Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, June 22, 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. (MDT) on June 22, 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
Ms. Rebecca Chavez, Resident Commissioner (Member Chavez departed at 1:13 p.m.)
A quorum was present.

AHABHC MEMBERS ABSENT

Ms. Roxanne Rivera-Wiest, Excused

VISITORS

Ms. Rebecca Robinson, Resident
Ms. Judy Higuera, Resident

STAFF PRESENT

Mr. Matthew Archuleta, Public Housing Program Manager, 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. Venessa Burk, Procurement Specialist, AHA
Ms. Barbara D'Onofrio, Director of Finance, AHA
Mr. Marcos Espinosa, 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. Lorenda Hanway, Sr. Accounting Technician, AHA
Ms. Esther Lucero, Section 8 Program Manager, AHA
Mr. Raymond Murrietta, Procurement Technician Warehouse, AHA
Ms. Karen Ochsankehl, Accountant, AHA
Ms. Rocio Solis Sinche, Procurement Officer, AHA

3. **Approval of Minutes**
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Member Clarke moved to approve the minutes; seconded by Member Chavez. The motion carried by a 2-0-2 vote. (For: Vogel, Chavez; Abstain: McHard, Clarke)

Member McHard made a floor amendment to adjust the sequence of the agenda items; seconded by Member Clarke. The floor amendment carried by a 4-0 vote.

The agenda was adjusted as follows: items 6 b-g, item 6 a. However, these minutes, for purposes of clarity, follow the original agenda.

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)

Member Chavez departed at 1:13 p.m.

Ms. Bridge and Mr. Estocin presented the AHA April/May 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 McHard moved to accept receipt of the Report; seconded by Member Clarke. The motion was carried by a 3-0 vote.

b) Resolution 2016-08 Appropriating Funds for the AHA for Fiscal Year 2017, Beginning July 1, 2016 and Ending June 30, 2017 (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-08 Appropriating Funds for the AHA for Fiscal Year 2017, Beginning July 1, 2016 and Ending June 30, 2017" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-08 Appropriating Funds for the AHA for Fiscal Year 2017, Beginning July 1, 2016 and Ending June 30, 2017"; seconded by Member Chavez. The motion was carried by a 4-0 vote.

c) Resolution 2016-09 Approval of FY 2017 Incentive Compensation Plan (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-09 Approval of FY 2017 Incentive Compensation Plan" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-09 Approval of FY 2017 Incentive Compensation Plan"; seconded by Member McHard. The motion was carried by a 4-0 vote.

d) Resolution 2016-10 Adoption of the Revised AHA Employee Manual (Executive Director Linda Bridge)

Ms. Bridge presented "Resolution 2016-10 Adoption of the Revised AHA Employee Manual" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2016-10 Adoption of the Revised AHA Employee Manual"; seconded by Member Clarke. The motion was carried by a 4-0 vote.

e) Resolution 2016-11 Adoption of the Investment Policy (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented "Resolution 2016-11 Adoption of the Investment Policy" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2016-11 Adoption of the Investment Policy"; seconded by Member Clarke. The motion was carried by a 3-1-0 vote. (For: Vogel, Clarke, Chavez; Against: McHard)

f) Resolution 2016-12 Write-Off of Uncollectible Accounts Receivable (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented "Resolution 2016-12 Write-Off of Uncollectible Accounts Receivable" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2016-12 Write-Off of Uncollectible Accounts Receivable"; seconded by Member Chavez. The motion was carried by a 4-0 vote.

g) Executive Communication 2016-02 Request for Proposal (# P1514) Self – Managed Energy Performance Contract Request for Proposals for General Contractor Services – Contract Award(s) (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented "Executive Communication 2016-02 Request for Proposal (# P1514) Self – Managed Energy Performance Contract Request for Proposals for General Contractor Services – Contract Award(s)" and addressed questions from Members of the Board.

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

7. **Old Business**
There were no items of Old Business.

8. **New Business**
a) Introduced of New Employees

Ms. D'Onofrio introduced Rocio Solis Sinche, Procurement Officer.

9. **Other Business**
The next scheduled Regular Meeting of the Board will be on August 17, 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**
a) Ms. Bridge announced Update Resident Commissioner search is pending. Recommendations have been submitted to the Mayor's Office and are being processed.
b) Ms. Bridge announced AHA will provide Low Income Housing Tax Credit (LIHTC) program training for the board, if interested, in a Special Meeting in July.

11. **Adjournment**
There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 1:25 p.m.; seconded by Member McHard. The motion was carried by a 3-0 vote.

SUBMITTED:

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

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board