

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

August 25, 2020

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 1:05 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 Anna Hamilton
Resident Member Cathy Hurtado
Commissioner Ed Moreno
Community Member Joseph Loewy

Member(s) Excused:

Commissioner Rudy Garcia

County Staff Present:

Joseph Montoya, Housing Director
Jordan Barela, Deputy Director Housing
Katherine Miller, County Manager
Greg Shaffer, County Attorney
Daniel E. Fresquez, Media Coordinator
Tessa Jo Manzanares, Operations Manager
Yvonne Herrera, Finance Director
Penny Ellis-Green, Land Use Administrator
Anjala Coughlin, Senior Accountant
Olivia Romo, Constituent Services

Other(s) Present:

Hank Hughes, Commissioner-Elect

SFC CLERK RECORDED 03/09/2021

C. Approval of Agenda

There were no changes to the agenda and Commissioner Hamilton moved to approve as published. Mr. Loewy seconded and the motion passed by unanimous roll call vote.

D. Approval of Minutes: July 28, 2020

Commissioner Hansen moved to approve and Mr. Loewy seconded. The motion passed by unanimous [6-0] roll call vote.

2. Consent Agenda

- A. Memorandum of Understanding Between the Santa Fe County Housing Authority, the New Mexico Department of Children, Youth and Families, and the New Mexico Coalition to End Homelessness**
- B. Memorandum of Understanding Between Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council and the Valle de Esperanza Resident Council**

Commissioner Loewy moved to approve and Commissioner Hamilton seconded. The motion passed by unanimous [6-0] roll call vote.

Director Montoya thanked the Board for its affirmative action on the two consent items. He noted that item A captures the grant funding opportunities for youth between the ages of 18 and 24.

3. Discussion/Information/Presentation

- A. Executive Director's Monthly Report**

Director Montoya reported on the following:

- The ROSS position is still vacant and there are a few individuals that will be interviewed in the near future
- Management continued to encourage staff to partake in educational training opportunities
- The physical REAC training is currently available for the new process and a high score will ensure funding
- Development grant opportunities: the County hopes to receive up to 20 new vouchers for the youth-related program
- Community Development staff developed a grant application to the State of NM for federal grant funds. He congratulated Deputy Director Barela and staff on the economic development component. The grants will provide mortgage and rental assistance as well as targeting the homeless population through service providers

Referring to the grant application, Manager Miller said the process for the federal funds through the State has had uncertainties in terms of application deadlines and extensions. According to the original schedule, awards were to be announced August 21st but that has been extended. Per federal law, the funds are only available through December 31st so the extended deadline makes

it harder to expend the funds. She emphasized there was a great deal of competition for the \$100 million.

Director Montoya pointed out that the vouchers that were applied for will, aside from the County, effectively serve the City of Santa Fe, City of Española, and the Town of Edgewood. Española applied for its own economic development funding.

- The CIP was approved and the Authority is moving forward. The energy-related program requires an approval from PNM; otherwise, all construction is approved including solar panels
- There is a moratorium on eviction for non-payment and although problem tenants can be evicted that has not occurred
- Operational hours are by appointment only, this protects staff and tenants
- Another grant opportunity exists through DFA for COVID-related funds for rental assistance via MFA. There is a growing population of people without work, expired unemployment benefits and/or depleted savings who are desperate for assistance that this may help

Director Montoya said the new grants would have a different waiting list procedure. The eligible individuals present different circumstance. The property owner/landlord or mortgage servicer will directly receive the funds. Rental assistance (up to \$5,000) will be available to those with higher incomes; however, the administrative process will be similar to that of Section 8. The business assistance grants will also use existing similar systems. The homeless program will be difficult without a ROSS or FSS person. He emphasized the importance of social services for the homeless or those verging on homelessness: It's about getting people off the streets and into hotel rooms.

The business assistance grant has a maximum of \$25,000 per allocation. There are two sections of allocations: 1) COVID-related expenditures, i.e., PPEs, surface protections, screens, tents, etc.; and 2) verified COVID-related losses. Organizations seeking assistance can be sole proprietors and there is a limit of 50 employees.

If the grant is received, four subcontractors will assist intake information and recipient notification. There are many guidelines on this money that will come to the County in the form of a block grant. The County will be responsible from an auditing standpoint that the funds are used appropriately. The goal is to release the funding to the approved recipient within 10 business days. Depending on the award, the County may be hiring a grant manager for administration purposes. In response to a question, Director Montoya said a business that previously received a PPP loan is not disqualified from seeking further assistance.

Commissioner Moreno expressed appreciation that local service providers will assist the County in the process.

