# Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, August 17, 2016
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM 87106

**1. Call to Order**

The meeting was called to order at 12:03 p.m. (MDT) on August 17, 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 (Member McHard arrived at 12:06 p.m.)
Ms. Rebecca Chavez, Resident Commissioner
A quorum was present.

**AHABHC MEMBERS ABSENT**

Ms. Roxanne Rivera-Wiest, Excused

**VISITORS**

Ms. Kate Hildebrand, Consensus Builder

**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
Ms. Vivian Gabaldon, Sr. Accounting Technician, AHA
Ms. Lisa Garduno, Sr. Accounting Technician, AHA
Ms. Esther Lucero, Section 8 Program Manager, AHA
Mr. Raymond Murrietta, Warehouse and Facility Manager, AHA
Ms. Karen Ochsankehl, Accountant, AHA
Ms. Bernadette Rodriguez, Community Services Specialist, AHA
Mr. Elias Salas, Housing Quality Compliance Inspector, AHA
Ms. Anita Sanchez-Triviso, Human Resources Director, AHA
Mr. Mark Sedillo, Procurement Technician -Warehouse, AHA
Mr. Craig Smith, Office Assistant Inspection, AHA

3. **Approval of Minutes**

a) Board of Housing Commissioners Special Meeting June 15, 2016

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

b) Board of Housing Commissioners Regular Meeting June 22, 2016

Member Chavez moved to approve the minutes; seconded by Member Clarke. The motion carried by a 3-0 vote.

c) Board of Housing Commissioners Special Meeting July 25, 2016

Member Clarke moved to approve the minutes; seconded by Member Chavez. The motion carried by a 3-0 vote.

*Member McHard arrived at 12:06 p.m.*

4. **Public Comment**

Chairperson Vogel informed the Board about letters received from a Public Housing resident and Ms. Bridge gave a brief overview of the communication between the resident and AHA.

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 July/August 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 Chavez. The motion was carried by a 4-0 vote.

b) Fiscal Year 2016 AHA Action Plan Review (Executive Director Linda Bridge)

Ms. Bridge presented "Fiscal Year 2016 AHA Action Plan Review" and addressed questions from Members of the Board.

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

c) Executive Communication 2016-03 AHA Strategic Plan 2016-2021 (Executive Director Linda Bridge and AHA Planning Team)

Ms. Bridge and Ms. Hildebrand presented "Executive Communication 2016-03 AHA Strategic Plan 2016-2021" and addressed questions from Members of the Board.

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

d) Resolution 2016-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD" and addressed questions from Members of the Board.

Member McHard moved to adopt "Resolution 2016-13 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD"; seconded by Member Clarke. The motion was carried by a 4-0 vote.

e) Resolution 2016-14 Extending the Restriction on Intake of Applications With Limited Intake of Applications For Public Housing (All Unit Sizes) (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2016-14 Extending the Restriction on Intake of Applications With Limited Intake of Applications For Public Housing (All Unit Sizes)" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-14 Extending the Restriction on Intake of Applications With Limited Intake of Applications For Public Housing (All Unit Sizes)"; seconded by Member McHard. The motion was carried by a 4-0 vote.

f) Resolution 2016-15 Regarding the Establishment of Limited Liability Companies to Affect the Acquisition and Rehabilitation of Rio Vista Apartments (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented "Resolution 2016-15 Regarding the Establishment of Limited Liability Companies to Affect the Acquisition and Rehabilitation of Rio Vista Apartments" and addressed questions from Members of the Board.

Member Clarke moved to adopt "Resolution 2016-15 Regarding the Establishment of Limited Liability Companies to Affect the Acquisition and Rehabilitation of Rio Vista Apartments"; 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) Introduction of New Employees
*Tabled until the next regular meeting of the Board.*

b) Discussion of AHA Housing Development Plan
*Tabled until the next regular meeting of the Board.*

c) 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 Clarke moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 12:57 p.m. to discuss a limited personnel matter, Executive Director compensation. The motion was seconded by Member McHard and carried by a 4-0 roll call vote. All Board members present recessed to Ms. Bridge's office to discuss this matter in closed session.

d) Re- Convene in Open Session; to vote in public on action items, if any.

The Board re-convened in open session at 1:14 p.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 or following the closed session.

e) Discussion of date and location for the next off-site Board Meeting.
*Tabled until the next regular meeting of the Board.*

9. **Other Business**

The next scheduled Regular Meeting of the Board will be on September 21, 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 Announcements.

11. **Adjournment**

There being no further business to be brought before the Board, Member McHard moved to adjourn the meeting at 1:16 p.m.; seconded by Member Chavez. The motion was carried by a 4-0 vote.

**SUBMITTED:**

Ms. Linda Bridge, Secretary to the Board
Date: September 21, 2016

**READ AND APPROVED:**

Mr. Stephen J. Vogel, Chairperson of the Board