ALBUQUERQUE HOUSING AUTHORITY

Empowering people in our community through affordable housing and self-sufficiency opportunities

Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Monday, June 29, 2015
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM 87106

1. **Call to Order**

The meeting was called to order at 12:00p.m. (MDT) on June 29, 2015. Vice Chairperson Clarke presided. The Board met in the Manuel Cordova Conference Room in Open Session.

2. **Roll Call**

AHABHC MEMBERS PRESENT

Mr. D. Todd Clarke, Vice Chairperson
Ms. Janet McHard, Commissioner at Large
Ms. Rebecca Chavez, Resident Commissioner
A quorum was present.

AHABHC MEMBERS ABSENT

Mr. Stephen J. Vogel, Chairperson, Excused
Ms. Roxanne Rivera-Wiest, Commissioner at Large, Excused

VISITORS

Ms. Laura Combs, Family Promise of Albuquerque

STAFF PRESENT

Mr. Arturo Almager, Maintenance Technician, AHA
Mr. Patrick Alvarado, Public Housing Specialist, AHA
Mr. Matthew Archuleta, Public Housing Program Manager, AHA
Mr. Thomas Austad, Interim Paralegal, AHA
Ms. Loretta Baca, Housing Quality Compliance Inspector, AHA
Mr. Matt Bailon, Assistant Manager for Public Housing, AHA
Ms. Mundy Boen, Executive Assistant, AHA
Ms. Linda Bridge, Executive Director, AHA
Ms. Venessa Burk, Sr. Office Assistant, AHA
Ms. Barbara D'Onofrio, Director of Finance, AHA
Mr. Brian Eagan, Attorney, AHA
Mr. Marcos Espinosa, Interim Information Systems Manager, AHA
Mr. Andrew Estocin, Deputy Director, AHA
Mr. Dan Foster, Capital Fund Projects Manager, AHA
Ms. Vivian Gabaldon, Sr. Accounting Technician, AHA
Ms. Lisa Garduno, Sr. Accounting Technician, AHA
Ms. Esther Lucero, Section 8 Program Manager, AHA
Ms. Nicole Maurino, Section 8 Housing Specialist, AHA
Mr. Raymond Murrietta, Procurement Technician Warehouse, AHA
Mr. Victor Perea, Maintenance Technician, AHA
Ms. Annamarie Romero, Public Housing Specialist, AHA

Mr. Elias Solis, Housing Quality Compliance Inspector, AHA
Ms. Elfina Weauneka, Office Assistant Inspection, AHA

3. Approval of Minutes

Board of Housing Commissioners regular meeting May 20, 2015.

Member McHard moved to approve the minutes; seconded by Member Chavez. The motion carried by a 2-0-1 vote. (For: Clarke, McHard; Abstain: Chavez).

Member McHard made a floor amendment to adjust the sequence of the agenda items; seconded by Member Chavez. The floor amendment carried by a 3-0 vote.

The agenda was adjusted as follows: item 6 b-h, items 4, 5, 6.

4. Public Comment

Ms. Laura Combs, Family Promise of Albuquerque, thanked the Board for passing "Resolution 2015-14 Extending the Restriction of Intake of Applications with Limited Intake of Applications for Public Housing 4-Bedroom and 5-Bedroom Units".

5. Consent Agenda

There were no Consent Agenda items.

6. Resolutions and Communications

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

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

Member McHard moved to accept receipt of the Report; seconded by Member Clarke.

b) Resolution 2015-08 Amendment to the Budget for the Fiscal Year 2015, Beginning July 1, 2014 and Ending June 30, 2015

Ms. D'Onofrio presented "Resolution 2015-08 Amendment to the Budget for the Fiscal Year 2015, Beginning July 1, 2014 and Ending June 30, 2015" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2015-08 Amendment to the Budget for the Fiscal Year 2015, Beginning July 1, 2014 and Ending June 30, 2015"; seconded by Member Chavez. The motion was carried by a 3-0 vote.

c) Resolution 2015-09 Approval of Incentive Compensation Plan

Mr. Estocin presented "Resolution 2015-09 Approval of Incentive Compensation Plan" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2015-09 Approval of Incentive Compensation Plan"; seconded by Member Chavez. The motion was carried by a 3-0 vote.

d) Resolution 2015-10 Adoption of the Revised AHA Employee Manual

Ms. Bridge presented "Resolution 2015-10 Adoption of the Revised AHA Employee Manual" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2015-10 Adoption of the Revised AHA Employee Manual" after the Board agreed to delete the proposed new wording about Employee Concerns, which had been listed on pages 14 and 15 of the 2015 draft edition of manual; seconded by Member Chavez. The motion was carried by a 3-0 vote.

e) Resolution 2015-11 Appropriating Funds for the AHA for Fiscal Year 2016, Beginning July 1, 2015 and Ending June 30, 2016.

Mr. Estocin presented "Resolution 2015-11 Appropriating Funds for the AHA for Fiscal Year 2016, Beginning July 1, 2015 and Ending June 30, 2016" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2015-11 Appropriating Funds for the AHA for Fiscal Year 2016, Beginning July 1, 2015 and Ending June 30, 2016"; seconded by Member Chavez. The motion was carried by a 3-0 vote.

f) Resolution 2015-12 Adoption of the Travel Policy.

Ms. D'Onofrio presented "Resolution 2015-12 Adoption of the Travel Policy" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2015-12 Adoption of the Travel Policy"; seconded by Member McHard. The motion was carried by a 3-0 vote.

g) Resolution 2015-13 Adoption of the Accounting Policy.

Ms. D'Onofrio presented "Resolution 2015-13 Adoption of the Accounting Policy" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2015-13 Adoption of the Accounting Policy"; seconded by Member McHard. The motion was carried by a 3-0 vote.

h) Resolution 2015-14 Extending the Restriction of Intake of Applications with Limited Intake of Applications for Public Housing 4-Bedroom and 5-Bedroom Units.

Mr. Estocin presented "Resolution 2015-14 Extending the Restriction of Intake of Applications with Limited Intake of Applications for Public Housing 4-Bedroom and 5-Bedroom Units" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2015-14 Extending the Restriction of Intake of Applications with Limited Intake of Applications for Public Housing 4-Bedroom and 5-Bedroom Units"; seconded by Member Chavez. The motion was carried by a 3-0 vote.

7. Old Business

There were no items of Old Business.

8. New Business

a) Introduction of New Employees
Ms. Baca, Mr. Archuleta, and Ms. Lucero introduced new employees.

9. Other Business

a) The next scheduled Regular Meeting of the Board will be on August 19, 2015 at 12 noon in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

i. Discussion Item – Whether to add a Regular Meeting of the Board of Housing Commissioners in July.
Members of the Board agreed not to schedule a July Board Meeting.

ii. Discussion Item – Whether to change the date of Regular Meeting of the Board of Housing Commissioners in August due to a conflict with the Southwest Affordable Housing Group (SWAHG)/Apartment Association of NM 2015 conference and trade show.
Two possible alternate dates were discussed. All board members will be contacted via email to finalize a date for the August meeting.

Member Chavez was excused at 1:02 p.m.

b) Discussion Item – Board tour of public housing sites.
Member McHard recommended a tour of Embudo Towers, the Public Housing site located at 8010 Constitution Av NE, Albuquerque, NM 87110.

10. Adjournment

There being no further business to be brought before the Board, Member McHard moved to adjourn the meeting at 1:20 p.m.; seconded by Member Clarke. The motion was carried by a 2-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: August 19, 2015

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board