Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, May 17, 2017 at 12:00 p.m. (MT)
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM

1. Call to Order

The meeting was called to order at 12:00 p.m. (MT) on May 17, 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. Roxanne Rivera-Wiest, Commissioner at Large
Ms. Rebecca Robinson, Resident Commissioner
A quorum was present.

AHABHC MEMBERS NOT PRESENT

Ms. Janet McHard, Vice Chairperson, Excused

STAFF PRESENT

Mr. Matthew Archuleta, Public Housing Program Manager
Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector
Mr. Matt Bailon, Operations Manager
Ms. Mundy Boen, Executive Assistant
Ms. Linda Bridge, Executive Director
Ms. Barbara D'Onofrio, Director of Finance
Mr. Brian Eagan, Housing Attorney
Mr. Marcos Espinosa, Information Systems Manager
Mr. Andrew Estocin, Deputy Director
Mr. Dan Foster, Capital Fund Project Manager
Ms. Vivian Gabaldon, Sr. Accounting Technician
Ms. Lisa Garduno, Sr. Accounting Technician
Ms. Esther Lucero, Section 8 Program Manager
Mr. Raymond Murrietta, Warehouse and Facility Manager
Ms. Karen Ochsankehl, Accountant
Ms. Anita Sanchez-Triviso, Human Resources Director
Ms. Bernadette Rodriguez, Community Services Specialist
Ms. Sara Villarreal, Section 8 Housing Specialist Intake

3. Approval of Minutes

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Member Vogel moved to approve the minutes; seconded by Member Robinson. 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 and Capital Fund Projects Manager Dan Foster)

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

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

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

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

c) Resolution 2017-05 Amendment to the Budget for the Fiscal Year 2017, Beginning July 1, 2016 and ending June 30, 2017 (Director of Finance Barbara D'Onofrio)

Ms. D'Onofrio presented "Resolution 2017-05 Amendment to the Budget for the Fiscal Year 2017, Beginning July 1, 2016 and ending June 30, 2017" and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt "Resolution 2017-05 Amendment to the Budget for the Fiscal Year 2017, Beginning July 1, 2016 and ending June 30, 2017"; seconded by Member Robinson. The motion was carried by a 4-0 vote.

d) Resolution 2017-06 Approval for Disposition of AHA Vehicles (Warehouse and Facility Manager Raymond Murrietta)

Mr. Murrietta presented "Resolution 2017-06 Approval for Disposition of AHA Vehicles" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Resolution 2017-06 Approval for Disposition of AHA Vehicles"; seconded by Member Robinson. The motion was carried by a 4-0 vote.

e) Resolution 2017-07 Limited Intake of Applications for Public Housing 3BR Apartments (Deputy Director Andrew Estocin, Public Housing Program Manager Matthew Archuleta)

Mr. Estocin presented "Resolution 2017-07 Limited Intake of Applications for Public Housing 3BR Apartments" and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt "Resolution 2017-07 Limited Intake of Applications for Public Housing 3BR Apartments"; seconded by Member Vogel. The motion was carried by a 4-0 vote.

f) Executive Communication 2017-02 Request for Proposal (# P1723) AHA Office Building ADA Remodel – Contract Award (Capital Fund Projects Manager Dan Foster)

Mr. Foster presented "Executive Communication 2017-02 Request for Proposal (# P1723) AHA Office Building ADA Remodel – Contract Award" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Executive Communication 2017-02 Request for Proposal (# P1723) AHA Office Building ADA Remodel – Contract Award"; seconded by Member Robinson. The motion was carried by a 2-0-2 vote. (For: Vogel, Robinson; Abstain: Clarke, Rivera-Wiest).

g) 2016-2017 AHA Action Plan Third Quarter Review (Executive Director Linda Bridge)

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

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 & Inspections Department Plan (Section 8 Housing Specialist Esther Lucero)
Ms. Villarreal presented the Section 8 Department Plan and addressed questions from Members of the Board.
iv. Public Housing Department Plan (Operations Manager Matthew Archuleta)
Mr. Archuleta presented the Public Housing Department Plan 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 4-0 vote.

7. Old Business

There were no items of Old Business.

8. New Business

a) TBRA Report

Mr. Estocin presented the TBRA (Tenant-Based Rental Assistance) Report and addressed questions from Members of the Board.

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

9. Other Business

The next scheduled Regular Meeting of the Board will be on June 21, 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

Ms. Bridge announced Mr. Chris Willett as AHA's Core Value Employee of the Quarter.

Mr. Estocin announced AHA's staff book club will be reading the book: "Evicted: Poverty and Profit in the American City" by Matthew Desmond, beginning May 26, 2017.

11. Adjournment

There being no further business to be brought before the Board, Member Riviera-Wiest moved to adjourn the meeting at 1:05 p.m.; seconded by Member Vogel. The motion was carried by a 4-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: June 21, 2017

READ AND APPROVED:

Mr. Todd Clarke, Chairperson of the Board