

## HOUSING AUTHORITY BOARD

### Minutes

July 22, 2008

The Tucumcari Housing Authority Board met for their regular monthly meeting on Thursday, July 22, 2008, at 5:00 p.m. at the Tucumcari Housing Authority Building. Members present constituting a quorum included Jim Lafferty, Antonio Apodaca, Robert Lumpkin, and Jim Witcher.

City and Housing Authority staff present were Jeannette Maddaford, City Clerk; Wilhemina Martin, Housing Authority Executive Director; Maria Rodriguez-Thornton, Housing Authority Bookkeeper; and Hermelinda Diaz, Housing Authority Recertification Specialist.

Monarch Staff present were Pat Parkison, Regional Property Supervisor; Annelle Wharton, Occupancy Supervisor; and Mercie Apodaca, Manager.

#### **Consideration of Additions/Deletions to the Agenda**

None

#### **Approval of Minutes**

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lumpkin to approve the minutes of the June 26, 2008 Housing Authority regular meeting. Roll Call

Lafferty	Apodaca	Lumpkin	Witcher
Yes	Yes	Yes	Yes

#### **Review of Financial Statements**

Wilhemina Martin, Executive Director, reported that Public Housing still has two non-pays. The Certified Funding Project Grant was approved for 2008 for \$144,000. They are waiting for the contract with the consulting firm to do compliance for the Five Year Plan. Bricks were picked up to do repair to the building behind Circle K. The Resident Council meeting will be held August 7 at 7:00 p.m. at the Housing Authority Office.

Pat Parkison, Regional Property Supervisor with Monarch, reported she had June 30, 2008 and year to date income statement information. She reported that it had taken Monarch six months to get the financials from Rural Development which she felt was due to a lack of communication. Now that they have the moneys squared away, they can go forward. She pointed out the budget does not have a current year to date included on the detail balance sheet. She stated that the Income Statement did not have a current budget. She stated that it was still sitting in Los Lunas with Rural Development and she did not know if it had been approved, so the budget is not included in the reports until they hear if it is approved. She noted they finally received authorization today at 1:00 p.m. for the two Community Development Block Grants to go a head with the scope of work, so they will be working with the City to get contractors and quotes. Also they will need the money released from Rural Development, so she said they would be working to get it released. She reported that Chaparral is doing very well in regard to cash flow even with three apartments unoccupied, but she noted that there are people ready to move into them. Now that money is in the corporate account, Justin Keith was hired as their full time maintenance person and they are able to purchase needed supplies.

She reported they have an Operating Account set up with the revenues that have come in since January 2008, however, they are waiting on Rural Development to let them know how much money City of Tucumcari needs to keep for the CDBG grant matching funds. She pointed out that they have been given four different figures and have not been able to get Rural Development to tell them exactly how much the Tucumcari Housing Authority needs to keep. (\$59,933 per Wilhemina Martin 08-19-08)

She reported that tomorrow they would have an audit of the Chaparral Apartments by Rural Development. They will look over the financials, the properties, compliance, etc. She reported they might get some of their questions answered, so they can move forward. They have one grant that has \$4,000 left and hope to get some small things accomplished with the money. Another one is for water lines and landscaping which will benefit the City properties as well as Chaparral. They need to obtain the scope of work as well as get the \$130,000 in grant funds released, so they can start obtaining bids for the project.

Commissioner Lafferty noted that the 07-08 budget for Chaparral had been approved by the City Commission and asked why this budget was not used in their financial reports even though the management of the property changed. Ms. Parkison indicated they closed out the 07-08 year without a budget and did not have a budget for 08-09. Housing Authority Executive Director Martin indicated that the 08-09 budget for Chaparral was approved at the July 22, 2008 Housing Authority meeting and had already been sent in to Rural Development. Since Ms. Parkison had not heard from Rural Development whether the budget was approved, she did not use budget figures in the report submitted to the Commissioners. She stated hopefully by next meeting, she would have the approved budget from Rural Development for the July reports.

Commissioner Lumpkin inquired about the plumbing bills for Chaparral, the audit for 07-08, and discussed the electrical wiring.

### **Approval of Bills**

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lumpkin to approve the bills. Roll Call:

Apodaca	Lumpkin	Witcher	Lafferty
Yes	Yes	Yes	Yes

### **Old Business**

Commissioner Lafferty noted that in all the audit findings, the answer given by City management to fixing the problems at the Housing Authority lists the newly hired Executive Director. He also noted a finding that says the Governing Body is not providing oversight, so he asked if there was anything the Commissioners could do to help the Executive Director to make sure she prevents the findings, or change the way the Commissioners look at reports, or if there were different reports she would like to have the Commissioners review. Martin explained that a lot of the findings were immediately taken care of when she found the problem as she began her duties as the new Executive Director, so this meant some were not addressed until January or February of 2008 so there will be findings on the next audit report for 07-08, but not as many. She noted the 08-09 audit report would show a huge improvement. She makes sure money is deposited within three days; each month she makes sure she gets a collateralized report from the bank; draw downs are being made monthly; and only checks or money orders are taken in payment. Commissioner Lafferty asked if there was anything the Commissioners could do and if she was getting enough support from the City Manager and Finance Department. She explained that the Finance Department does not help with the bookkeeping, but does run the payroll, pays the Housing Authority insurances, which the Housing Authority reimburses. She stated that she goes over the financial information with the City Manager. Also she stated that she wanted the Commissioners to know when money is drawn down, where the money is spent, when the money comes from, and the Commissioners to have a say in how the money is spent. Commissioner Lafferty asked that it be placed in the minutes that the Commissioners stated if there was anything the Commissioners needed to do to provide additional oversight, or if the Executive Director needed help from the Board to make things to come together with the City Manager or Finance Department, they want to be proactive rather than re-active. Martin stated she needs to have her unaudited financial statements to HUD by August 31, so she may need help in getting the audit done on time.

### **Items from Board Members**

Mayor Pro Tem Witcher asked if a person could call the Housing Authority to see what landlords rent property. Martin did say they maintained a list, but do not make recommendations.

**Adjournment**

A motion was made by Mayor Pro Tem Witcher and seconded by Commissioner Lumpkin to adjourn the meeting. Time noted 5:31 p.m. Roll Call:

Lumpkin	Witcher	Lafferty	Apodaca
Yes	Yes	Yes	Yes

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Antonio Apodaca, Mayor

ATTEST:

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Jeannette Maddaford, City Clerk