



**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE NORTHERN REGIONAL
HOUSING AUTHORITY
HELD: December 18, 2020
11:00 AM**

The Regular Meeting of the Board of Commissioners of the Northern Regional Housing Authority was held December 18, 2020 via telephone and Zoom due to the COVID-19 stay at home order.

The Meeting was called to order at 11:07am by Vice-Chairman Steven Brugger for Chairwoman Rayetta Trujillo.

Members Present were:

Chairwoman	Rayetta Trujillo – arrived at 11:17am
Vice Chairman	Steven Brugger
Secretary	Donna Vigil
Treasurer	Nichole R. Sandoval-Belt
Commissioner	Rev. Garland Moore
Commissioner	Lauren Reichelt
Acting Director	Terry Baca

Absent members were:

Commissioner	Jolene Slowen
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Also present for the meeting were:

Deputy Director – Natasha Martinez
HUD Division Director – Julian Barela
El Camino Real Executive Director- Mary Ann Chavez-Lopez
Las Vegas Site Manager – Barbara Padilla
Raton Site Manager/Taos Site Manager – Coleen Sanchez-Garcia
HUD Portfolio Management Specialist - Adrian Lopez

The agenda for today’s meeting was given to the Board for review and approval. Commissioner Moore made a motion to approve the agenda. Treasurer Sandoval-Belt seconded the motion. Roll call was taken and reflected the following:

Secretary Vigil	Yes
Commissioner Reichelt	Yes
Commissioner Moore	Yes

Treasurer Sandoval-Belt	Yes
Vice Chairman Brugger	Yes
Chairwoman Trujillo	Not yet present
Commissioner Slowen	Absent

Vice Chairman Brugger advised motion carried.

The Minutes of the Regular Board Meeting held November 23, 2020 were given to the Board for review and approval. Commissioner Reichelt made a motion to approve the Minutes of the Regular Board Meeting held November 23, 2020. Commissioner Moore seconded the motion. Roll call was taken and reflected the following:

Secretary Vigil	Yes
Commissioner Reichelt	Yes
Commissioner Moore	Yes
Treasurer Sandoval-Belt	Yes
Vice Chairman Brugger	Yes
Commissioner Slowen	Absent
Chairwoman Trujillo	Not yet present

Vice Chairman Brugger advised motion carried.

Report of the Acting Executive Director:

- A. Acting Executive Director (AED) Terry Baca, reported that one of the vehicles had been wrecked while responding to an on-call work order. Thankfully there were no injuries. There was about \$2,500 worth of damage. He stated they have already filed an insurance claim and the vehicle is already in the body shop.
- B. AED Baca stated he was in Grants this week. He worked with Nathaniel, the maintenance tech, training him how to rekey locks. They also purchased a new sewer snake in Raton, they rebuilt the old sewer snake from Raton and delivered it to Grants. AED Baca stated he ordered tools and equipment for Grants so they have what they need to do their jobs.
- C. AED Baca discussed a unit that had a mold issue which was abated. He stated they got it turned around and will be getting the unit housed soon.
- D. AED Baca stated He has been working with the auditor. He spoke to the Fee Accountant last week and said he should be completing July's work this week. He stated everything was sent to the Fee Accountant with the exception of November's, and he has it ready to go. He stated the Fee Accountant is supposed to get a month done every week and will be caught up by the middle of January.
- E. AED Baca stated that the auditor can't do what he needs to do because he is waiting on the Fee Accountant. He stated that Coleen has a meeting with the auditor to go over the tenant files. AED Baca said Coleen has reviewed the tenant files and he believes there was only one or two signatures lacking which will be taken care of so they won't have any findings.

