

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON TUESDAY  
NOVEMBER 14, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

**MADAM CHAIR:** Tonita Gurulé-Girón

**COMMISSIONERS:** Barbara Casey  
David Ulibarri Jr.  
Vince Howell  
Ember Davis  
David Romero

**ALSO PRESENT:**  
Lorraine Ortiz, Executive Director  
Corinna Laszlo-Henry, City Attorney

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE**

Madam Chair Gurulé-Girón asked Commissioner David Ulibarri Jr. to offer the moment of silence. Commissioner Ulibarri offered a moment of silence for the Holiday coming up. He stated, we are going to have a lot of our relatives and neighbors and families going out of town. Keep them in your prayers and hopefully they will go and come back safe, Amen.

**APPROVAL OF AGENDA**

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Commissioner Barbara Casey made a motion to approve the minutes of October 16, 2017 as amended and corrected prior to the meeting. Commissioner David Romero and Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes

Barbara Padilla re-read the motion and advised the motion carried.

## **PUBLIC INPUT**

None at this time.

## **PRESENTATION - FINANCE REPORT**

Natasha Martinez-Padilla, Financial Specialist presented the HA's Revenue and Expenditure report through October 31, 2017. She stated that 33% of the year has elapsed. Dwelling Rent is at 30%. The HA added more units to the rent roll, so that should be increasing. The HA is getting more families into Housing that have income, so this increases the Dwelling Rent amount. Operating Subsidy is at \$170,520 because that is what has been dispersed to the HA. There is \$56,000 that is being held for October. Once that is released the HA will be at 35% with \$226,520. In Other Income, the HA has \$5,236 coming in. The HA's big transfer will come through in December. Currently the HA is at 27% of Revenues. As soon as the \$56,000 gets released and the transfer goes through, this will be over a hundred thousand dollar jump. Natasha Martinez-Padilla stated that for Expenditures, Employee Expenses was at \$453,949 and Operating Expense was at \$459,546 for a total of \$913,495, with 29% of the budget expended.

## **DIRECTORS REPORT**

Director Lorraine Ortiz stated she believed there were some questions for Barbara Padilla, Housing Manager Supervisor from Madam Chair Gurulé-Girón. Madam Chair Gurulé-Girón stated on the monthly report for Housing, under Housing Maintenance, she saw that for July, August, September, and October, there is a huge discrepancy as to the initial work order that was put in and the completion. She asked, what happened. Barbara Padilla addressed the Chair and Commission stating that there will always be somewhat of a discrepancy. Currently, Frank Lucero, the Maintenance Supervisor holds on to all the work orders and turns them in at the end of the week to be closed. At the time the report was run, Frank was out sick, and so there were a lot of work orders that are actually done, but not closed in the system. Once they are entered, the number will decrease significantly. Madam Chair Gurulé-Girón asked when Frank was sick. Director Ortiz answered that she believed he was out sick last week. Madam Chair asked, so he wasn't sick for three months? Director Ortiz stated, no. Madam Chair Gurulé-Girón asked if the



HA has a practice that when someone is out, someone else picks up the work orders, because work has to continue. Barbara Padilla stated that yes, that process can be changed, and Frank can turn in work orders daily.

Director Ortiz stated as part of the Director's monthly report, the Maintenance crew is continually working on unit turnaround, from move-out inspection to move-in inspection within a short period of time. They continually add to the spreadsheet to log the date, time, hours, salary, etc. for the in kind from the City of Las Vegas to the Housing Authority. Regarding the buildings and roofs, according to the HR Risk office, the general contractor is in the process of soliciting local contractors at this time, and should be beginning this work soon. The HR Risk office will advise everyone as soon as they have an estimated time when they will begin.

Regarding Housing Management, Director Ortiz stated, the Housing Managers are continually busy with the day to day operations of the HA, including new admissions, annual lease renewals, annual inspections of units, and lease enforcement.

Under staff training, Director Ortiz reported that staff will be attending the monthly safety training provided by the city. Director Ortiz stated, as required by HUD, she has continued to attend various web seminars, and teleconferences. She stated that on October 31<sup>st</sup>, she completed and is now certified in the Cyber Awareness Challenge, Department of Defense version. Also, as part of training, she stated that she and Natasha will attend HUD's Albuquerque Field Office Financial Management and Financial Risk Monitoring and an Oversight Conference, in Albuquerque from December 5<sup>th</sup> thru December 7<sup>th</sup>.

Director Ortiz stated, within the Compliance Monitoring Notification, as we know, HUD completed their Compliance Review and has told us they will be sending the report, which was due at the end of October. She stated, we still have not received it. Per the email of October 4, 2017, from HUD, we continue to scan and email all required documents as requested. On November 3, 2017 we emailed the GL and back up for the month of October.

Director Ortiz stated, lastly, she and the Finance Department have continued to work on the City of Las Vegas Housing Authority's Accounting Policy. She stated she is waiting for HUD's report to complete the Accounting Policy, and hopes to have it ready by December's meeting.

## **COMMISSIONERS REPORT**

Commissioner Howell asked Director Ortiz, how is the relationship with HUD? Is it improving, or is it strained? Director Ortiz stated, since she came on board in August, she can say it is a good relationship. She stated we have constant contact with them, and have correspondence, mostly through email. She stated, they prefer emails, but we do have a good relationship with them. Commissioner Howell stated good, because last time he heard, this was before she came on, that it was kind of strained. Director Ortiz stated from what she has observed, yes, it is a good relationship.

Madam Chair Gurulé-Girón stated that she was truly unaware that we had a strained relationship with HUD.



**EXECUTIVE SESSION/CLOSED SESSION**

No need for Executive Session

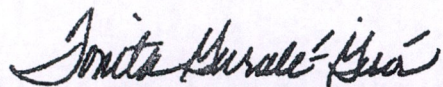
**ADJOURN**

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

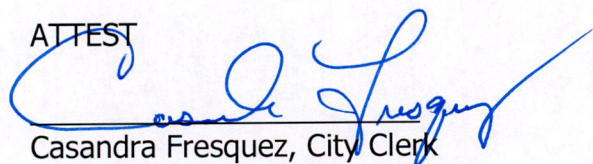
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City Clerk