

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

July 26, 2016

I. 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 1:10 p.m. by County Commission Chair Miguel Chavez.

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

Members Present:

Miguel Chavez, Commissioner
Henry Roybal, Commissioner
Kathy Holian, Commissioner
Robert Anaya, Commissioner
Cathy Hurtado, Resident Member
Joseph Loewy, Community Member
Liz Stefanics, Commissioner [telephonically]

Member(s) Excused:

None

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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

[Hereby Certify That This Instrument Was Filed for
Record On The 17TH Day Of October, 2016 at 04:03:35 PM
and Was Duly Recorded as Instrument # **1807299**
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Geraldine Salazar

Deputy *Laura Hernandez* County Clerk, Santa Fe, NM

Staff Present:

Katherine Miller, County Manager
Tony Flores, Deputy Manager
Joseph Montoya, Interim Housing Authority Director
Victor Gonzales, CFP Project Manager
Bruce Frederick, Assistant County Attorney
Bernadette Salazar, HR Director
Joe Gonzales, Housing Authority Accountant
Lynette Kennard, Accounting Division
Chris Barela, Constitute Liaison
Rudy Garcia, Manager's Office

Guests:

Ed Moreno, Incoming District 5 Commissioner
Frances Ong, Camino Jacobo resident and former Board member
Steven Hsieh, *Santa Fe Reporter*

III. Introductions

Mr. Montoya introduced Joe Gonzales, the Housing Authority's new accountant. Mr. Gonzales provided personal and professional history adding that he is happy to be back in Santa Fe, his home town.

Incoming District 5 County Commissioner Moreno introduced himself and said he was looking forward to serving the County.



IV. Approval of Agenda

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

V. Approval of Minutes: June 28, 2016

Upon motion by Mr. Loewy and second by Commissioner Holian, the minutes were unanimously approved as published. [Commissioner Stefanics was not present for this action.]

VI. Civil Rights Certification

Mr. Montoya said this is an annual resolution required by HUD to ensure the agency is in compliance with the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. He noted that Mr. Frederick reviewed the certification.

Commissioner Anaya moved to approve the certification and Commissioner Holian seconded. The motion passed by unanimous voice vote. [Commissioner Stefanics was not present for this action.]

VII. Partial Release of Declaration of Trust

Mr. Montoya said additional detail has been added to this item that was brought before the Authority at its June meeting.

Commissioner Anaya moved to approve the Partial Release of Declaration of Trust. Mr. Loewy seconded and the motion passed by unanimous voice vote. [Commissioner Stefanics was not present for this action and joined by telephone immediately following.]

VIII. Housing Authority Updates**A. Site Improvement Plan/CFP Update**

Victor Gonzales reported on the following:

- Camino de Jacobo sewer line easement has been signed and the property owners are awaiting their check
- Kitchen cabinets will be installed within four weeks
- Santa Cruz irrigation easement had two broken lines that staff is addressing
- The water fountains at the Santa Cruz Boys and Girls Club have been installed
- The tenant in the home sale unit in Valle Vista is moving through qualification process with Housing Trust

B. Director's Report

Mr. Montoya reviewed the new hires and vacancies within the department. He offered the following updates:

- Staff recently met with Volunteers of America AmeriCorps program to learn

about opportunities with that program

- Regarding the Galisteo project, there is a meeting planned with landowners in the immediate area and the process to complete the needed technical documents is ongoing. The County may be eligible for CDBG funding to accomplish road work. The County may also be able to tap into special mortgage products for the elderly and disabled that could develop other opportunities without having to do a full tax credit application
- The Energy for Efficiency grant application is at the regional office undergoing review
- The Authority experienced a great deal of unit turnover this past month and staff was commended for their professionalism in respecting the tenants and achieving a good living environment for the residents
- Staff has received M numbers from HUD which provides access to reporting and request items
- Legislative funds may be available for the Boys and Girls Club
- An updated work plan for the agency is underway and will be submitted to HUD following Board review
- The agency received an FSS grant
- The agency recently applied for additional VASH vouchers

C. Staff Reports

Mr. Montoya said the staff has been accomplishing a great deal under some difficult conditions. A new staff report was included within the Board packets and he proposed having a staff person present a report regarding their particular area in an effort to better educate the Board on the agency's work and challenges.

Mr. Montoya said there were two very successful cleanup days.

Mr. Gonzales commented that with Mr. Tapia joining the maintenance crew unit turnaround has improved. Once maintenance is fully staffed he expected work orders and turnaround to improve further.

Camino Jacobo resident Frances Ong reported that the community garden is being cared for with squash, beans, beets, etc. growing. Mr. Gonzales said the raised gardens are not being used this year; however, the fruit trees and grape vines are doing really well.

Mr. Loewy expressed concern that the agency's maintenance department was not fully staffed. He encouraged HR to fill this position as quickly as possible.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Mr. Montoya noted that the advertisement for the executive director's position has been expanded as recommended by the Board.

Commissioner Anaya stressed the importance of expanding services for the Authority's tenants in education, workforce development, health and FSS. He thanked Mr. Montoya for working on these issues and asked for monthly updates.

X1. Executive Session: Limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978

Mr. Loewy moved to go into executive session pursuant to NMSA 1978, Section 10-15-1-H (2). Commissioner Holian seconded the motion which passed upon unanimous roll call vote as follows:

Commissioner Chavez	Aye
Commissioner Anaya	Aye
Commissioner Holian	Aye
Commissioner Roybal	Aye
Commissioner Stefanics	Aye
Mr. Loewy	Aye
Ms. Hurtado	Aye


[The Board met in Executive Session with Manager Miller, Ms. Salazar and Mr. Fredrick from 1:50 to 2:15]

Commissioner Holian moved to return to open session having only discussed limited personnel matters. Her motion was seconded Mr. Loewy and passed by unanimous voice vote.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Chavez adjourned the meeting at approximately 2:15 p.m.

Approved by:


Miguel Chavez, Chair
Housing Authority Board

ATTEST TO:


GERALDINE SALAZAR
COUNTY CLERK

10-14-2016

Respectfully submitted by:

Karen Farrell, Wordswork