- F. AED Baca stated they have been shorthanded in Taos. This is the time of the year when they have issues with furnaces and water heaters due to cold weather.
- G. AED Baca informed the Commission they are depositing money into the Wells Fargo account now and will be able to do the same in Las Vegas when the City of Las Vegas pays them back for payroll and any other expenses they have. He stated in Grants that was an issue in the past with them having to send the tenant rent checks from Grants to Taos. This was an audit finding they have taken care of. They are in the process of getting another account open for the Section 8 program. Taos is the only place that does not have a Wells Fargo branch so they have a scanner that they use to scan the checks and they will keep a digital copy of the checks also.
- H. AED Baca stated Amanda is doing a really great job there in Taos. He also said that Andrew has turned into a great employee and a great maintenance supervisor. He feels his biggest issue was that he didn't have any guidance and if he had an issue, he didn't know who to call. He is hoping they have fixed that problem.
- I. AED Baca said the trucks they ordered should be in before the end of the year. We also have been looking to see which of the old trucks need to be retired so they are not spending a lot of money on them.

Vice Chairman Brugger commended AED for taking care of the issues as they arise.

Deputy Director Report:

- A. Deputy Director (DD) Natasha Martinez went over the financial reports with the Board. The report included Northern, Las Vegas and Raton each as an entity by themselves so the commission can see the expenditures and revenues per agency. Reporting for Northern, she stated for dwelling rent they had budgeted \$153,258 and had collected only \$125,338. She stated even though they are not where they wanted to be, considering the number of vacant units they have, they are actually collecting quite a bit of rent. For operating subsidy, they have received \$278,690. On other income, they have billed out \$2,411 and they expected about \$9,000. She reminded the commission this is because they are not billing any late fees during the pandemic. This brings the revenue to budget to 31% at 42% of the year. For employee expenses they have spent \$156,000, they have an available balance of \$307,000 and they budgeted \$193,000. For operating expenses, they budgeted \$285,000 and they have spent \$335,271. Within that is going to be the payments to Raton as well as the purchase of tools and other equipment needed for all the staff.

DD Martinez reported on Las Vegas revenue and expenditures. For dwelling rent year to date, they budgeted \$233,333. They billed out \$239,866. For operating subsidy, they budgeted \$320,000, year to date they have received \$333,946. For other income they are way below because of the fact that they also haven't billed any late fees, just like the other sites. Year to date they have received \$694,737. For employee expenditures, which includes what Northern has physically paid out, which is \$50 per hour per employee and \$75 per hour for the Executive Director. DD Martinez stated that one third of her and AED Baca's salaries are billed to Las Vegas. On employee expenses, based off budget to actual, they paid out \$289,270 and they had budgeted \$309,233. Operating expenses are a lot lower at \$241,779 and operating expenditures are at \$296,026.

DD Martinez gave the Commission a summary on what they billed out for payroll. For the Las Vegas employees they billed out \$143,000 but they actually paid out to the employee's \$65,781. \$77,000 went into the cash balance. For operating expense it was a wash, as well as for Capital Fund, stating they go expenditure for expenditure.

DD Martinez reported for the Raton office, stating on dwelling rent they are a little bit low but do have some vacancies in Maxwell which contributes to this. Operating subsidy is right in line at 40%. So far, they have accrued \$180,780 and they had budgeted \$190,000. For the management fee they have collected \$70,497 and year to date they had budgeted \$60,000. Other fees are at \$19,000 and they had budgeted \$16,000. For employee expenses for Raton are down at \$243,246, with the employees being at \$258,129 budgeted year to date. Operating expenditures year to date is at \$127,689 and actual expenditures is \$208,295.

AED Baca stated on the operations side, they do pay their insurance out, that is why this is higher.

Chairwoman Rayetta Trujillo joined the meeting at 11:17am.

- B. DD Martinez shared her screen for the occupancy report with the commission to review. She showed pictures of the condition of some of the units that maintenance is currently having to work on in Penasco. The pictures showed extensive damage including mold, holes in walls and damages throughout the unit. DD Martinez stated she wanted to show the Commission pictures of what kind of issues they are having in some of the units, and the amount of work it takes for maintenance to get the units occupied when they are left in a state of disarray like this.

Commissioner Reichelt stated she hopes there were no children living in these homes and if there were that they were reported to CYFD. AED Baca assured her that anytime they see these conditions and there are children involved they do contact CYFD.

DD Martinez commended the maintenance staff in all sites who work in these conditions and get the job done and make the units look amazing.

