



**Minutes of the AHA Board of Housing Commissioners**

Regular Meeting

Wednesday, September 16, 2020 at 12:02 p.m. (MT) - Via Zoom Video Conference

Special Procedures were used for joining this meeting

**1. Call to Order**

The meeting was called to order at 12:00 p.m. (MT) on September 16, 2020. Chairperson Robinson presided. The Board met via conference call in Open Session.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Ms. Rebecca Robinson, Chairperson, via video conference

Ms. Janet McHard, Vice Chairperson, via video conference

Ms. Roxanne Rivera-Wiest, Commissioner at Large, via video conference

Ms. Maureen Skowran, Commissioner at Large, via video conference

**AHABHC MEMBERS NOT PRESENT**

Ms. Lovie McGee, Commissioner at Large, Excused

**STAFF PRESENT**

Mr. Matthew Archuleta, Public Housing Program Manager

Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector

Mr. Matt Bailon, Operations Manager

Ms. Linda Bridge, Executive Director

Ms. Venessa Burk, Procurement Specialist

Ms. Tabitha Cain, Resident Services Assistant

Ms. Barbara D'Onofrio, Finance Director

Ms. Shannon Dow, Community Services Specialist

Mr. Brian Eagan, Attorney

Mr. Dan Foster, Housing Development Director

Ms. Vivian Gabaldon, Sr. Accounting Technician – PH

Ms. Lisa Garduno, Sr. Accounting Technician – S8

Mr. Kenneth Giron, Capital Projects Associate

Ms. Thea Guerin, Deputy Director

Ms. Esther Lucero, Section 8 Program Manager

Ms. Carolyn Montoya, Senior Office Assistant – Admin

Mr. Raymond Murrietta, Warehouse and Facility Manager

Ms. Mundy Petroff, Executive Assistant

Ms. Anita Sanchez-Triviso, Human Resources Director

Mr. Fred Shendo, Accounting Manager

Ms. Rocio Solis Sinche, Procurement Officer



/abqha



/HousingABQ



Equal Housing Opportunity Agency



**3. Approval of Minutes**

Board of Housing Commissioners Meeting August 19, 2020

Member Rivera-Wiest moved to approve the minutes; seconded by Member McHard. The motion carried by a 4-0 vote.

**4. Public Comment**

No public comments were submitted.

**5. Consent Agenda**

There were no consent agenda items.

**6. Resolutions and Communications**

- a) Report of the Secretary (Executive Director Linda Bridge, Deputy Director Thea Guerin and Housing Development Director Dan Foster)

Ms. Bridge and Ms. Guerin presented the August/September update in the Report of the Secretary and the Albuquerque Housing Authority Production Snapshot Report, Mr. Foster presented the Capital Fund Report; all addressed questions from Members of the Board. Please see the attached Reports.

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

- b) Financial Report (Finance Director 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 Skowran. The motion was carried by a 4-0 vote.

- c) Resolution 2020-20 Celebrate Housing America Month (Executive Director Linda Bridge)

Ms. Bridge presented ‘Resolution 2020-20 Celebrate Housing America Month’ and addressed questions from Members of the Board.

Member McHard moved to adopt ‘Resolution 2020-20 Celebrate Housing America Month’; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

- d) Resolution 2020-21 Designation of a Public Housing Unit at 6100 Harper Drive NE Apt. 3 for a Non-Dwelling Administrative use (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2020-21 Designation of a Public Housing Unit at 6100 Harper Drive NE Apt. 3 for a Non-Dwelling Administrative use' and addressed questions from Members of the Board.

Member McHard moved to adopt 'Resolution 2020-21 Designation of a Public Housing Unit at 6100 Harper Drive NE Apt. 3 for a Non-Dwelling Administrative use'; seconded by Member Skowran. The motion was carried by a 4-0 vote.

- e) Resolution 2020-22 Designation of a Public Housing Unit at 9000 Veranda Road NE Apt. 9 for a Non-Dwelling Administrative use (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2020-22 Designation of a Public Housing Unit at 9000 Veranda Road NE Apt. 9 for a Non-Dwelling Administrative use' and addressed questions from Members of the Board.

Member McHard moved to adopt 'Resolution 2020-22 Designation of a Public Housing Unit at 9000 Veranda Road NE Apt. 9 for a Non-Dwelling Administrative use'; seconded by Member Skowran. The motion was carried by a 4-0 vote.

- f) Executive Communication 2020-03 Fiscal Year 2021 AHA Action Plan (Deputy Director Thea Guerin)

Ms. Guerin presented 'Executive Communication 2020-03 Fiscal Year 2021 AHA Action Plan' and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt 'Executive Communication 2020-03 Fiscal Year 2021 AHA Action Plan'; seconded by Member McHard. The motion was carried by a 4-0 vote.

## 7. **New Business**

- a) 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 to discuss a limited personnel matter, Executive Director annual review and compensation. The motion was seconded by Member Rivera-Wiest and carried by a 4-0 roll call vote. All Board members recessed to discuss this matter

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

The Board re-convened in open session at 1:44 p.m. Chairperson Robinson announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was the annual job performance evaluation of Executive Director Linda Bridge. No motions were made by any members during the closed session.

Member McHard moved to provide staff with the proposed salary increase numbers to allow staff to draft a proposed Resolution about Executive Director annual review and compensation; seconded by Member Rivera-Wiest. The motion was carried by a 4-0 vote.

Member McHard requested that staff draft a proposed Resolution for the Board to consider voting on in a future meeting in October 2020. The proposed Resolution would include the following compensation changes in this order; 1. Implement a 1.8% Cost of Living Adjustment (COLA), 2. Implement a 2% Equity Adjustment to be effective October 10, 2020, and 3. Provide a 2% Incentive Compensation award.

**8. Old Business**

There was no old business.

**9. Other Business**

The next scheduled Regular Meeting of the Board will be on Wednesday, October 21, 2020, at 12:00 p.m. The meeting might be held in the Manuel Cordova Conference Room (#186), at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM or it might be held by video conference.

**10. Announcements**

AHA is currently seeking one new Board member to replace Janet McHard, after her term ends on December 1, 2020. Volunteers must be a Certified Public Accountant (CPA) and they must live inside the city limits of Albuquerque. Please apply online to seek appointment from Mayor Tim Keller, using the form on the city website:

<http://www.cabq.gov/clerk/boards-commissions#albuquerque-housing-authority>

**11. Adjournment**

There being no further business to be brought before the Board, Member Rivera-Wiest moved to adjourn the meeting at 2:04 p.m.; seconded by Member McHard. The motion was carried by a 4-0 vote.

**SUBMITTED:**

/s Linda Bridge

Linda Bridge, Secretary to the Board  
Date: October 21, 2020

**READ AND APPROVED:**

/s Rebecca Robinson

Rebecca Robinson, Chairperson of the Board