



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

Regular Meeting

Wednesday, August 15, 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 12:01 p.m. (MT) on August 15, 2018. Chairperson McHard presided. The Board met in the Manuel Cordova Conference Room in Open Session.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Ms. Janet McHard, Chairperson

Mr. Stephen J. Vogel, Vice-Chairperson

Ms. Lovie McGee, Commissioner at Large

Ms. Rebecca Robinson, Resident Commissioner

**AHABHC MEMBERS NOT PRESENT**

Ms. Roxanne Rivera-Wiest, Commissioner at Large, 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. Tynette Begay, Office Assistant Inspection

Ms. Linda Bridge, Executive Director

Ms. Linda Brown, Section 8 Housing Specialist

Ms. Cheryl Cates, Accounting Manager - S8

Ms. Barbara D'Onofrio, Finance Director

Mr. Brian Eagan, Attorney

Mr. Marcos Espinosa, Information Systems Manager

Mr. Andrew Estocin, Deputy Director

Ms. Jessica Franklin, Temp - Office Assistant - Admin

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

Ms. Patricia McKenzie, Section 8 Housing Specialist

Mr. Raymond Murrietta, Warehouse and Facility Manager



/abqha



/HousingABQ



Equal Housing Opportunity Agency



Ms. Toni Nunez, Temp - Office Assistant Public Housing  
Ms. Michelle Orellana, Section 8 Housing Specialist  
Ms. Karen Ochsankehl, Accounting Supervisor  
Ms. Mundy Petroff, Executive Assistant  
Ms. Bernadette Rodriguez, Community Services Specialist  
Ms. Annamarie Romero, Public Housing Specialist  
Ms. Kassandra Romero, Section 8 Housing Specialist  
Ms. Anita Sanchez-Triviso, Human Resources Director  
Ms. Anayance Vallez, Section 8 Housing Specialist  
Ms. Sara Villarreal, Section 8 Housing Specialist

**3. Approval of Minutes**

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Member Vogel moved to approve the minutes; seconded by Member Robinson. The motion carried by a 4-0 vote.

**4. Public Comment**

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

Ms. Janice Edmondson, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

**5. Consent Agenda**

There were no Consent Agenda Items.

**6. New Business**

a) Employee of the Quarter

Ms. Bridge introduced Lisa Garduno as AHA Core Value Employee of the Quarter.

b) The Board is going to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 to discuss a limited personnel matter, Executive Director annual review and compensation.

Member Vogel moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 12:12 p.m. to discuss a limited personnel matter, Executive Director Linda Bridge annual review and compensation. The motion was seconded by Member Robinson and carried by a 4-0 roll call vote. All Board members present recessed to discuss this matter.

c) Re-Convene in Open Session; to vote in public on action items, if any.

The Board re-convened in open session at 12:59 p.m. Chairperson McHard announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was the limited personnel matter of Executive Director Linda Bridge annual review and compensation.

Chair McHard then proposed that the Board consider a Contract Amendment to increase the compensation provided to the Executive Director Linda Bridge. The proposed Contract Amendment will be drafted as requested in August and then presented to the Board for consideration of approval with a vote in public in open session at the Regular Meeting on September 19, 2018.

Member Vogel made a motion to amend Executive Director Linda Bridge's contract; seconded by Member Robinson. The motion was carried by a 4-0 vote.

*Chairperson McHard departed at 1:00 p.m., Vice Chairperson Vogel presided over the remainder of the meeting.*

## **7. Resolutions and Communications**

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

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

Member McGee moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 3-0 vote.

- b) Quarterly TBRA (Tenant Based Rental Assistance) Report (Deputy Director Andrew Estocin)

Mr. Estocin presented "Quarterly TBRA (Tenant Based Rental Assistance) Report" and addressed questions from Members of the Board.

Member McGee moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 3-0 vote.

- c) Resolution 2018-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD (Section 8 Program Manager Esther Lucero)

Ms. Lucero presented "Resolution 2018-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD" and addressed questions from Members of the Board.

Member Robinson moved to adopt "Resolution 2018-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD"; seconded by Member McGee. The motion was carried by a 3-0 vote.

- d) Resolution 2018-14 Limited Intake of Pre-Applications for All Public Housing Units (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented “Resolution 2018-14 Limited Intake of Pre-Applications for All Public Housing Units” and addressed questions from Members of the Board.

Member McGee moved to adopt “Resolution 2018-14 Limited Intake of Pre-Applications for All Public Housing Units”; seconded by Member Robinson. The motion was carried by a 3-0 vote.

- e) Resolution 2018-15 Authorizing the Submission of HUD Rental Assistance Demonstration Program Applications (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented “Resolution 2018-15 Authorizing the Submission of HUD Rental Assistance Demonstration Program Applications” and addressed questions from Members of the Board.

Member Robinson moved to adopt “Resolution 2018-15 Authorizing the Submission of HUD Rental Assistance Demonstration Program Applications”; seconded by Member McGee. The motion was carried by a 3-0 vote.

- f) Fiscal Year 2018 AHA Action/Department Plans Review (Executive Director Linda Bridge)

Ms. Bridge presented an overview of the goals for AHA and departments, no action taken, informational only.

- g) Executive Communication 2018-01 Fiscal Year 2019 AHA Action Plan (Executive Director Linda Bridge and AHA Planning Team)

Ms. Bridge presented “Executive Communication 2018-01 Fiscal Year 2019 AHA Action Plan” and addressed questions from Members of the Board.

- h) Presentation of Fiscal Year 2018 AHA Department Action Plans
  - i. Administrative Department Plan (Attorney Brian Eagan)
  - ii. Finance Department Plan (Accounting Manager - S8 Cheryl Cates)
  - iii. Section 8 & Inspections Department Plan (Office Assistant Inspection Tynette Begay)
  - iv. Public Housing Department Plan (Public Housing Program Manager Matthew Archuleta)

Mr. Eagan presented the “Administrative Department Plan”, Ms. Cates presented the “Finance Department Plan”, Ms. Begay presented the “Section 8 & Inspections Department Plan”, Mr. Archuleta presented the “Public Housing Department Plan” and all addressed questions from Members of the Board.

Member McGee-Wiest moved to adopt “Executive Communication 2018-01 Fiscal Year 2019 AHA Action Plan”; seconded by Member Robinson. The motion was carried by a 3-0 vote.