- C. DD Martinez gave an update on some units in Grants that John Tellez from HUD evaluated.
- D. DD Martinez said they interviewed in Taos for positions they had available there in maintenance. She stated they will be making offers to some of the individuals soon. Two maintenance Techs and one grounds person. In Las Vegas they also interviewed for some positions there. An offer has been made to one person who has accepted. This individual has a very extensive background in projects and maintenance. They hope to utilize him in other areas as well as Las Vegas.
- E. DD Martinez stated the commission had gone over the MASS scores the previous day.
- F. DD Martinez stated the projects in Las Vegas and Raton are nearing completion.

Commissioner Reichelt had a question about the condition of the units in disarray stating she assumes there is some type of mental illness, depression or drug use involved. DD Martinez explained that many of the units were left abandoned and have been in that condition for years. This is something that Terry, Coleen and herself have become aware of since becoming involved. AED Baca stated it is not uncommon for them to see this in any of the sites. In some cases, it is mental illness as

she stated and many cases it is due to drug activity. He said in his experience, he has seen cases where it is just how they are used to living. He discussed situations he has seen regarding housekeeping and what they do in these situations including referrals.

Commissioner Moore asked how often they are inspecting units. AED Baca stated units are inspected on an annual basis. However, if Maintenance goes into a unit and sees something alarming as far as housekeeping or damage, they will do a 48 hour notice of inspection. Discussion ensued as to the process of placing tenants on a housekeeping agreement where inspections are done monthly or until the issues are corrected. If the tenants do not comply, they may be evicted.

Chairwoman Trujillo stated they did have the Commissioners training and she stated she can't thank this group enough for doing a wonderful job. It is great to work with a team that is anxious to do their job.

Report of Site Manager, Coleen Sanchez-Garcia

- A. Site Manager (SM) Coleen Sanchez stated they are going to be hiring 3 people in Taos to help with maintenance and the yards. She is currently setting up the drug testing and will be doing everything else to get them hired. She stated she wants to try to have them start on Monday December 18th because Andrew is in desperate need of help.
- B. SM Sanchez stated she is getting ready for the auditors. She will be with them on a zoom meeting on Monday to show them everything in the files that they need to see. She stated the files are looking good and she is very proud of Amanda and the ladies that have helped from Las Vegas. She is confident the audit will go well.
- C. SM Sanchez-Garcia said she is busy making sure everything is staying up-to-date and everything seems to be going well.

Deputy Director, Natasha Martinez wanted to add that SM Barbara Padilla and the staff in Las Vegas got the files for the Las Vegas Audit out to the auditor at the last hour. She stated that on Tuesday night it was submitted by the auditors at 11:57 with only 3 minutes to spare. She commended the staff for working into the late hours of the night to get this done.

Section 8 Report Mary Ann Chavez-Lopez

El Camino Real Director Mary Ann Chavez-Lopez was on another call, so AED Baca read her report to the commission as follows:

- A. We have begun to purge applicants on the Waiting List for the Northern Regional Housing Authority.
- B. We will issue Section 8 HCV Vouchers on January 25, 2021. We will send out all required paperwork to the applicant and send them the link to the Zoom Meeting. Because everyone has a phone, we will ensure that all applicants can sign in with a device or with their phones.
- C. We will make sure that all information is explained in detail, we will ensure that everything that we do will be in writing.

- D. If you look at our monthly report, we are improving slowly but surely. Our Delinquency Report if you look is at a 97.28 and we only have 10 clients missing instead of 44.
- E. We have cares act monies and we are looking to do an incentive for the landlords. I will submit information to Terry and to the NRHA Board at the meeting in January, 2021 for approval.
- F. We are getting ready for the NRHA Audit as far as the Auditor inspecting the participant files.
- G. We have 6 late re-exams as of November 30, 2020. Which I say is Great!!

Thank you for all of your support and Thank you to all the Staff at the NRHA.

AED Baca stated Mary Ann has really gotten those numbers up and it amazes him how between El Camino Real doing the section 8 program and the Northern Regional Staff being able to concentrate on the Public Housing program. He stated it is a good team and they are making progress every day.

of the Executive Committees

None

Reports of Committees

None

Unfinished Business

- a. Discussion, Consideration, and Action Employment Contract Agreement Between Northern Regional Housing Authority and the Executive Director.

