Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, January 20, 2016
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM 87106

1. **Call to Order**
The meeting was called to order at 12:00 p.m. (MST) on January 20, 2016. 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. Janet McHard, Commissioner at Large (arrived at 12:02 p.m.)
Ms. Rebecca Chavez, Resident Commissioner
A quorum was present.

AHABHC MEMBERS ABSENT
Ms. Roxanne Rivera-Wiest, Commissioner at Large, Excused

VISITORS
Ms. Kristi Houde, Citizens Information Committee of Martineztown
Mr. Wesley Daniels, CPA, REDW, LLC
Mr. Joshua Trujillo, CPA, CGFM, FHFMA, REDW, LLC

STAFF PRESENT
Mr. Matthew Archuleta, Public Housing Program Manager, AHA
Mr. Thomas Austad, Interim Paralegal, AHA
Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector, AHA
Mr. Matt Bailon, Assistant Manager for Public Housing, AHA
Ms. Linda Bridge, Executive Director, AHA
Mr. David DeYoung, Accounting Manager, 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. Esther Lucero, Section 8 Program Manager, AHA
Mr. Willie Monette, Maintenance Technician, AHA
Mr. Raymond Murrietta, Procurement Technician Warehouse, AHA
Ms. Bernadette Rodriguez, Community Services Specialist, AHA
Ms. Anita Sanchez-Triviso, Human Resources Director, AHA
Mr. Chris Willett, Accounting Manager, AHA

3. **Approval of Minutes**
Board of Housing Commissioners regular meeting December 16, 2015.

Member Clarke moved to approve the minutes; seconded by Member Chavez. The motion carried by a 3-0 vote. (Member McHard was not in attendance at the time of the vote.)

4. **Public Comment**
There were no Public Comments.

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 Update – Review of 2015 in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report, and Mr. Foster presented the Capital Fund Report, and all addressed questions from Members of the Board. Please see the attached Reports.

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

b) Resolution 2016-01 Declaration of Official Intent of Reimbursement for the Costs Associated with the Design and Development of an Energy Performance Contract (Executive Director Linda Bridge)

Ms. Bridge presented "Resolution 2016-01 Declaration of Official Intent of Reimbursement for the Costs Associated with the Design and Development of an Energy Performance Contract" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2016-01 Declaration of Official Intent of Reimbursement for the Costs Associated with the Design and Development of an Energy Performance Contract"; seconded by Member Clarke. The motion was carried by a 4-0 vote.

c) Executive Communication 2016-01 RFP 1508: UFAS/ADA Remodel – Contract Award(s) (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented "Executive Communication 2016-01 RFP 1508: UFAS/ADA Remodel – Contract Award(s)" and addressed questions from Members of the Board.

Member McHard moved to accept receipt of "Executive Communication 2016-01 RFP 1508: UFAS/ADA Remodel – Contract Award(s)"; seconded by Member Clarke. The motion was carried by a 4-0 vote.

d) Presentation and Acceptance of the 2015 Audit (REDW) (Director of Finance Barbara D'Onofrio)

Mr. Wesley Daniel and Joshua Trujillo, REDW, LLC, presented the 2015 Audit and addressed questions from Members of the Board.

Member Clarke moved to accept receipt of the Audit; seconded by Member Chavez. The motion was carried by a 4-0 vote.

7. Old Business

There were no items of Old Business.

8. New Business

a) Project Based Housing and Urban Development Vouchers Request for Proposals

Mr. Estocin presented the draft of "Project Based Housing and Urban Development Vouchers Request for Proposals". The item does not require Board approval and was provided as an informational item.

b) Introduction of New Employees

Ms. Bridge and supervisors introduced new employees; Michelle Orellana, Jessica Martinez, Janio Martinez Mata, Carlez Nez, and Willie Monette.

9. Other Business

The next scheduled Regular Meeting of the Board will be on February 17, 2016 at 10:00 a.m. at Embudo Towers Public Housing site, 1st floor, Community Room, 8010 Constitution Ave NE, Albuquerque, NM 87110.

10. Announcements

a) Member Clarke announced the next lunch meeting of the Apartment Association of New Mexico (AANM) and invited staff to attend. AHA has joined AANM as a member in 2016 and will be presenting at the luncheon. The luncheon title is Adding Value by Partnering with the Public Sector. The luncheon will be Thursday, February 11, 2016 at 11:30 a.m. to 1:00 p.m. at the Sheraton Albuquerque Uptown Hotel, 2600 Louisiana Blvd. NE, ABQ, NM 87110.

Staff and Board Members that want to attend should contact Member Clarke to get a ticket for a seat at the lunch table. Advance RSVP is required and seating is limited.

b) Member McHard is being inducted into the University of New Mexico (UNM) Anderson School of Management Hall of Fame in 2016.

The UNM Anderson School of Management (ASM) Foundation Board will celebrate and honor its 2016 Hall of Fame Inductees at a formal dinner and induction ceremony on Thursday evening, March 3, 2016, from 6:00 p.m. to 9:00 p.m. at the Albuquerque Convention Center, 401 2nd St NW, Albuquerque, NM 87102.

Commissioner McHard invited AHA staff and Board members to contact her if they are interested in attending. She has a few guest seats available at her dinner table

c) Mr. Eagan announced that AHA Board Members and Staff are invited to eat Lunch with Public Housing residents on Wednesday, February 17, 2016 at 12 noon (after the Regular Meeting of AHA Board) at Embudo Towers Public Housing site, 8010 Constitution Ave NE, 1st floor, in the Community Room.

The City of Albuquerque, Department of Senior Affairs (DSA), serves a Hot Lunch for members of the public of any income and any age, Monday to Friday in the Community Room, at Embudo Towers Public Housing site. The meal site is open weekdays, 9 a.m. to 3 p.m., and provides social activities as well as a hot noon meal. Meal Reservations are required (24 hours in advance) and donation for food varies by age (age 60 plus is free).

11. Adjournment

There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 12:59 p.m.; seconded by Member Chavez. The motion was carried by a 4-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: February 17, 2016

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board