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MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

November 27, 2012

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 10:05 a.m. by County Commission Chair Liz Stefanics.

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

Members Present:
Liz Stefanics, Commissioner
Kathy Holian, Commissioner
Robert Anaya, Commissioner
Danny Mayfield, Commissioner
Frances Ong, Resident Member
Virginia Vigil, Commissioner
Tim Vigil, Community Member

Member(s) Excused:
None

Staff Present:
Katherine Miller, County Manager
Rachel Brown, Deputy County Attorney
Ron Pacheco, Interim Housing Director
Penny Ellis-Green, Deputy County Manager
Victor Gonzales, Housing Staff
Deanna Lopez, Department Administrator
Tracey Young, Senior Accountant
Steve Brugger, Affordable Housing Director
Rosemary Bailey, Affordable Housing



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING MINUTES
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I Hereby Certify That This Instrument Was Filed for Record On The 4TH Day Of February, 2013 at 12:24:19 PM And Was Duly Recorded as Instrument # **1695598** Of The Records Of Santa Fe County

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

Marcella Salazar

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Holian moved to approve the agenda as published. Commissioner Mayfield seconded, and the agenda was unanimously [7-0] approved.

V. Approval of Minutes: September 25, 2012

Commissioner Mayfield moved to approve the minutes from the above-cited date as presented. His motion was seconded by Commissioner Holian and passed by unanimous [7-0] voice vote.

VI. Action: Resolution 2012-23HA, a resolution granting the executive director signature authority to execute amendment #1 to the performance agreement between Santa Fe County Housing Authority and Life Link to administer portions of the Bridge Program, a voucher-based rental assistance program

Mr. Pacheco explained the resolution allows him to sign an agreement to continue supporting a program that helps people who have traumatic brain injury. It has to be signed on an annual basis; this is the second year. He had copies of the resolution available.

Commissioner Holian asked if there was a limited number of vouchers and Mr. Pacheco said there was. Tracey Young stated only two were in use presently. The program is different from the Linkages program which is continuous funding. Everyone that Life Link has sent under this program is being helped, but they haven't sent many people.

Recalling Hank Hughes' comments from the previous month regarding the number of homeless people with mental issues, Chair Stefanics expressed surprise that so few people were being referred. Mr. Pacheco said the Housing Authority does not do the qualifying, so he was unable to comment. Chair Stefanics suggested that outreach be done. Ms. Ong noted that her son goes to Life Link and he has never heard of the program. Mr. Pacheco said he would look into it.

Commissioner Vigil moved to approve the resolution and Commissioner Holian seconded. The motion passed unanimously [7-0].

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales stated the replacement cabinets have been ordered and will be installed probably late December. A BAR will be needed for architectural and engineering services at Camino Jacobo. Sewer lines are being replaced at Camino de Jacobo and Santa Cruz. Two large trees were removed that were causing damage. A unit was renovated for handicap access on San Mateo Way.

Chair Stefanics said she would like to be present to see the cabinet replacements.

Mr. Gonzales said a private contractor is helping decrease the turnaround rate of units in order to lower the vacancy rate.

Commissioner Anaya indicated he would like monthly reports of total capital dollars by

fund year with expended balance in order to get a better handle on what's been contracted and what's been spent, perhaps in the form of a spreadsheet. Mr. Pacheco said Ms. Young already has forms that can be adjusted for meeting presentation.

VII. B. Vacancy Update

Mr. Pacheco referred to the packet and said the vacancy rate is slightly higher which is typical for this time of year. They are working on lowering turnaround time but with the holidays staff is reduced. That is the reason for using contractors.

VII. C. Director's Report

Mr. Pacheco thanked Ms. Young for the work done on the depository agreement that is now complete and they are in compliance with all HUD regulations.

Mr. Pacheco pointed out that 18 families were provided with complete meal packages this Thanksgiving and he commended Ms. Lopez for working on that. She is also in charge of the Joshua trees. He added 2/3 of the names on the tree are already gone. He also recognized the Board's support for that program, through which 200 kids will receive gifts from County employees.

Chair Stefanics asked if anything was done for the parents and Mr. Pacheco said he was not aware of anything other than the weekly commodity distributions.

Residents are being advised they are not to remove batteries from smoke and carbon monoxide detectors. This information is in the newsletter and in the leases. About 2/3 of the residences have detectors. Commissioner Mayfield asked if the detectors are hard-wired. Mr. Gonzales said each unit has a hard-wired smoke detector in the hallway and the others are battery-operated. CO detectors are hard-wired or plug-in. Mr. Pacheco said they will make sure that all homes for sales have detectors. Commissioner Holian said she appreciated the work done on this and recommended it be mentioned at the resident meetings.

