

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

April 29, 2025

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Camilla Bustamante at approximately 1:00 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico.

B. A quorum was present with the following members in attendance:

Members Present:

Commissioner Camilla Bustamante, Chair
Commissioner Lisa Cacari Stone, Vice Chair [virtually]
Commissioner Justin Greene
Commissioner Hank Hughes
Commissioner Adam Johnson
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

Greg Shaffer, County Manager
Walker Boyd, County Attorney
Denise Benavides, Interim Housing Authority Director
Alicia Storer, Accountant Senior
Sarah Meadows, Affordable Housing
Ann Ridarchik, Affordable Housing
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Interim Executive Director Denise Benavidez stated that Adrianna Velasquez is out so Alicia Storer will be giving her report, item 4. C. Ms. Benavidez will be presenting item 4. D and 4. E will be presented by Sarah Meadows.

With those changes Commissioner Greene moved approval and Commissioner Hughes seconded. The motion passed by unanimous [5-0] voice vote. [Ms. Hurtado was not present for this action and arrived immediately thereafter.]

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D. Approval of the March 25, 2025, Housing Authority Meeting Minutes

Commissioner Hughes moved approval. Commissioner Cacari Stone seconded and the motion carried by unanimous [6-0] voice vote.

2. **Consent Agenda** No items were presented for consent.

3. **Miscellaneous Action Items** There were no Miscellaneous Action Items.

4. **Discussion/Information/Presentations**

A. Executive Director's Monthly Report – April 2025 [*Exhibit 1: Waitlist Data*]

Under training and staffing, Ms. Benavidez noted that three staff members, including the deputy director, administrative manager, and HCV housing inspector attended YARDI training in Nashville. It will be necessary to purchase several modules to increase automation, starting with the most useful with others to come later. Cross-training will begin shortly.

Ms. Benavidez stated there is one candidate remaining for executive director and pending Board approval there will be a new director starting today.

Chair Bustamante commended Ms. Benavidez for her services as interim director.

Staff is finalizing the Homewise contract for housing rehab and hope to conclude negotiations soon. Budget discussions will focus on potential cuts from HUD. Sarah Meadows will be conducting data analysis, specifically regarding cleanup of the waitlist. Some individuals have been on the waitlist for ten years. Purging the list will require contacting everyone. HUD has been consulted for best cleanup practices. There are over 1,600 applicants on the list for over three years. There will be a presentation on this at the next meeting.

Commissioner Cacari Stone thanked Ms. Benavidez for her interim work. Ms. Benavidez said staff has been doing a wonderful job and it is now time to put the pieces together with clean data.

Commissioner Greene added his thanks and asked if a matrix could be developed showing risk potential from funding sources. Ms. Benavidez indicated they have been working with Project Moxie to do that, enumerating grants, etc. in order to align budget with strategies. Commissioner Greene recommended learning from the results of inspections, which are now on a more extended schedule, in order to ensure properties are safe and maintained. Ms. Benavidez said that is being done currently and she is confident they are prepared.

Chair Bustamante asked about evaluation of data through A1. Ms. Benavidez said they are not looking at that currently. At this point they are analyzing the data that has been uploaded to YARDI. She is working on the work order issue for the facilities team.

B. Monthly Financial Report – April 2025

Alicia Storer, Accountant Senior, stated have minor adjustments made to various funds to better

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align the previous fiscal years expenditures. She was confident the projected revenues will support the current budget requests. Reconciliations continue. All funds are on track to be fully expended by the close of fiscal year 25, then draw down will begin on the remaining 2023 capital fund balance as well as the 2024 allocation.

C. Capital Fund Program Report - April 2025

Ms. Storer reviewed progress on the projects and rehabilitations delineated in the packet. Some of the units have been designated for law enforcement occupancy and staff has reached out to the Sheriff's Office and the City of Española regarding placement. Staff has just received the purchase order for the Camino de Jacobo roads improvement project. The start date will be May 12th.

D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – April 2025

Ms. Benavidez provided the statistics for the ROSS and FSS programs. ROSS has 62 participants and the coordinator made 75 resident contacts and provided 43 referrals for service. The FSS had no new clients and remains with 37 active participants. The FSS coordinator made 11 resident contacts with six referrals for service. She stated they are intending to expand both programs in order to provide additional services to those tenants including information on financial literacy and budgeting. Text blasts are being sent out.

E. Affordable Housing Monthly Report – April 2025

Sarah Meadows mentioned new developments and multi-family housing projects are in the pipeline. Workforce housing will be discussed next month with a resolution about to come forward. Ann Ridarchik has joined the affordable housing team.

Ms. Meadows noted two projects have been completed in the HREE, Housing Rehabilitation and Energy Efficiency program, the recipients of which were very grateful for the efforts made on their behalf. She anticipated that when the project gets fully underway projects should be completed quickly. Staff is taking advantage of the Neighborly software. Geocivics software is also being considered.

Commissioner Greene returned to the issue of purging the waitlist. Ms. Meadows stated they are developing a data quality improvement plan for the waitlist from which duplications have been removed. She pointed out there is someone on the list from 2002. Those who can be contacted will be interviewed to see if they are still interested and/or eligible. Ms. Meadows said there are only a handful just over the three-year mark. She will have a more nuanced table next month.

Commissioner Greene noted that with the list pared down it is less daunting. He encouraging making every effort to reach out to people.

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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) Potential Appointment of Executive Director of the Housing Authority**

Attorney Webb Boyd outlined the matter to be discussed. Commissioner Greene moved to go into executive session and Commissioner Johnson seconded.

The motion to go into executive session passed by unanimous roll call vote as follows:

Commissioner Cacari-Stone	Aye
Commissioner Greene	Aye
Commissioner Hughes	Aye
Commissioner Johnson	Aye
Chair Bustamante	Aye
Member Hurtado	Aye

[The Housing Authority met in executive session from 1:36 to 2:02.]

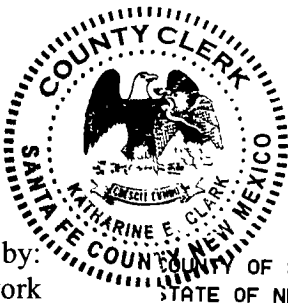
Commissioner Greene moved to come out of executive session stating that no decisions were made and the only item discussed was as stated by the County Attorney. Commissioner Hughes seconded and the motion carried by unanimous voice vote.

B. Appointment of Executive Director of the Housing Authority

Commissioner Hughes moved to offer LaToya Ricketts the job of Housing Director, subject to a background check and any other due diligence required, and authorizing the County Manager to take the necessary steps. Commissioner Johnson seconded and the motion passed unanimously [6-0].

6. **Matters from the Board** None were brought forward.
7. **Matters from the Public** None were presented.
8. **Concluding Business**
A. **Announcements**
B. **Adjournment**

This meeting was declared adjourned at approximately 2:04 p.m.



Approved by:

Camilla Bustamante
Camilla Bustamante, Chair
Housing Authority

Respectfully submitted by:
Debbie Doyle, Wordswork

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss HOUSING MINUTES
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Santa Fe County
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[Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of May, 2025 at 03:08:22 PM
and Was Duly Recorded as Instrument # 2060017
of The Records Of Santa Fe County

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

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