Minutes of the AHA Board of Housing Commissioners

Regular Meeting
February 15, 2023 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 12:04 p.m. (MT) on February 15, 2023. Chairperson Skowran presided. The Board met via Zoom and in-person in Open Session.

2. Roll Call

AHABHC MEMBERS PRESENT
Ms. Maurreen Skowran, Chairperson, via Zoom
Ms. Rebecca Robinson, Vice-Chairperson
Mr. Lence Jorgensen, Commissioner at Large

AHABHC MEMBERS NOT PRESENT
Ms. Lovie McGee, Commissioner at Large, Excused
Ms. Yvette Nunez, Commissioner at Large, Excused

STAFF PRESENT
Mr. Matthew Archuleta, Public Housing Program Manager
Mr. Matt Bailon, Operations Manager
Ms. Linda Bridge, Executive Director
Ms. Venessa Burk, Procurement Specialist
Ms. Tabitha Cain, Accounting Technician – PH
Mr. Brian Eagan, Attorney
Mr. Jesus Estrada, Sr. Accountant
Mr. Sam Garcia, Public Housing Inspections & Quality Control
Ms. Thea Guerin, Deputy Director
Ms. Mundy Petroff, Executive Assistant
Mr. Fred Shendo, Accounting Manager
Ms. Rocio Solis Sinche, Procurement Officer
Ms. Shawn Watson, Housing Development Associate

3. Approval of Minutes

Board of Housing Commissioners Meeting January 18, 2023

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

4. Public Comment

There were no public comments.

5. Consent Agenda

There were no consent agenda items.

6. Resolutions and Communications

a) Report of the Secretary (Executive Director Linda Bridge and Deputy Director Thea Guerin)

Ms. Bridge and Ms. Guerin presented the January/February update Report of the Secretary and the Albuquerque Housing Authority Production Snapshot Report, Ms. Bridge presented the Capital Fund Report; both addressed questions from Members of the Board.

Member Robinson moved to accept receipt of the Report; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

b) Quarterly CBDG Report (Executive Director Linda Bridge)

Ms. Bridge presented the Quarterly CBDG Report and addressed questions from Members of the Board.

Member Robinson moved to accept receipt of the report and authorization for Ms. Bridge to sign; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

c) 2022-2023 AHA Action Plan Quarterly Review (Deputy Director Thea Guerin)

Ms. Guerin presented the 2022-2023 AHA Action Plan Quarterly Review and addressed questions from Members of the Board.

Member Jorgensen moved to accept receipt of the 2022-2023 AHA Action Plan Quarterly Review; seconded by Member Robinson. The motion was carried by a 3-0 vote.

d) Executive Communication 2023-02 – Increase Contract Ceiling - Cooperative Agreement with Cooperative Educational Services (CES) Contract #2020-25N-C113 - All – IT Managed Services and Equipment (Finance Director Barbara D'Onofrio)

Ms. Bridge presented 'Executive Communication 2023-02 – Increase Contract Ceiling - Cooperative Agreement with Cooperative Educational Services (CES) Contract #2020-25N-C113 - All – IT Managed Services and Equipment' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-02 – Increase Contract Ceiling - Cooperative Agreement with Cooperative Educational Services (CES) Contract #2020-25N-C113 - All – IT Managed Services and Equipment'; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

e) Executive Communication 2023-03 – Increase Ceiling on Contract No. 2141: Glass and Window Replacement Services with Glass on Wheels (Finance Director Barbara D'Onofrio)

Mr. Archuleta presented 'Executive Communication 2023-03 – Increase Ceiling on Contract No. 2141: Glass and Window Replacement Services with Glass on Wheels', and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-03 – Increase Ceiling on Contract No. 2141: Glass and Window Replacement Services with Glass on Wheels'; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

f) Executive Communication 2023-04 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2317 with Advanced Network Management Inc. (ANM), for Low Voltage Systems and Related Services, Wan-Lan Equipment and IT Professional Services (Finance Director Barbara D'Onofrio)

Mr. Archuleta presented 'Executive Communication 2023-04 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2317 with Advanced Network Management Inc. (ANM), for Low Voltage Systems and Related Services, Wan-Lan Equipment and IT Professional Services', and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-04 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA)#2317 with Advanced Network Management Inc. (ANM), for Low Voltage Systems and Related Services, Wan-Lan Equipment and IT Professional Services'; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

7. New Business

a) Review timeline for the HUD Annual Plan, Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, and Capital Fund Plan

Ms. Guerin updated the Board regarding timelines for the HUD Annual Plan, Admissions and Continued Occupancy Policy (ACOP), Section 8 Administrative Plan, and Capital Fund Plan and addressed questions from Members of the Board.

b) Legislative Updates

Ms. Bridge updated the Board regarding legislative updates and addressed questions from Members of the Board.

c) Commissioner Yvette Nunez Resignation

Ms. Bridge updated the Board regarding the resignation of Commissioner Nunez and addressed questions from Members of the Board.

8. Old Business

There was no old business.

9. Other Business

The next scheduled Regular Meeting of the Board will be on Wednesday, March 15, 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

AHA offices will be closed on February 20, 2023 for President's Day

11. Adjournment

There being no further business to be brought before the Board, Member Robinson moved to adjourn the meeting at 1:31 p.m.; seconded by Member Jorgensen. The motion was carried by a 3-0 vote.

SUBMITTED:

/s Linda Bridge
Linda Bridge, Secretary to the Board
Date: March 15, 2023

READ AND APPROVED:

/s Maurreen Skowran
Maurreen Skowran, Chairperson of the Board