

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

**September 27, 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 1:05 p.m. 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  
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  
Diana Ortiz-Acosta, Housing Receptionist  
Carole Jaramillo, Finance Director  
Rachel Brown, Assistant County Attorney  
Tony Flores, Deputy County Manager  
Chris Barela, Constituent Liaison  
Lynette, Kennard, Finance  
Bernadette Salazar, HR Director

**III. Introductions**

Mr. Montoya introduced Diana Ortiz-Acosta, now working at the front desk.

**IV. Approval of Agenda**

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

**V. Approval of Minutes: July 26, 2016**

Mr. Loewy noted he provided some technical changes to the recorder and he moved to approve the July minutes as amended. Commissioner Holian seconded and the motion carried unanimously. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

**VI. Permission to Recycle Appliances**

Mr. Montoya stated he was requesting preliminary approval from the Authority to develop a process to efficiently dispose of used appliances. This would allow staff to recycle directly and to work with PNM on refunds instead of using middlemen.

Mr. Loewy said he fully supports the concept and it is preferable to get money for old appliances rather than having to expend funds to dispose of them.

Commissioner Holian asked what was done in the past and Mr. Montoya said bids were taken on batches and the winning bidder took the appliances to the recycler.

Commissioner Stefanics asked about the possibility of donating to a non-profit such as ReStore. Mr. Montoya said most of the appliances no longer function with the exception of refrigerators, where a rebate is possible. He was not sure if they could be used for parts. Ms. Brown said she would look into the statutes; some require offering fixed assets to other governmental entities. Commissioner Stefanics pointed out non-profits can go to government auctions. Mr. Montoya said they would follow all state and federal regulations. He added at this point they are seeking to establish a policy.

Commissioner Stefanics moved to direct staff to develop a policy for recycling or donating used appliances and materials. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**VII. Resolution: CFP BARs**

Joe Gonzales stated alignment is necessary at the end of the fiscal year. In order to align the funds with HUD's capital fund budget adjustments are necessary. Mr. Flores said the County typically has to make these adjustment due to assumptions made about the previous year's balances and this is a housekeeping item.

Commissioner Stefanics moved approval and Commissioner Holian seconded. The motion passed by unanimous voice vote.

**VIII. Memorandum of Understanding for Residential Councils**

Mr. Montoya said this is also a housekeeping items since last year's MOUs have expired. He said these provide funds for recreational and other activities. HUD required the MOU to specify exactly how much is available.

Commissioner Stefanics asked if the councils could use more money. Mr. Montoya said that would be difficult since the budget is not yet completed. A full set of financials will be coming next month. Commissioner Stefanics asked how a council can request more funds. Mr. Montoya said this is the same amount from last year and council members have not asked for any additional funding. Commissioner Stefanics suggested inspiring the councils to undertake more activities with County support.

Mr. Loewy said more money could be always be used. Ms. Hurtado outlined how Camino de Jacobo secures funding for various projects. Local vendors are solicited and this year school backpacks were provided for kids. Donations and community yard sales go into the resident council fund, some of which will go into Christmas gifts and a party.

Speaking of the Joshua Tree project that the County undertakes, Commissioner Stefanics said more should be done for parents. Additionally, the gifts could be more closely targeted.

Ms. Hurtado outlined changes that have occurred in food distributions from the Food Depot. Commissioner Stefanics related last year's peanut butter drive, which could be duplicated for the housing sites.

Mr. Montoya said he would solicit feedback from the councils about better targeting the Christmas gifts from County employees.

Commissioner Stefanics moved to approve the MOUs. Mr. Loewy seconded and the motion carried unanimously.

#### **IX. Redeployment of Office**

Mr. Montoya indicated the offices next to Camino Jacobo that were being used by Senior Services staff have been vacated and he would like to utilize them for staff. The Valle Vista site that was being used for staff will accommodate storage. Victor Gonzales said the facility was originally a maintenance shop and was repurposed for offices.

#### **X. Update: Five-Year Plan**

Mr. Montoya informed that he would like to apply for grant funding to implement the goals and objectives of the five-year plan. This would include:

- An e-connect grant to help close the digital divide through connectivity and hardware
- Americorps resources and personnel; he clarified that more points are given if housing is provided but he understood that was not required
- Up to \$500,000 in CDBG funding could go for paving, curb and gutter, etc.
- HUD VASH vouchers could be used to finance new development for veterans
- Capital for safety improvements such as fences and cameras

Mr. Montoya said at this time he was just asking for authorization to seek sources of funding and some matching may be required.