Chairwoman Trujillo stated she has been working with Attorney Nancy Cusack out of Santa Fe. She stated they have been going back and forth with a draft which she will send out to everybody so they can review it. If they have any questions and would like Nancy to be on the call for the next meeting, she will be happy to be on the call and hopefully they can get this finished up. She stated they will need to figure out the contract, and whether they want to go retro or just start it at the 15th.

AED Baca referred a question to Julian Barela asking if they need to do a temporary contract keeping him as a Raton employee or how should handle it. Julian Barela said if they are still waiting for it and are getting towards the end, he recommends writing up a temporary contract keeping everything level and moving it forward. He stated it will also need to be Board approved.

Chairwoman Trujillo suggested they have a special meeting the last week of December with the contract. A meeting was tentatively scheduled for December 30th at 11:00am.

Commissioner Reichelt left the meeting at 12:04 pm for another obligation.

New Business:

- A. Discuss, Consideration, and Action: Northern Regional Housing Authority Remove Building 12, Unit 936 from the rent roll as a Single-Family Unit to a Non-Dwelling Unit, to use for Maintenance Staff.

DD Natasha Martinez explained to the Commission that they have this unit that has been considered an unoccupied unit for quite some time. According to the staff there in Taos it was used at one time for a DWI program, Youth Heartline and other organizations. However, when you look in the PIC reporting and scoring, they are getting scored for this unit as a 4 bedroom, unoccupied unit and they are getting dinged monthly for it. They have never received permission to change it to a non-dwelling unit. Modifications have been made to the unit which does not make it feasible to turn it back into a dwelling unit. Structurally it makes the most sense to make it into a maintenance shop and inventory area. Currently all the supplies are in the maintenance building. In Raton and Las Vegas, they each have a designated area for supplies. AED Baca added that it is a good way to control the inventory and have accountability.

DD Martinez thanked HUD staff for all their help and ideas in doing these kinds of things to help their occupancy to get them to a point where they are a productive Housing Authority which others can look up to as an example.

Chairwoman Trujillo asked if there will be an alarm system. AED Baca stated yes, Coleen is in the process of getting Wi-Fi in the shop and he would like to get alarms and camera's installed.

DD Martinez stated on this building, they may also be able to use some COVID money because they are also going to have it set up with Wi-Fi so they can communicate virtually in opposed to in person. They want to have as little physical contact as possible with the pandemic.

DD Martinez informed the Commission that all the Las Vegas staff is working from home due to a possible contact tracing with an employee. She stated they fogged the administrative and maintenance buildings today. The administrative staff will be back in the office on Monday. All staff has been equipped with computers to work from home.

- B. Resolution 2020-123: Approving Northern Regional Housing Authority Removing Building 12, Unit 936 from the rent roll as a Single-Family Unit to a Non-Dwelling Unit, to use for Maintenance Staff.

Commissioner Steven Brugger made a motion for Northern Regional Housing Authority to remove building 12, Unit 936 from the rent roll as a Single-Family Unit to a Non-Dwelling Unit, to use for Maintenance Staff. Treasurer Sandoval-Belt seconded the motion. Roll call was taken and reflected the following.

Vice Chairman Brugger	Yes
Treasurer Sandoval-Belt	Yes
Commissioner Moore	Yes
Secretary Vigil	Yes
Chairwoman Trujillo	Yes

Chairwoman Trujillo advised motion carried.

Executive Session

None at this time.

Adjournment

Commissioner Moore made a motion to adjourn the meeting. Vice Chairman Brugger seconded the motion. Roll call was taken and reflected the following:

Vice Chairman Brugger	Yes
Treasurer Sandoval-Belt	Yes
Commissioner Moore	Yes
Secretary Vigil	Yes
Chairwoman Trujillo	Yes
Commissioner Slowen	Absent
Commissioner Reichelt	Absent

Chairwoman Trujillo advised the motion carried.


Chairman


Secretary