

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

November 15, 2024

Santa Fe, New Mexico

1. A. This special meeting of the Santa Fe County Housing Authority was called to order by Chair Hank Hughes at approximately 2:56 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 Hank Hughes, Chair
Commissioner Camilla Bustamante
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen

Member(s) Absent:

Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Denise Benavidez, Acting Housing Authority Director
Estrella Martinez, Housing Staff
Paul Olafson, Community Development Director
Leandro Cordova, Deputy County Manager
Jeff Young, County Attorney

C. **Approval of Agenda**

Manager Shaffer noted item 4. B was withdrawn. Any action on the appointment of the executive director will take place at a future meeting.

Commissioner Hamilton moved to approve the agenda as amended. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice

SFC CLERK RECORDED 04/30/2025

2. **Miscellaneous Action Items.**

A. **Resolution No. 2024-08-HB, a Resolution Approving the Santa Fe County Housing Authority's Administrative Plan for the Housing Choice Voucher Program**

Denise Benavidez stated federal regulations require Housing Authorities to adopt an admin plan for the HCV program with written policies consistent with HUD's regulatory requirements and that establishes discretionary policies where permitted. The last update occurred over a year ago. Any changes are to be enacted before January 2025. There are standard revisions present along with an addition for project-based vouchers. The language has been expanded consistent with the Nueva Acequia application.

Commissioner Hansen moved to approve the resolution approving the Santa Fe County Housing Authority administrative plan for the Housing Choice Voucher program. Commissioner Hamilton seconded and the motion carried unanimously.

2. B. **Resolution No. 2024-09 -HB, A Resolution Approving the Santa Fe County Housing Authority's Updated Admission and Continued Occupancy Policy and Revised Dwelling Lease for The Public Housing Program**

Ms. Benavidez stated this resolution refers to the Housing Authority's updated Admission and Continued Occupancy Policy (ACOP), and reviews the lease for public housing. A third party, Nelrod was hired to make the revisions. ACOP regulations are dictated by federal requirements. A previous ACOP resolution was passed last November, which covers grievance procedures, housekeeping, transfers and transfer waitlist policy, and termination and eviction policy. Due to the Housing Opportunity Through Modernization Act (HOTMA), all public housing authorities these are required to be updated no later than January 1, 2025. Staff is undergoing training on the updates and revisions.

Commissioner Hansen moved to approve a resolution approving the Santa Fe County Housing Authority's Updated Admission and Continued Occupancy Policy and Revised Dwelling Lease for the Public Housing Program, and Commissioner Hamilton seconded.

Commissioner Bustamante asked if this was published. Ms. Benavidez indicated it was published and provided to the tenants per requirements.

The motion carried without position.

3. **Discussion/Information/Presentations** – None was presented.

4. **Matters from the County Attorney**

A. **Executive Session. Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including: (1) Interview of Candidate for Executive Director of the Housing Authority Position.**

Attorney Young asked for a motion to go into executive session to discuss limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978, specifically including the interview of candidate for Executive Director of the Housing.

Manager Shaffer reiterated that there will be no action following executive session so the open meeting could be adjourned.

Commissioner Bustamante so moved as indicated by Attorney Young and that the meeting adjourned. Commissioner Greene seconded.


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

Commissioner Bustamante	Aye
Commissioner Greene	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Commissioner Hansen	Aye
Member Hurtado	Not Present

5. **Matters from the Board** – None were presented.
6. **Matters from the Public** - None were presented.
7. **Concluding Business**
 - A. Announcements
 - B. Adjournment

This meeting was declared adjourned at approximately 3:06 p.m.

Approved by:


Hank Hughes, Chair
Housing Authority


Respectfully submitted by:

Debbie Doyle, Wordswork,



COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 3

I Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of April, 2025 at 01:13:36 PM
and Was Duly Recorded as Instrument # **2057915**
Of The Records Of Santa Fe County

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

Santa Fe County
Housing Authority: November 15, 2024