B. Capital Fund Program Report

Mr. Barela provided the following information:

- The asbestos abatement and modernization project for the three units in Santa Cruz is completed
- The ICAST energy-rehab project continues to move forward. Currently, they are working on the solar component and have completed phase 1 with installation completed in Camino Jacobo and are now focused on phase 2 in Valle Vista
- The necessary upgrade of electrical panels, which is a component of the ICAST project, requires a secondary agreement with PNM that is in process
- The Boys and Girls Club project is complete and staff has submitted for final payout to the contractor
- The landscaping project has been scaled back and at this point will include weed pulling and curb improvements
- Reroofing will occur for two duplex units in Valle Vista and a contractor has been selected
- The unit renovation at the Santa Cruz site has been completed
- The priority ranking of the security cameras has been decreased because of the project cost and need to include additional infrastructure
- Staff is working with non-profits to improve internet service

C. Financial Monthly Report

Mr. Barela commented that there was not much to report because it is early in the fiscal year on the expense side. He highlighted the new report format which provides a clearer picture of what is occurring in each of the programs. Currently the Authority oversees 11 cost centers. Basic budget status reports are provided for each of the primary cost centers to depict all expenses and revenues and provides greater transparency with each program

At this time of the year, the FDS, financial data schedule – an unaudited annual submission to HUD which covers all the funding that flows through the Authority – is due. However, HUD extended the deadline for all public housing authorities on a fiscal year ending June 30th to October 30th. The reasoning was that HUD provided CARES Act funding the last quarter of FY20 but that funding lacked guidance on an accountability process. Once HUD provides the official guidance the FDS will be finalized.

Staff will be working on a BAR to present to the BCC for the purpose of budgeting new money. In early July, the Authority received its capital fund 2020 grant, about \$469,000 and that money needs to be budgeted to use. In the first week of August, the Authority received a second round of CARES Act funding in the amount of \$62,000 for administrative CARES Act funding for Section 8 and VASH and additional administrative money for the MainStreet program. BARs cannot be introduced to the BCC until DFA signs off on the County's budget.

D. Section 8, Vacancy, Inspection, Accounts Receivable, Waitlist, Evictions and URP (Utility Reimbursement) Reports

Director Montoya informed the Board that the Authority will be hiring an individual from the Section 3 program to assist in landscaping, watering, weeding and painting. Flyers will go out to all eligible tenants.

The occupancy rate is 98 percent. There is typically a high turnaround this time of year and then things slow back down in the fall. Mr. Loewy requested the addition of a column showing each category's year-to-date average.

5. **Matters from the County Attorney**

None were presented.

6. **Matters from the Board**

Mr. Loewy thanked Commissioner Moreno for his service on the Board and wished him the very best. The other Board members echoed the same sentiments and Chair Roybal said it has been an honor to serve with Commissioner Moreno on this Board.

Commissioner Hansen asked if staff had any insight into why the vacant positions have been so difficult to fill. Director Montoya responded that with the plethora of non-profit organizations and state agencies in Santa Fe, he was surprised someone with a human services background has not applied. The wage scale is competitive and last month there were a few applicants. The ROSS position is essential in assisting the tenants in obtaining essential wraparound services.

7. **Matters from the Public**

None were presented.

8. **Concluding Business**

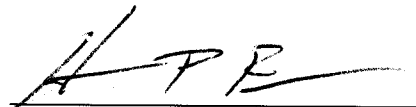
A. **Announcements**

Director Montoya said staff will be presenting the work plan for the affordable housing programs, projects and initiatives at the September meeting. He noted it may be a lengthy presentation and suggested starting the meeting earlier.

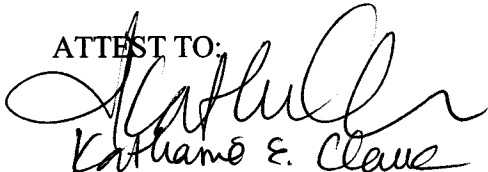
B. **Adjournment**

Commissioner Moreno moved to adjourn and Commissioner Hamilton seconded. This meeting was declared adjourned at approximately 2:00 p.m.

Approved by:



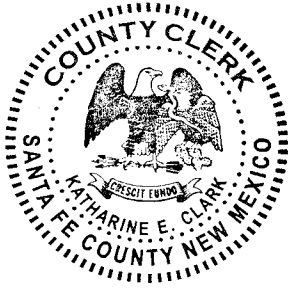
Henry Roybal, Chair
Housing Authority

ATTEST TO:

~~GERALDINE SALAZAR~~
SANTA FE COUNTY CLERK



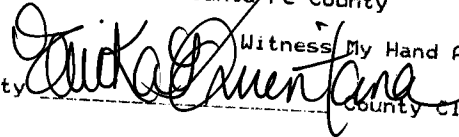
Respectfully submitted:

Karen Farrell, Wordswork



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

I Hereby Certify That This Instrument Was Filed for
Record On The 9TH Day Of March, 2021 at 10:19:49 AM
And Was Duly Recorded as Instrument # **1945901**
Of The Records Of Santa Fe County

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