Commissioner Mayfield asked about fire extinguishers and Mr. Pacheco said he believed the units did not have them. Commissioner Mayfield suggested they be provided and noted the Fire Chief may know about donations. Mr. Pacheco said there have been fires in the units and one did burn down. Ms. Ong advised that training be given since people don't know how to use them. Ms. Miller agreed that improper use can be a problem so training is essential.

A discussion ensued regarding Neighborhood Watch programs. Mr. Pacheco said he believed it was not officially organized but neighbors were keeping an eye out. Chair Stefanics pointed out the newsletter made reference to Neighborhood Watch meetings. Mr. Pacheco said sheriffs are living at each neighborhood. Ms. Ong said there was a presentation but no follow-through. Mr. Pacheco said he would look into the situation and report back.

Mr. Pacheco said he has spoken with the Public Information Officer to make clear the distinction between the affordable housing program and the Housing Authority. A link is being

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added to the landlord-tenant hotline.

Chair Stefanics asked why there are complaints about the mailboxes getting too full. Mr. Pacheco stated that could be from people not living in the units or away from the unit. He said they monitor to make sure the units are being lived in. Ms. Ong said there are lots of advertisements and the boxes are small. Another problem is mail for past residents is delivered.

Commissioner Mayfield suggested the post office be notified when a tenant has moved. There are ways to get off junk mail lists, and Mr. Pacheco stated he would look into that.

IX. Public Comments

None were offered.

X. Matters from the Board

Commissioner Anaya asked if it would be possible to get the minutes earlier. Ms. Miller noted if there are immediate questions her office can circulate answers the next day. Mr. Pacheco added they sometimes request the minutes be expedited.

Regarding the presentation on procurement, Commissioner Anaya asked there be information be provided on that topic across the board.

Commissioner Anaya asked there be follow-up on seeking funding from 202, 504, 811, and 542 sources. He pointed out keeping on top of availability could provide funding opportunities. Mr. Pacheco said he would be happy to do that.

Referring to the roads within the public housing sites, Commissioner Anaya indicated that they were adopted by the County Public Works in order not to draw funds from housing dollars. He asked for an update on the long-range plan for upgrading the roads. He noted Camino Jacobo is not a city road although it has city utilities under it. He said fixing the sewer line is a huge problem and a health and safety issue. Mr. Gonzales said they did a BAR on that but money needs to be allocated.

Commissioner Anaya asked to be kept updated on that in case City officials need to be brought in. Mr. Pacheco said he spoke to the Mayor and the City Manager regarding jurisdictional matters with the Civic Housing Authority. The Mayor understood the issue and was supportive. However, he did not bring up the sewer issue.

Commissioner Anaya remarked that over the years they had provided fire extinguishers but they disappeared or were misused. "It is a difficult item to manage." There needs to be training, recharged and inspected. He suggested looking into what other housing authorities do.

Commissioner Anaya noted there used to be an organized Neighborhood Watch program. The Sheriff is available to reinvigorate it. He agreed on the value of the Joshua Tree program and agreed that perhaps something could be done for the adults, perhaps starting next year. Commissioner Anaya asked that other staff from the Housing Authority be invited to meetings to provide input at meetings.

Mr. Vigil suggested there be trainings on the symptoms of CO poisoning. Mr. Pacheco

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said that could be done at the monthly meetings.

Commissioner Mayfield requested Housing Authority meetings occasionally be held at the housing sites.

XI. Executive Session: Personnel Matters

Commissioner Vigil moved to go into executive session to discuss personnel matters. Commissioner Holian seconded.

The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter delineated above passed upon unanimous roll call vote with Commissioners Anaya, Holian, Mayfield, Vigil and Stefanics and Mr. Vigil and Ms. Ong all voting in the affirmative.

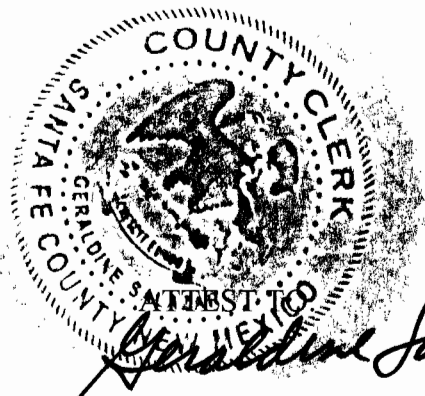
[The Authority met in closed session from 10:45 to 11:05.]

Commissioner Vigil moved to come out of executive session where only personnel matters were discussed. Commissioner Mayfield seconded and the motion carried by unanimous [6-0] voice vote. [Commissioner Holian was not present for this action.]

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:05 a.m.

Approved by:



Geraldine Salazar

~~VALERIE ESPINOZA~~ GERALDINE SALAZAR
COUNTY CLERK

1/29/13

Liz Stefanics

Liz Stefanics, Commission Chair
Housing Authority Board

Submitted by:

Debbie Doyle, Wordswork