Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, February 15, 2017 at 12:00 p.m. (MST)
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM

1. **Call to Order**
The meeting was called to order at 12:00 p.m. (MST) on February 15, 2017. Chairperson Clarke presided. The Board met in the Manuel Cordova Conference Room in Open Session.

2. **Roll Call**

AHABHC MEMBERS PRESENT
Mr. Todd Clarke, Chairperson
Mr. Stephen J. Vogel, Commissioner at Large
Ms. Rebecca Robinson, Resident Commissioner
A quorum was present.

AHABHC MEMBERS NOT PRESENT
Ms. Janet McHard, Vice Chairperson, Excused
Ms. Roxanne Rivera-Wiest, Commissioner at Large, Excused

VISITORS
Mr. Wesley Daniels, REDW
Ms. Brandi Recupero, Embudo Towers Resident
Ms. Loretta Gomez, Embudo Towers Resident
Mr. Fred Chavez, Embudo Towers Resident
Ms. Judy Higuera, Embudo Towers Resident

STAFF PRESENT
Mr. Matthew Archuleta, Public Housing Program Manager
Mr. Thomas Austad, Senior Office Assistant – Admin
Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector
Mr. Matt Bailon, Operations Manager
Ms. Mundy Boen, Executive Assistant
Ms. Linda Bridge, Executive Director
Ms. Yakima Boyd, Public Housing Specialist
Ms. Venessa Burk, Procurement Specialist
Mr. David DeYoung, Accounting Manager
Ms. Barbara D'Onofrio, Director of Finance
Mr. Tony Duran, Public Housing Specialist
Mr. Brian Eagan, Housing Attorney
Mr. Marcos Espinosa, Information Systems Manager
Mr. Andrew Estocin, Deputy Director
Mr. Dan Foster, Capital Fund Projects Manager
Ms. Vivian Gabaldon, Sr. Accounting Technician
Ms. Esther Lucero, Section 8 Program Manager

Ms. Kristin Meeker, Section 8 Housing Specialist
Mr. Raymond Murrietta, Warehouse and Facility Manager
Ms. Karen Ochsankehl, Accountant
Ms. Denise Ornelas, Section 8 Housing Specialist
Ms. Anita Sanchez-Triviso, Human Resources Director
Ms. Rocio Solis Sinche, Procurement Officer

3. Approval of Minutes

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

Chairperson Clarke made a floor amendment to adjust the sequence of the agenda items; seconded by Member Robinson. The floor amendment carried by a 3-0 vote. The agenda was adjusted as follows: item 7 b was discussed, followed by items 6 a-e. However, for purposes of clarity, the minutes follow the original agenda.

4. Public Comment

Ms. Brandi Recupero, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

Ms. Loretta Gomez, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

Mr. Fred Chavez, Resident, addressed the Board regarding his concern with issues at Embudo Towers.

Ms. Judy Higuera, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

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 January/February 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 Vogel moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 3-0 vote.

b) Presentation and Acceptance of the 2016 Audit (REDW) (Director of Finance Barbara D'Onofrio)

Mr. Wesley Daniels, REDW presented '2016 Audit (REDW)" and addressed questions from Members of the Board.

Member Vogel moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 3-0 vote.

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

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

Member Vogel moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 3-0 vote.

d) 2016-2017 AHA Action Plan Second Quarter Review (Executive Director Linda Bridge)

Ms. Bridge presented '2016-2017 AHA Action Plan Second Quarter Review' and addressed questions from Members of the Board.

e) Presentation of AHA Department Action Plans

i. Administrative Department Plan (Deputy Director Andrew Estocin)
Mr. Estocin presented the 'Administrative Department Plan' and addressed questions from Members of the Board.

ii. Finance Department Plan (Warehouse and Facility Manager Raymond Murrietta)
Mr. Murrietta presented the 'Finance Department Plan' and addressed questions from Members of the Board.

iii. Section 8 Department Plan (Section 8 Housing Specialist Denise Ornelas)
Ms. Ornelas presented the 'Section 8 Department Plan' and addressed questions from Members of the Board.

iv. Public Housing Department Plan (Operations Manager Matt Bailon)
Mr. Bailon presented the 'Public Housing Department Plan' and addressed questions from Members of the Board.

Member Vogel moved to accept receipt of the Reports 6d and 6e; seconded by Member Robinson. The motion was carried by a 3-0 vote.

f) Executive Communication 2017-01 Request for Proposals (RFP)# 1717: Roof Replacement at Multiple Properties - Contract Award(s) (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented 'Executive Communication 2017-01 Request for Proposals (RFP)# 1717: Roof Replacement at Multiple Properties - Contract Award(s)' and addressed questions from Members of the Board.

Member Vogel moved to accept receipt of 'Executive Communication 2017-01 Request for Proposals (RFP) # 1717: Roof Replacement at Multiple Properties - Contract Award(s); seconded by Member Robinson. The motion was carried by a 3-0 vote.

7. Old Business

a) Update on the Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan

Mr. Estocin provided an update of the 'Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan'.

8. New Business

a) Introduction of New Employees
Mr. Archuleta introduced Yakima Boyd, Public Housing Specialist, Tony Duran, Public Housing Specialist, Michelle Orellana, Resident Services Assistant – Public Housing. Ms. Lucero introduced Kristin Meeker, Section 8 Housing Specialist.

b) Closed Session, §10-15-1(H)(7) NMSA 1978 "meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant."

Member Vogel moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 1:14 p.m. to discuss threatened or pending litigation in which AHA is or may become a participant. The motion was seconded by Member Robinson and carried by a 3-0 roll call vote. All Board members recessed to discuss this matter.

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

The Board re-convened in open session at 1:43 p.m. Chairperson Clarke announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was the threatened or pending litigation. No motions were made by any members during the closed session.

9. Other Business

The next scheduled Regular Meeting of the Board will be on March 15, 2017 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 Vogel moved to adjourn the meeting at 1:44 p.m.; seconded by Member Robinson. The motion was carried by a 3-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: March 15, 2017

READ AND APPROVED:

Mr. Todd Clarke, Chairperson of the Board