Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Tuesday, November 28, 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 November 28, 2017. Vice Chairperson McHard presided. The Board met in the Manuel Cordova Conference Room in Open Session.

2. **Roll Call**

AHABHC MEMBERS PRESENT
Ms. Janet McHard, Vice 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
Mr. Todd Clarke, Chairperson, excused

VISITORS
Ms. Kristi Houde, Board Member, Citizens Information Committee (CIC) of Martineztown
Ms. Judy Higuera, Embudo Towers Resident
Ms. Janice Edmondson, Embudo Towers Resident

STAFF PRESENT
Mr. Matthew Archuleta, Public Housing Program Manager
Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector
Mr. Matt Bailon, Operations Manager
Ms. Tynette Begay, Office Assistant Inspection
Ms. Mundy Boen, Executive Assistant
Ms. Venessa Burk, Procurement Specialist
Ms. Tabitha Cain, Resident Services Assistant
Ms. Cheryl Cates, Accounting Manager - S8
Mr. David DeYoung, Accounting Manager - PH
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. Lorenda Hanway, Sr. Accounting Technician - PH
Ms. Esther Lucero, Section 8 Program Manager

Ms. Kristin Meeker, Section 8 Housing Specialist
Ms. Karen Ochsankehl, Accounting Supervisor
Ms. Bernadette Rodriguez, Community Services Specialist
Ms. Anita Sanchez-Triviso, Human Resources Director

3. Approval of Minutes

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Member Vogel moved to approve the minutes; seconded by Member Robinson. The motion carried by a 3-0-1 vote. (For: Vogel, McHard, Robinson; Abstain: Rivera-Wiest).

4. Public Comment

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

Ms. Janice Edmondson, 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 (Deputy Director Andrew Estocin and Capital Fund Projects Manager Dan Foster)

Mr. Estocin presented the AHA October/November Update in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report and Mr. Foster presented the Capital Fund Report, both addressed questions from Members of the Board. Please see the attached Reports.

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

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

Ms. D'Onofrio announced the monthly Financial Report was not ready due to the Finance Department staff being very busy with completing the annual Audit process. An Exit Conference was held with the Auditor in November 2017 and Board Member Vogel attended the exit conference. The Audit report was submitted to the Office of NM State Auditor for review and approval, prior to the deadline to do so. Vice Chair Janet McHard and other members of the Board offered verbal praise to AHA staff for getting the audit done early.

c) Resolution 2017-25 Amended Use of Net Proceeds from the Sale of Public Housing Units (Capital Funds Project Manager Dan Foster)

Mr. Foster presented "Resolution 2017-25 Amended Use of Net Proceeds from the Sale of Public Housing Units" and addressed questions from Members of the Board.

Member Rivera-Wiest moved to accept "Resolution 2017-25 Amended Use of Net Proceeds from the Sale of Public Housing Units"; seconded by Member Vogel. The motion was carried by a 4-0 vote.

d) Resolution 2017-26 Section 8 HCV Program Payment Standards (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2017-26 Section 8 HCV Program Payment Standards" and addressed questions from Members of the Board.

Member Robinson moved to accept "Resolution 2017-26 Section 8 HCV Program Payment Standards"; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

e) Resolution 2017-27 Public Housing Program Flat Rents (Deputy Director Andrew Estocin)

Mr. Estocin presented "Resolution 2017-27 Public Housing Program Flat Rents" and addressed questions from Members of the Board.

Member Vogel moved to accept "Resolution 2017-27 Public Housing Program Flat Rents"; seconded by Member Robinson. The motion was carried by a 4-0 vote.

f) 2017-2018 AHA Action Plan Second Quarter Review (Deputy Director Andrew Estocin)
   i. Presentation of AHA Department Action Plans
   ii. Administrative Department Plan (Deputy Director Andrew Estocin)
   iii. Finance Department Plan (Accounting Manager – Public Housing, David DeYoung and Sr. Accounting Technician – Public Housing, Lorenda Hanway)
   iv. Section 8 Department Plan (Section 8 Housing Specialist Kristin Meeker)
   v. Public Housing Department Plan (Operations Manager Matt Bailon)

Mr. Estocin presented the "Administrative Department Plan", Mr. DeYoung and Ms. Hanway presented the "Finance Department Plan", Ms. Meeker presented the "Section 8 & Inspections Department Plan", Mr. Bailon presented the "Public Housing Department Plan" and all 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) Introduction of New Employees

Mr. Bailon introduced Tynette Begay, Office Assistant Inspection.

Ms. Lucero introduced Anayance Vallez, Section 8 Housing Specialist.

Ms. D'Onofrio introduced Cheryl Cates, Accounting Manager - S8.

b) Core Value Employee

Mr. Estocin introduced Venessa Burk as AHA's Core Value Employee of the Quarter.

9. Other Business

The next scheduled Regular Meeting of the Board will be on December 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

Mr. Eagan announced that Board Chair Todd Clarke's first term of office as a Member of the AHA Board of Housing Commissioners ends on December 1, 2017. The voters of City of Albuquerque elected New Mexico State Auditor Tim Keller on November 14, 2017 as the next Mayor of Albuquerque. Mayor Tim Keller was sworn into office on December 1, 2017. He replaced Mayor Richard J. Berry, who choose not to run for election to a third 4 year term of office. Mr. Eagan invited the Members of the AHA Board to attend the public swearing in ceremony of the Mayor and City Council at the Albuquerque Convention Center on December 1, 2017. Mayor Tim Keller now has the power to choose to either nominate Todd Clarke to serve a 2nd term of public office on the AHA Board of Housing Commissioners, or to nominate someone else to replace Todd Clarke on the AHA Board for the next five years. Mr. Eagan announced that as allowed by law, Todd Clarke would hold over as a current member of the Board until he is either reappointed to the Board by the City or a successor member is appointed by the City of Albuquerque. The Mayor's nomination of any member of the AHA Board is subject to the advice and consent of the Albuquerque City Council.

11. Adjournment

There being no further business to be brought before the Board, Member Vogel moved to adjourn the meeting at 1:02 p.m.; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

SUBMITTED:

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

READ AND APPROVED:

Todd Clarke, Chairperson of the Board