Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, September 21, 2016
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM 87106

1. **Call to Order**
The meeting was called to order at 12:01 p.m. (MDT) on September 21, 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 (Member Clarke departed at 12:10 p.m.)
Ms. Janet McHard, Commissioner at Large (Member McHard departed at 1:26 p.m.)
Ms. Roxanne Rivera-Wiest, Commissioner at Large (Member Rivera-Wiest arrived at 12:05 p.m.)
Ms. Rebecca Robinson, Resident Commissioner
A quorum was present.

VISITORS
Ms. Rebecca Chavez, Former Resident Commissioner

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. Venessa Burk, Procurement Specialist, AHA
Ms. Barbara D'Onofrio, Director of Finance, AHA
Mr. Brian Eagan, Attorney, AHA
Mr. Alfonso Espinosa, AMP Maintenance Manager, 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, Warehouse and Facility Manager, AHA
Ms. Karen Ochsankehl, Accountant, AHA
Mr. Elias Salas, Housing Quality Compliance Inspector, AHA
Ms. Anita Sanchez-Triviso, Human Resources Director, AHA
Ms. Rocio Solis Sinche, Procurement Officer, AHA

3. **Announcements**

City of Albuquerque, Executive Communication (EC) 2016-196: Ms. Rebecca G. Robinson has been appointed to serve on the AHA Board of Housing Commissioners by Mayor Richard J. Berry. On September 19, 2016, the Albuquerque City Council voted to confirm her nomination (see EC-2016-196); Ms. Robinson will formally take the Oath of Office to start her first term of office on the AHA Board.

4. **Administration of the Oath of Office**

Oath of Office was administered by Mr. Eagan; Ms. Rebecca Robinson recited the Oath of Office. Ms. Robinson's term of office ends on December 1, 2018.

Member Rivera-Wiest arrived at 12:05 p.m.

5. **Approval of Minutes**

a) Board of Housing Commissioners Regular Meeting August 17, 2016

Member Clarke moved to approve the minutes; seconded by Member McHard. The motion carried by a 5-0 vote.

6. **Public Comment**

There were no Public Comments.

7. **Consent Agenda**

a) Memorial 2016-01 Expressing Gratitude to Rebecca Chavez for her dedicated service to the Albuquerque Housing Authority

Mr. Eagan presented "Memorial 2016-01 Expressing Gratitude to Rebecca Chavez for her dedicated service to the Albuquerque Housing Authority".

Member Clarke moved to adopt "Memorial 2016-01 Expressing Gratitude to Rebecca Chavez for her dedicated service to the Albuquerque Housing Authority"; seconded by Member McHard. The motion was carried by a 5-0 vote.

Member Clarke departed at 12:10 p.m.

8. **Resolutions and Communications**

b) 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 August/September 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 Rivera-Wiest. The motion was carried by a 4-0 vote.

c) Financial Report (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented the Financial Report and addressed questions from Members of the Board.

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

d) Presentation of AHA Department Action Plans

i. Administrative Department Plan (Deputy Director Andrew Estocin)
Mr. Estocin presented the Administrative Department Plan.

ii. Finance Department Plan (Warehouse and Facility Manager Raymond Murrietta)
Mr. Murrietta presented the Finance Department Plan.

iii. Section 8 Department Plan (Sr. Housing Quality Compliance Inspector Loretta Baca)
Ms. Baca presented the Section 8 Department Plan.

iv. Public Housing Department Plan (Public Housing Program Manager Matthew Archuleta)
Mr. Archuleta presented the Public Housing Department Plan.

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

e) 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 McHard 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 Rivera-Wiest 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.

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

The Board re-convened in open session at 1:21 p.m. and 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.

g) Resolution 2016-16 Amendment #4 to Employment Agreement between AHA and Linda Bridge (AHA Attorney Brian Eagan)

Member McHard made a motion to amend "Resolution 2016-16 Amendment #4 to Employment Agreement between AHA and Linda Bridge" by filling in the amounts to reflect a 2% raise effective October 1, 2016 and a one-time incentive compensation award in the

amount of $2,890 and allocation of 80 hours of additional vacation time; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

Member McHard moved to adopt amended "Resolution 2015-18 Amendment #3 to Employment Agreement between AHA and Linda Bridge"; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

Member McHard departed at 1:26 p.m.

9. Old Business

There were no items of Old Business.

10. New Business

a) Introduction of New Employees
There were no new employees present.

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

11. Other Business

a) The next scheduled Regular Meeting of the Board will be on October 19, 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.

b) Discussion of next offsite Board Meeting.
Chairperson Vogel requested the Board Members be emailed the location and dates.

12. Announcements

You are invited to attend the public dedication ceremony for the renovated Martineztown Park. Located on El Camino Real de Tierra Adentro, a National Historic Trail, of the National Parks Service. Ceremony on Tuesday, September 26, 2016. Formal Remarks by Mayor Berry and other government officials at 11:00 a.m. Activities from 10:00 a.m. to 2:30 p.m.

13. Adjournment

There being no further business to be brought before the Board, Member Rivera-Wiest moved to adjourn the meeting at 1:37 p.m.; seconded by Member Robinson. The motion was carried by a 3-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: October 19, 2016

READ AND APPROVED:

Mr. Stephen J. Vogel, Chairperson of the Board