Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, December 21, 2022 at 12:00 p.m. (MT)
Manuel Cordova Conference Room (#186) & Zoom Video Conference
Special Procedures were used for joining this meeting

1. Call to Order

The meeting was called to order at 12:02 p.m. (MT) on December 21, 2022. Vice Chairperson Robinson presided. The Board met via Zoom and in-person in Open Session.

2. Roll Call

AHABHC MEMBERS PRESENT
Ms. Rebecca Robinson, Vice-Chairperson
Ms. Yvette Nunez, Commissioner at Large, via Zoom
Ms. Lovie McGee, Commissioner at Large
Mr. Lence Jorgensen, Commissioner at Large

AHABHC MEMBERS NOT PRESENT
Ms. Maurreen Skowran, Chairperson, excused

STAFF PRESENT
Mr. Matthew Archuleta, Public Housing Program Manager
Mr. Matt Bailon, Operations Manager
Ms. Linda Bridge, Executive Director
Ms. Tabitha Cain, Accounting Technician – PH
Ms. Barbara D'Onofrio, Finance Director
Mr. Brian Eagan, Attorney
Mr. Eric Feng, Accountant
Mr. Dan Foster, Housing Development Director
Ms. Thea Guerin, Deputy Director
Ms. Charlene McGinnis, Housing Voucher Program Manager
Ms. Mundy Petroff, Executive Assistant
Mr. Fred Shendo, Accounting Manager
Mr. Chanse Trujillo, Sr. Housing Quality Compliance Inspector
Ms. Shawn Watson, Housing Development Associate

VISITORS PRESENT
Ms. Kris Houde, Board Member, Citizens Information Committee (CIC) of Martineztown
Ms. Sabrina Sandoval, Affordable Solar
Ms. Cecilia Webb, City of Albuquerque Mayor's Office
Mr. Isaac Padilla, City of Albuquerque Mayor's Office
Ms. Kara Summers, Route 66 Flats, High Desert Housing, LLC
Mr. John Hastings, Affordable Solar
Ms. Maggie Ramirez, UNM

3. Approval of Minutes
Board of Housing Commissioners Meeting, November 17, 2022

Member Jorgensen moved to approve the minutes; seconded by Member McGee. The motion carried by a 4-0 vote.

4. Public Comment
Ms. Houde addressed the Board thanking AHA for the additional security level to the iron fence for the Commons at Martineztown apartments at 615 Arno St NE.

Ms. Sandoval addressed the Board regarding her company, Affordable Solar.

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 November/December 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.

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

b) 2022-2023 AHA Action Plan Quarterly Update (Deputy Director Thea Guerin)

Ms. Guerin presented the '2022-2023 AHA Action Plan Quarterly Update' and addressed questions from the Board.

Member Jorgensen moved to accept the report; seconded by Member McGee. The motion was carried by a 4-0 vote.

c) Resolution 2022-21 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standards (Housing Voucher Program Manager Charlene McGinnis)

Ms. McGinnis presented 'Resolution 2022-21 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standards' and addressed questions from the Board.

Member Jorgensen moved to approve 'Resolution 2022-21 2023 Section 8 Housing Choice Voucher (HCV) Program Payment Standards'; seconded by Member McGee. The motion was carried by a 4-0 vote.

d) Resolution 2022-22 2023 Section 8 Housing Choice Voucher (HCV) Program Utility Allowance Schedule (Housing Voucher Program Manager Charlene McGinnis)

Ms. McGinnis presented 'Resolution 2022-22 2023 Section 8 Housing Choice Voucher (HCV) Program Utility Allowance Schedule' and addressed questions from the Board.

Member Nunez moved to approve 'Resolution 2022-22 2023 Section 8 Housing Choice Voucher (HCV) Program Utility Allowance Schedule'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

e) Resolution 2022-23 2023 Low Rent Public Housing Program Flat Rents (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2022-23 2023 Low Rent Public Housing Program Flat Rents', addressed questions from the Board.

Member Jorgensen moved to approve 'Resolution 2022-23 2023 Low Rent Public Housing Program Flat Rents'; seconded by Member Nunez. The motion was carried by a 4-0 vote.

f) Resolution 2022-24 2023 Low Rent Public Housing Program Participant Utility Allowance Schedule (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2022-24 2023 Low Rent Public Housing Program Participant Utility Allowance Schedule' and addressed questions from the Board.

