Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, May 21, 2014
Carnis Salisbury Building
1840 University Blvd. SE
Albuquerque, NM 87106

1. Call to Order

The meeting was called to order at 12:01 p.m. (MDT) on May 21, 2014. Chairperson McHard presided. The Board met in the Manuel Cordova Conference Room in Open Session.

2. Roll Call

AHABHC MEMBERS PRESENT

Mr. D. Todd Clarke, Commissioner at Large
Ms. Janet McHard, Chairperson
Mr. Stephen J. Vogel, Commissioner at Large

AHABHC MEMBERS ABSENT

Ms. Rebecca Chavez, Resident Commissioner
Ms. Roxanne Rivera-Wiest, Vice Chairperson
A quorum was present.

STAFF PRESENT

Mr. Matthew Archuleta, Public Housing Program Manager, AHA
Ms. Loretta Baca, Compliance Inspector, AHA
Mr. Matt Bailon, Housing Assistance Coordinator, AHA
Ms. Mundy Boen, Executive Assistant, AHA
Ms. Linda Bridge, Executive Director, AHA
Ms. Cynthia Cavazos, Compliance Inspector, AHA
Ms. Barbara D'Onofrio, Fiscal Manager, AHA
Mr. Brian Eagan, Assistant City Attorney, COA Legal Dept
Mr. Andrew Estocin, Associate Director, AHA
Ms. Bernice Hughes, Buyer, AHA
Mr. Christopher Krupar, Technical Program Manager, AHA
Mr. Raymond Murrietta, Warehouse Assistant, AHA
Mr. Tom Portillo, Maintenance Manager, AHA
Ms. Anita Sanchez-Triviso, Sr. Personnel/Labor Relations Officer, AHA
Mr. Christopher Sena, Housing Services Technician, AHA
Mr. Patrick Strosnider, Capital Improvement Program (CIP) Coordinator, AHA
Mr. Jim Tacosa, Capital Improvement Program (CIP) Coordinator, AHA
Ms. Janice Wright, Housing Paralegal, COA Legal Dept

3. **Approval of Minutes**

a) Board of Housing Commissioners regular meeting April 16, 2014.

Member Vogel moved to approve the minutes with the correction to the date in the header; seconded by Member Clarke. The motion carried by a vote of 3-0.

b) Board of Housing Commissioners special meeting May 6, 2014.

Member Clarke moved to approve the minutes with the correction to the grammar in the last paragraph; seconded by Member Vogel. The motion carried by a vote of 3-0.

4. **Public Comment**

There was no Public Comment.

5. **Consent Agenda**

There were no Consent Agenda items.

6. **Resolutions and Communications**

a) Report of the Secretary – (Executive Director Linda Bridge, Associate Director Andrew Estocin, & CIP Coordinator James Tacosa)

Ms. Bridge and Mr. Estocin presented the AHA April/May Update in the Report of the Secretary and the Albuquerque Housing Authority Production Snapshot Report, Mr. Tacosa presented the Capital Funds Report, all three addressed questions from Members of the Board. Please see the attached Report.

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

7. **Old Business**

There were no items of Old Business.

8. **New Business**

a) Review of wait list update and discussion regarding postponing opening of the wait list.

Mr. Estocin proposed a discussion for a resolution to postpone the opening of the waiting list in limited capacity until October 1, 2014, due to the transition of employees to AHA or City of Albuquerque and answered questions from the Board.

Member Vogel asked the estimated time current clients have on the wait list, Mr. Estocin stated it is approximately one and a half years on the public housing list, the Section 8 list is approximately two to three year wait.

Chairperson McHard stated she is for the proposed resolution to postpone opening of the waiting list in limited capacity.

Member Clarke asked Mr. Eagan if AHA needs to give public notice. Mr. Eagan stated it would be best to provide public notice. However, if Board Members sponsor the proposed resolution, the staff can let community partners and potential applicants know that the waiting list will not open until some date after July 1, 2014 and refer those in need to properties listed on the last page of the AHA Resource Guide. Member Clarke suggested a working committee for evaluating how AHA serves clients. Mr. Estocin agreed to form such a committee.

Member Clarke moved to have AHA staff draft a new policy Resolution that would extend the closure of the waiting list into the future. And moved that the admissions policy Resolution be presented for consideration of adoption by the Board at the next regular meeting in June 2014; seconded by Member Vogel. The motion was carried by a 3-0 vote.

9. Other Business

Board members then discussed forming a Finance Committee of two Board members. Chairperson McHard and Member Vogel were selected for the Finance Committee. Key staff members would then meet with the Finance Committee to review the draft financial statements prior to the next regular meeting of the Board.

Chairperson McHard stated that she would be unable to attend the next regular meeting of the Board if it were held on the regularly scheduled date of Wednesday, June 18, 2014, due to a scheduling conflict. She stated that she really wanted to attend the next regular meeting however, to provide input and oversight for the adoption of the annual operating budget for AHA during that meeting. Various dates were discussed.

10. Adjournment

There being no further business to be brought before the Board, Member Vogel moved to adjourn the meeting at 12:55 p.m.; seconded by Member Clarke. The motion was carried by a 3-0 vote.

SUBMITTED:

Ms. Linda Bridge
Secretary to the Board

Date: June 24, 2014

READ AND APPROVED:

Ms. Janet McHard
Chairperson of the Board