Minutes of the AHA Board of Housing Commissioners

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

1. Call to Order

The meeting was called to order at 12:04 p.m. (MDT) on March 16, 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 12:12 p.m.)
Ms. Roxanne Rivera-Wiest, Commissioner at Large
Ms. Rebecca Chavez, Resident Commissioner
A quorum was present.

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, Operations Manager, AHA
Ms. Mundy Boen, Executive Assistant, 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
Mr. Raymond Murrietta, Procurement Technician Warehouse, AHA
Ms. Karen Ochsankehl, Accountant, AHA
Ms. Bernadette Rodriguez, Community Services Specialist, AHA

3. Approval of Minutes

Board of Housing Commissioners regular meeting March 16, 2016.

Member Clarke moved to approve the minutes; seconded by Member Rivera-Wiest. The motion carried by a 4-0 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 March/April Update 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 Clarke moved to accept receipt of the Report; seconded by Member Chavez. The motion was carried by a 5-0 vote.

b) Resolution 2016-02 Adoption of the FY2017 Annual Plan (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-02 Adoption of the FY2017 Annual Plan" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-02 Adoption of the FY2017 Annual Plan"; seconded by Member McHard. The motion was carried by a 5-0 vote.

c) Resolution 2016-03 Adoption of the 2016 Capital Fund Annual Plan and the Capital Fund Five Year Action Plan (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented "Resolution 2016-03 Adoption of the 2016 Capital Fund Annual Plan and the Capital Fund Five Year Action Plan" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2016-03 Adoption of the 2016 Capital Fund Annual Plan and the Capital Fund Five Year Action Plan"; seconded by Member McHard. The motion was carried by a 5-0 vote.

d) Resolution 2016-04 Adoption of the FY2017 Section 8 HCV Administrative Plan (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-04 Adoption of the FY2017 Section 8 HCV Administrative Plan" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2016-04 Adoption of the FY2017 Section 8 HCV Administrative Plan"; seconded by Member Chavez. The motion was carried by a 5-0 vote.

e) Resolution 2016-05 Adoption of the FY2017 Admissions and Continued Occupancy Policy (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-05 Adoption of the FY2017 Admissions and Continued Occupancy Policy" and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt "Resolution 2016-05 Adoption of the FY2017 Admissions and Continued Occupancy Policy"; seconded by Member McHard. The motion was carried by a 5-0 vote.

f) Resolution 2016-06 Adoption of the 2016 Revised Accounting Policy (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented "Resolution 2016-06 Adoption of the 2016 Revised Accounting Policy" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2016-06 Adoption of the 2016 Revised Accounting Policy"; seconded by Member Clarke. The motion was carried by a 5-0 vote.

g) Resolution 2016-07 Adoption of the 2016 Revised Procurement Policy (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented "Resolution 2016-07 Adoption of the 2016 Revised Procurement Policy" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-07 Adoption of the 2016 Revised Procurement Policy"; seconded by Member Chavez. The motion was carried by a 5-0 vote.

7. Old Business

There were no items of Old Business.

8. New Business

a) Introduction of New Employee
Ms. D'Onofrio introduced Karen Ochsankehl.

9. Other Business

The next scheduled Regular Meeting of the Board will be on May 18, 2016 at 12:00 p.m. in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

10. Announcements

There were no announcement.

11. Adjournment

There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 12:47 p.m.; seconded by Member McHard. The motion was carried by a 5-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: May 18, 2016

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board