## **XI. Updates:Housing Authority**

Mr. Montoya reported on the following:

- Trainings are ongoing
- Staff is looking at discounted properties
- There have been tenant issues with increased turnaround and they are working to complete turnarounds as quickly as possible.
- They are catching up on HUD reporting requirements
- HUD has advised that the first grant proposed for energy efficiency has been approved and staff will be back with a specific RFP

Mr. Montoya thanked the County Manager's Office for approving an application to the 50+ program that will provide a trainee. In addition to new employee Ortiz-Acosta, a new maintenance person is anticipated shortly.

Mr. Loewy pointed out the maintenance position has been vacant for a year and a half. Mr. Montoya said they are working closely with HR. One applicant is still in the approval process. Mr. Flores said the problem is not with the County but rather with applicants being able to make their way through the vetting process. Noting the gravity of having 25 percent of the maintenance staff out Mr. Loewy recommended looking at personnel for other County departments filling in as needed. Commissioner Stefanics said not fixing up the units is hurting us with HUD.

Mr. Flores said in the past Public Works employees could help out, although Housing Authority employees are not allowed to work in other areas of County operations. He said he would speak with Public Works Director Kelley. Contract work is also a possibility, which has to go through the procurement process. Mr. V. Gonzales said they have used contractors and \$20,000 is set aside in a special account. Windows and roofs were replaced and updated through contracts. Mr. Flores said he would meet with Mr. Kelley and Mr. Gonzales to come up with a contingency plan and would come back to the Authority with that.

### **A. CFP Report**

Mr. V. Gonzales reported on the following:

- Camino de Jacobo sewer line project is moving forward. The engineer and architect have signed off so it can go to Procurement for an RFP
- Cabinets are installed and bathrooms remodels will begin shortly
- Santa Cruz is experiencing erosion along the fence line
- The Boys and Girls Club at Santa Cruz was burglarized and the backdoor had to be replaced. The culprits were apprehended and the stolen equipment was recovered
- A child was injured falling from a tree near the Boys and Girls Club and a chain link fence will be built around the dangerous area
- A tenant was evicted from a unit at Camino de Jacobo and when staff entered a strong odor tipped them off to the presence of stachybotrys mold. The unit is currently under quarantine and will have to go through remediation. Mr. Montoya said they are working with Risk Management on the case

**B. Accounting Report**

Mr. J. Gonzales said he started in July and it has taken until the end of August to get access to the files, including HUD files. In spite of the initial challenges he stated he will be documenting all information for an audit trail. He thanked and commended Lynette Kennard and Carole Jaramillo for their help. They are back on track and have made two draw-downs. In the coming months grant balances and a more detailed financial reports will be provided to the Authority. He also lauded Mr. Montoya.

**C. Staff Reports**

Mr. Montoya commended his staff and referred to the reports in the packet. In the future a more complete and accurate vacancy report will be provided. HUD requires a 95 percent occupancy rate and some anomalies that were present in the past.

**IX. Matters from the Public**

None were presented.

**X. Matters from the Board**

None were presented.

**XI. Executive Session**

**A. Limited Personnel Matters**

Commissioner Holian moved to go into executive session to discuss limited personnel matters, executive director position, as allowed by Section 10-15-1(H)(2) NMSA 1978. Mr. Loewy seconded and the motion carried 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 2:10 to 2:30.]

Commissioner Stefanics moved to come out of executive session and Commissioner Roybal seconded. The motion passed unanimously.

**XII. Adjournment**

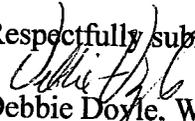
Having completed the agenda and with no further business to come before the Authority, Chair Chavez adjourned the meeting at approximately 2:30 p.m.

Approved by:

  
Miguel Chavez, Chair  
Housing Authority Board

ATTEST TO:  
  
GERALDINE SALAZAR  
COUNTY CLERK



Respectfully submitted by:  
  
Debbie Doyle, Wordswork



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 14TH Day Of November, 2016 at 01:20:24 PM  
And Was Duly Recorded as Instrument # 1809524  
Of The Records Of Santa Fe County

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