Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, August 19, 2015
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM 87106

1. Call to Order

The meeting was called to order at 10:03 a.m. (MDT) on August 19, 2015. 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, Chairperson
Mr. D. Todd Clarke, Vice Chairperson
Ms. Rebecca Chavez, Resident Commissioner
Ms. Roxanne Rivera-Wiest, Commissioner at Large
A quorum was present.

AHABHC MEMBERS ABSENT

Ms. Janet McHard, Commissioner at Large, Excused

STAFF PRESENT

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
Mr. Michael Benavidez, Housing Quality Compliance Inspector, AHA
Ms. Linda Bridge, Executive Director, AHA
Ms. Barbara D'Onofrio, Director of Finance, AHA
Mr. Brian Eagan, Attorney, AHA
Mr. Marcos Espinosa, Information Systems Manager, AHA
Mr. Andrew Estocin, Deputy Director, AHA
Mr. Dan Foster, Capital Fund Projects Manager, AHA
Ms. Lisa Garduno, Sr. Accounting Technician, AHA
Ms. Anna Gonzales, Housing Quality Compliance Inspector, AHA
Mr. Raymond Murrietta, Procurement Technician Warehouse, AHA
Mr. Elias Salas, Housing Quality Compliance Inspector, AHA
Ms. Anita Sanchez-Triviso, Human Resources Director, AHA

3. Approval of Minutes

Board of Housing Commissioners regular meeting June 29, 2015.

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

4. **Public Comment**
There were 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, 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 Clarke moved to accept receipt of the Report; seconded by Member Rivera-Wiest.

b) Fiscal Year 2015 AHA Action Plan Review (Executive Director Linda Bridge)

Ms. Bridge presented "Fiscal Year 2015 AHA Action Plan Review" and addressed questions from Members of the Board.

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

c) Executive Communication 2015-01 Fiscal Year 2016 Action Plan (Executive Director Linda Bridge)

Ms. Bridge presented "Executive Communication 2015-01 Fiscal Year 2016 Action Plan" and addressed questions from Members of the Board.

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

d) Resolution 2015-15 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2015-15 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2015-15 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD"; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

e) Resolution 2015-16 Tenant Based Rental Assistance (TBRA) Program Funding (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2015-16 Tenant Based Rental Assistance (TBRA) Program Funding" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2015-16 Tenant Based Rental Assistance (TBRA) Program Funding"; seconded by Member Rivera-Wiest. The motion was carried by a 3-0-1 vote. (For: Clarke, Chavez, Rivera-Wiest; Abstain: Vogel).

7. Old Business

There were no items of Old Business.

8. New Business

a) Introduction of New Employees

Ms. Bridge announced Patricia McKenzie as the first recipient of the AHA Employee of the Quarter Award. Ms. Baca introduced Michael Benavidez, Housing Quality Compliance Inspector; Ms. Bridge announced Marcos Espinosa, Information Systems Manager as a regular full time employee.

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 Chavez moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 11:05 a.m. to discuss a limited personnel matter, Executive Director compensation. The motion was seconded by Member Rivera-Wiest and carried by a 4-0 roll call vote. All Board members 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 11:50 a.m. Chairperson Vogel announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was annual job performance evaluation of Executive Director Linda Bridge. No motions were made by any members during the closed session.

9. Other Business

a) The next scheduled Regular Meeting of the Board will be on September 16, 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 regarding holding September's Board Meeting at Embudo Towers, 8010 Constitution Ave NE, Albuquerque, NM 87110.

Member Clarke requested holding September's Board Meeting 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 and suggested meeting at Embudo Towers, 8010 Constitution Ave NE, Albuquerque, NM 87110 in October.

10. Adjournment

There being no further business to be brought before the Board, Member Rivera-Wiest moved to adjourn the meeting at 11:55 a.m.; seconded by Member Chavez. The motion was carried by a 4-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: September 16, 2015

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board