Minutes of the AHA Board of Housing Commissioners
Regular Meeting
Wednesday, August 16, 2017 at 12:00 p.m. (MT)
Carnis Salisbury Building
1840 University Blvd. SE, Albuquerque, NM

Call to Order
The meeting was called to order at 12:02 p.m. (MT) on July 19, 2017. Chairperson Clarke presided. The Board met in the Manuel Cordova Conference Room in Open Session.

Roll Call
AHABHC MEMBERS PRESENT
Mr. Todd Clarke, Chairperson
Mr. Stephen J. Vogel, Commissioner at Large
Ms. Roxanne Rivera-Wiest, Commissioner at Large (arrived at 12:05)
Ms. Rebecca Robinson, Resident Commissioner
A quorum was present.

AHABHC MEMBERS NOT PRESENT
Ms. Janet McHard, Vice Chairperson, excused

VISITORS
Ms. Judy Higuera, Embudo Towers Resident
Ms. Kristi Houde, President, Citizens Information Committee (CIC) of Martineztown

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. Tabitha Cain, Resident Services Assistant
Ms. Ramona Campbell, Public Housing Specialist
Ms. Cynthia Cavazos, Housing Quality Compliance Inspector
Mr. David DeYoung, Accounting Manager – PH
Ms. Barbara D'Onofrio, Director of Finance
Mr. Tony Duran, Public Housing Specialist
Mr. Brian Eagan, Housing Attorney
Mr. Andrew Estocin, Deputy Director
Mr. Dan Foster, Capital Fund Project Manager
Ms. Vivian Gabaldon, Sr. Accounting Technician – PH
Ms. Lisa Garduno, Sr. Accounting Technician – S8
Ms. Lorenda Hanway, Sr. Accounting Technician – PH
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. Bernadette Rodriguez, Community Services Specialist
Ms. Kassandra Romero, Section 8 Housing Specialist
Ms. Anita Sanchez-Triviso, Human Resources Director
Ms. Sara Villarreal, Section 8 Housing Specialist Intake

Appro al of Minutes
Board of Housing Commissioners Regular Meeting July 19, 2017

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

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

5 **Consent Agenda**
There were no Consent Agenda Items.

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 July/August Update in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report, the quarterly PHAS report, and quarterly TBRA 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 including the Tenant-Based Rental Assistance (TBRA) quarterly report; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

b) Fiscal Year 2017 AHA Action/Department Plans Review (Executive Director Linda Bridge)

Ms. Bridge presented the "Fiscal Year 2017 AHA Action/Department Plans Review" 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) Executive Communication 2017-04 Fiscal Year 2018 AHA Action Plan (Executive Director Linda Bridge and AHA Planning Team)

Ms. Bridge presented the "Executive Communication 2017-04 Fiscal Year 2018 AHA Action Plan" and addressed questions from Members of the Board.

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

d) Presentation of Fiscal Year 2018 AHA Department Action Plans
   i. Administrative Department Plan (Deputy Director Andrew Estocin)
   ii. Finance Department Plan (Accounting Manager – PH David DeYoung and Sr. Accounting Technician – PH Lorenda Hanway)
   iii. Section 8 & Inspections Department Plan (Section 8 Housing Specialist Intake Sara Villarreal)
   iv. Public Housing Department Plan (Public Housing Program Manager Matthew Archuleta)

Mr. Estocin presented the "Administrative Department Plan", Mr. DeYoung and Ms. Hanway presented the "Finance Department Plan", Ms. Ornelas presented the "Section 8 & Inspections Department Plan", Mr. Archuleta presented the "Public Housing Department Plan" and all 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.

e) Resolution 2017-18 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2017-18 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Resolution 2017-18 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD"; seconded by Member Robinson. The motion was carried by a 4-0 vote.

Old Business
There were no items of Old Business.

New Business
a) Core Value Employee
Ms. Bridge introduced Ramona Campbell as AHA's Core Value Employee of the Quarter.

b) 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 Vogel moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 12:48 p.m. to discuss a limited personnel matter, Executive Director annual review and compensation. The motion was seconded by Member Robinson and carried by a 4-0 roll call vote. All Board members present 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 1:45 p.m. Chairperson Clarke announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was the limited personnel matter of Executive Director annual review and compensation. No motions were made by any members during the open session.

9. Other Business

The next scheduled Regular Meeting of the Board will be on September 20, 2017 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 1:49 p.m.; seconded by Member Robinson. The motion was carried by a 4-0 vote.

SUBMITTED:

Ms. Linda Bridge, Secretary to the Board
Date: September 20, 2017

READ AND APPROVED:

Stephen J. Vogel, Temporary Chairperson
of the Board