



**Minutes of the AHA Board of Housing Commissioners**

Regular Meeting

Wednesday, June 20, 2018 at 12:00 p.m. (MT)

Carnis Salisbury Building

1840 University Blvd. SE, Albuquerque, NM

**1. Call to Order**

The meeting was called to order at 12:00 p.m. (MT) on June 20, 2018. Vice-Chairperson Vogel presided. The Board met in the Manuel Cordova Conference Room in Open Session.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Mr. Stephen J. Vogel, Vice-Chairperson  
Ms. Roxanne Rivera-Wiest, Commissioner at Large  
Ms. Lovie McGee, Commissioner at Large  
Ms. Rebecca Robinson, Resident Commissioner  
A quorum was present.

**AHABHC MEMBERS NOT PRESENT**

Ms. Janet McHard, Chairperson, Excused

**VISITORS**

Ms. Judy Higuera, Embudo Towers Resident  
Ms. Janice Edmondson, Embudo Towers Resident

**STAFF PRESENT**

Mr. Matthew Archuleta, Public Housing Program Manager  
Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector  
Mr. Matt Bailon, Operations Manager  
Ms. Ela Bennett, Temporary Office Assistant - Admin  
Ms. Linda Bridge, Executive Director  
Ms. Mundy Petroff, Executive Assistant  
Ms. Barbara D'Onofrio, Director of Finance  
Mr. Brian Eagan, Attorney  
Mr. Dan Foster, Capital Fund Projects Manager  
Ms. Vivian Gabaldon, Sr. Accounting Technician – PH  
Ms. Lisa Garduno, Sr. Accounting Technician - S8  
Ms. Esther Lucero, Section 8 Program Manager  
Mr. Raymond Murrietta, Warehouse and Facility Manager  
Ms. Karen Ochsankehl, Accounting Supervisor  
Ms. Bernadette Rodriguez, Community Services Specialist



/abqha



/HousingABQ



Equal Housing Opportunity Agency



**3. Approval of Minutes**

Board of Housing Commissioners Meeting May 16, 2018

Member McGee moved to approve the minutes; seconded by Member Robinson. The motion carried by a 2-0-2 vote. (For: McGee, Robinson; Abstain: Vogel, Rivera-Wiest).

**4. Public Comment**

Ms. Judy Higuera, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

**5. Consent Agenda**

There were no Consent Agenda Items.

**6. New Business**

There was no New Business.

**7. Resolutions and Communications**

- a) Report of the Secretary (Executive Director Linda Bridge and Capital Fund Projects Manager Dan Foster)

Ms. Bridge presented the AHA May/June update in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report, Mr. Foster presented the Capital Fund Report, and both addressed questions from Members of the Board. Please see the attached Reports.

Member Rivera-Wiest moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- b) Resolution 2018-07 Appropriating Funds for the AHA for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019 (Director of Finance Barbara D’Onofrio)

Ms. D’Onofrio presented “Resolution 2018-07 Appropriating Funds for the AHA for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019” and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt “Resolution 2018-07 Appropriating Funds for the AHA for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- c) Resolution 2018-08 Appropriating Funds for AHA Development for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019 (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented “Resolution 2018-08 Appropriating Funds for AHA Development for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019” and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt “Resolution 2018-08 Appropriating Funds for AHA Development for Fiscal Year 2019, Beginning July 1, 2018 and Ending June 30, 2019”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- d) Resolution 2018-09 Approval of the FY2019 Incentive Compensation Plan (Executive Director Linda Bridge)

Ms. Bridge presented “Resolution 2018-09 Approval of the FY2019 Incentive Compensation Plan” and addressed questions from Members of the Board.

Member McGee moved to adopt “Resolution 2018-09 Approval of the FY2019 Incentive Compensation Plan”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- e) Resolution 2018-10 Write Off Uncollectible Accounts Receivable (Director of Finance Barbara D’Onofrio)

Ms. D’Onofrio presented “Resolution 2018-10 Write Off Uncollectible Accounts Receivable” and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt “Resolution 2018-10 Write Off Uncollectible Accounts Receivable”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- f) Resolution 2018-11 Amendment to Designation of a Public Housing Unit at 6100 Harper Drive NE For A Non-Dwelling Administrative Use (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented “Resolution 2018-11 Amendment to Designation of a Public Housing Unit at 6100 Harper Drive NE For A Non-Dwelling Administrative Use” and addressed questions from Members of the Board.

Member McGee moved to adopt “Resolution 2018-11 Amendment to Designation of a Public Housing Unit at 6100 Harper Drive NE For A Non-Dwelling Administrative Use”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- g) Resolution 2018-12 Inspection of Public Records Act Compliance Policy (Attorney, Brian Eagan)

Mr. Eagan presented “Resolution 2018-12 Inspection of Public Records Act Compliance Policy” and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt “Resolution 2018-12 Inspection of Public Records Act Compliance Policy”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

**8. Old Business**

There was no old business.

**9. Other Business**

The next scheduled Regular Meeting of the Board will be on July 18, 2018 12:00 p.m. in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

**10. Announcements**

There were no announcements.

**11. Adjournment**

There being no further business to be brought before the Board, Member McGee moved to adjourn the meeting at 1:13 p.m.; seconded by Member Robinson. The motion was carried by a 4-0 vote.

**SUBMITTED:**

/s Linda Bridge

Ms. Linda Bridge, Secretary to the Board

Date: July 18, 2018

**READ AND APPROVED:**

/s Janet McHard

Janet McHard, Chairperson of the Board