Member Jorgensen moved to approve 'Resolution 2022-24 2023 Low Rent Public Housing Program Participant Utility Allowance Schedule'; seconded by Member Nunez. The motion was carried by a 4-0 vote.

g) Resolution 2022-25 Notice Requirements for Meetings of the Board in 2023 (Attorney Brian Eagan)

Mr. Eagan presented 'Resolution 2022-25 Notice Requirements for Meetings of the Board in 2023', addressed questions from the Board.

Member Nunez moved to approve 'Resolution 2022-25 Notice Requirements for Meetings of the Board in 2023'; seconded by Member McGee. The motion was carried by a 4-0 vote.

h) Resolution 2022-26 Setting the Official List of Regular Meeting Dates of the AHA Board for 2023 (Attorney Brian Eagan)

Mr. Eagan presented 'Resolution 2022-26 Setting the Official List of Regular Meeting Dates of the AHA Board for 2023', addressed questions from the Board.

Member Nunez moved to approve 'Resolution 2022-26 Setting the Official List of Regular Meeting Dates of the AHA Board for 2023'; seconded by Member McGee. The motion was carried by a 4-0 vote.

i) Resolution 2022-27 Write-Off of Uncollectible Accounts Receivable (Finance Director Barbara D'Onofrio)

Ms. D'Onofrio presented 'Resolution 2022-27 Write-Off of Uncollectible Accounts Receivable', addressed questions from the Board.

Member Nunez moved to approve 'Resolution 2022-27 Write-Off of Uncollectible Accounts Receivable'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

j) Resolution 2022-28 Regarding Financing the Rehabilitation of 60th Street / Knotts Court Landing (Housing Development Director Dan Foster)

Mr. Foster presented 'Resolution 2022-28 Regarding Financing the Rehabilitation of 60th Street / Knotts Court Landing', addressed questions from the Board.

Member Nunez moved to approve 'Resolution 2022-28 Regarding Financing the Rehabilitation of 60th Street / Knotts Court Landing'; seconded by Member McGee. The motion was carried by a 4-0 vote.

k) Executive Communication 2022-06 Approval of Project Based Voucher (PBV) Contract Awards – (Housing Development Associate Shawn Watson)

Ms. Watson presented 'Executive Communication 2022-06 Approval of Project Based Voucher (PBV) Contract Awards', addressed questions from the Board.

Member Jorgensen moved to approve 'Executive Communication 2022-06 Approval of Project Based Voucher (PBV) Contract Awards'; seconded by Member McGee. The motion was carried by a 4-0 vote.

7. New Business

a) Election of Board Chairperson for 1-year term (December 2022 to December 2023)

Member Robinson nominated Member Skowran to be Chairperson for 2023. There were no other nominations. Member Skowran was then elected unanimously as Chairperson by a 4-0 vote.

b) Election of Board Vice Chairperson for 1-year term (December 2022 to December 2023)

Member McGee nominated Member Robinson to be Vice Chairperson for 2023. There were no other nominations. Member Robinson was then elected unanimously as Vice Chairperson by a 4-0 vote.

8. Old Business

There was no old business.

9. Other Business

The Board will meet on Tuesday, January 10, and Wednesday, January 11, 2023, at 9:00 a.m. for Lead the Way Board Training Class with the U.S. Department of Housing and Urban Development (HUD). No actions or votes will be taken. No public comment will be allowed. The training class will be held in person at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

The next scheduled Regular Meeting of the Board will be on Wednesday, January 18, 2023, at 12:00 p.m. The meeting will be held in person at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM, and the public will have the option to attend in person or by video conference.

10. Announcements

Holiday Break: AHA offices closed December 26, 2022 to January 2, 2023

AHA offices will be closed on January 16, 2023 for Dr. Martin Luther King. Jr. Day

11. Adjournment

There being no further business to be brought before the Board, Member McGee moved to adjourn the meeting at 1:15 p.m.; seconded by Member Nunez. The motion was carried by a 4-0 vote.

SUBMITTED:

/s Thea Guerin
Thea Guerin, Secretary to the Board
Date: January 18, 2023

READ AND APPROVED:

/s Maurreen Skowran
Maurreen Skowran, Chairperson of the Board