cooling in the units. Mr. Pacheco said the units themselves do not have air conditioning but some parts of the Boys and Girls Clubs do, and tenants are allowed to fit their own swamp coolers or air conditioners as long as there is adequate egress.

Commissioner Stefanics asked about the dates for the residential council meetings. Mr. Loewy said Valle Vista is the second Tuesday of the month at 6:00, Santa Cruz is on the same day at 4:00 and Camino Jacobo is the third Monday at 5:00. Mr. Pacheco said he would forward the dates and times.

Mr. Loewy stated Live Smoke Free Santa Fe recently recognized Santa Fe County and the City Civic Housing Authority and four private developments for their regulations promoting smoke-free environments. Mr. Pacheco commended the Board and said Santa Fe was one of the first Boards to institute policies and it has created a domino effect throughout the state. He also recognized the efforts of constituent liaison Julia Valdez.

**XVI. Executive Session for limited personnel matters and pending or threatened litigation**

Commissioner Chavez moved to go into executive session and Chair Mayfield seconded. The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2 and 7) to discuss the matters delineated above passed upon unanimous roll call vote with Commissioners Anaya, Chavez, Holian, Loewy, Ong, Stefanics and Mayfield all voting in the affirmative.

[The Commission met in closed session from 11:10 to 12:00.]

Commissioner Anaya moved to come out of executive session. Mr. Loewy seconded and the motion carried unanimously. Chairman Mayfield listed those present and that the only matters discussed were limited personnel matters and pending litigation.

Ms. Brown noted no further action items were listed on the agenda. Commissioner Stefanics asked how salary recommendations were implemented. Ms. Brown said salary recommendations are not usually acted upon by vote.

Commissioner Anaya noted that there was Board consensus to retain Director Pacheco based on his work and performance, with a three percent raise and an additional two percent upon completion of goals and objectives, which will be discussed more fully at the next meeting.

**XIV. Matters from the Board (cont.)**

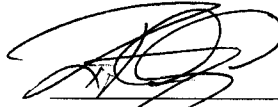
Chairman Mayfield mentioned a child had been injured at the Santa Cruz site and he would like to an update at the next meeting from the Boys and Girls Club on what remediation measures have been taken. Commissioner Anaya noted the facilities are County-owned.

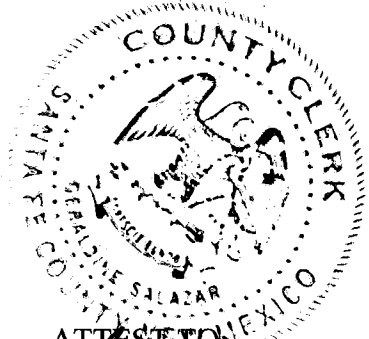

Mr. Aaboe outlined the history of the incident which involved a broken pipe. Steps have been taken to fix the situation. Mr. Pacheco said he will be meeting with the CEO of the Boys and Girls club concerning this and other outstanding issues. He said he had not been informed of the incident. Chairman Mayfield said there should be a reporting process in place in the case of injuries.

**XIV. Adjournment**

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

Approved by:

  
Daniel W. Mayfield, Chair  
Housing Authority Board

  
ATTEST TO  
  
GERALDINE SALAZAR  
COUNTY CLERK  
8-4-2014

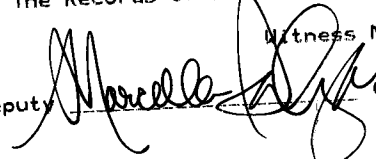
Respectfully submitted by:

Debbie Doyle, Wordswork



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
HOUSING MINUTES  
PAGES: 6

I Hereby Certify That This Instrument Was Filed for  
Record On The 5TH Day Of August, 2014 at 09:03:11 AM  
And Was Duly Recorded as Instrument # 1742853  
Of The Records Of Santa Fe County

Witness My Hand and Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM  
Deputy 

FILED CLERK RECORDED 08/05/2014