

# ALBUQUERQUE HOUSING AUTHORITY

*"Improving quality of life through housing opportunities"*

## Minutes of the AHA Board of Housing Commissioners

Regular Meeting

Wednesday, May 15, 2013 (MDT)

Carnis Salisbury Building

1840 University Blvd. SE

Albuquerque, NM 87106

### 1. **Call to Order**

The meeting was called to order at 12:02 p.m. on May 15, 2013. Chairperson Janet McHard presided.

### 2. **Roll Call**

#### **AHABHC MEMBERS PRESENT**

Mr. D. Todd Clarke

Ms. Janet McHard, Chairperson

Ms. Roxanne Rivera-Wiest, Vice Chairperson

Mr. Stephen J. Vogel

#### **AHABHC MEMBERS ABSENT**

Ms. Rebecca Chavez, Excused

A quorum was present.

#### **STAFF PRESENT**

Ms. Loretta Baca, Compliance Inspector, AHA

Mr. Matt Bailon, Compliance Inspector Supervisor, AHA

Ms. Mundy Boen, Executive Assistant, AHA

Ms. Linda Bridge, Executive Director, AHA

Ms. Barbara D'Onofrio, Fiscal Officer, AHA

Mr. Brian Eagan, Assistant City Attorney, COA Legal Dept

Mr. Andrew Estocin, Associate Director, AHA

Mr. Daryl Grimm, Warehouse Manager, AHA

Mr. Christopher Krupar, Information System Manager, AHA

Ms. Phyllis Santillanes, Compliance Inspector, AHA

Ms. Judy Siglin, Public Housing Coordinator, AHA

Mr. Tom Portillo, Maintenance Manager, AHA

Mr. Vicente Quevedo, Section 8 Housing Supervisor, AHA

Mr. James Tacosa, Senior Capitol Projects Coordinator, AHA

Ms. Janice Wright, Housing Paralegal, COA Legal Dept

**3. Approval of Minutes**

Board of Housing Commissioners regular meeting April 23, 2013

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

**4. Public Comment**

There was no public comment.

**5. Consent Agenda**

There were no Consent Agenda Items.

**6. Resolutions and Communications**

- a) Report of the Secretary – (Executive Director - Linda Bridge & Associate Director - Andrew Estocin)

Ms. Bridge and Mr. Estocin presented the attached April/May 2013 Report of the Secretary and addressed questions from Members of the Board. Please see the attached Report.

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

- b) Audit Findings Status Report – (Barbara D’Onofrio)

Fiscal Officer D’Onofrio presented the Audit Findings Status Report, where she detailed the current status of AHA’s fiscal procedures. Ms. D’Onofrio explained that the fiscal department had revised their procedures, in accordance with City of Albuquerque Policies, City of Albuquerque Internal Controls, and the U.S. Department of Housing and Urban Development (HUD) by placing them in a central location for easy access for all AHA Staff. Ms. D’Onofrio developed a calendar to keep fiscal on track with all city, state and federal deadlines. Ms. D’Onofrio reviewed the planned corrective action for each audit finding and addressed questions from Members of the Board.

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

**7. Old Business**

There was no Old Business.

**8. New Business**

- a) Annual Budget Process – Discussion

Associate Director Estocin discussed the goals for the Annual Budget, where it would be available for review for the Board at a study session that would occur the first week of June 2013. Chairperson McHard requested that Mr. Estocin supply the Board with the most current draft of the Annual Budget at the Meeting.

- b) 2013 Audit Review and Approval Process – Discussion

Executive Director Bridge presented the Audit Review and Approval Process Memo, where she discussed the different requirements of the City of Albuquerque, HUD and State of New Mexico. For the state Audit Act at least one Board Member would be required to attend the Exit Conference; however, if three or more Board Members would like to attend the meeting, this would constitute a Closed Session Meeting. After approval of the audit by the State Auditor the audit would be taken to the next regularly scheduled Board meeting for approval. Discussion was held regarding whether the Board would be approving the audit or accepting the audit. Ms. Bridge stated she thought it was a HUD requirement for the Board to approve the audit but would research the specific requirement and language and modify the memo accordingly. Ms. Bridge stated that she would work with Ms. D'Onofrio to incorporate this process into the audit calendar.

c) Board Property Tour – Discussion

Mr. Estocin invited any and all Board Members to tour Albuquerque Housing Authority Public Housing properties at any time. Member Clarke stated that he would schedule the tour with Mr. Estocin.

**9. Other Business**

The next Regular Meeting of the Board will occur on Wednesday, June 19, 2013 at 12 noon in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.


Member Rivera-Wiest was excused at 12:45p.m.


**10. Adjournment**

There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 12:46 p.m.; seconded by Member Vogel. The motion carried by a 3-0 vote.

**SUBMITTED:**

**READ AND APPROVED:**

  
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Linda Bridge  
Secretary to the Board

  
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Ms. Janet McHard  
Chairperson of the Board

Date: June 19, 2013