Minutes of the AHA Board of Housing Commissioners

Regular Meeting
April 19, 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 12:00 p.m. (MT) on April 19, 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
Ms. Lovie McGee, Commissioner at Large
Mr. Lence Jorgensen, Commissioner at Large

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. Michelle Gonzales, Property Manager
Ms. Thea Guerin, Deputy Director
Ms. Charlene McGinnis, Housing Voucher Program Manager
Ms. Mundy Petroff, Executive Assistant
Ms. Lily Pineda, Property Manager
Mr. Fred Shendo, Accounting Manager
Ms. Shawn Watson, Housing Development Associate

VISITORS

Mr. Tomas Silk
Ms. Cecilia Webb, City of Albuquerque Mayor's Office
Ms. Amanda Witter, Blue Cross and Blue Shield of New Mexico

3. Approval of Minutes

Board of Housing Commissioners Meeting March 15, 2023

Member Robinson moved to approve the minutes with the correction of Mr. Jorgensen attendance; seconded by Member McGee. The motion carried by a 4-0 vote.

4. Public Comment

Mr. Silk addressed the board about what he saw when he worked at a local apartment complex that is privately owned and managed.

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 March/April update 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 Robinson moved to accept receipt of the Report; seconded by Member McGee. The motion was carried by a 4-0 vote.

b) Resolution 2023-03 Adoption of the FY2024 Annual Plan for AHA (Deputy Director Thea Guerin)

Ms. Guerin presented '2023-03 Adoption of the FY2024 Annual Plan for AHA' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-03 Adoption of the FY2024 Annual Plan for AHA'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

c) Resolution 2023-04 Adoption of the FY2024 Admissions and Continued Occupancy Policy (ACOP) (Public Housing Program Manager Matthew Archuleta)

Mr. Archuleta presented '2023-04 Adoption of the FY2024 Admissions and Continued Occupancy Policy (ACOP)' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-04 Adoption of the FY2024 Admissions and Continued Occupancy Policy (ACOP)'; seconded by Member McGee. The motion was carried by a 4-0 vote.

d) Resolution 2023-05 Adoption of the FY2024 Section 8 HCV Administrative Plan for AHA (Housing Voucher Program Manager Charlene McGinnis)

Ms. McGinnis presented '2023-05 Adoption of the FY2024 Section 8 HCV Administrative Plan for AHA' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-05 Adoption of the FY2024 Section 8 HCV Administrative Plan for AHA'; seconded by Member McGee. The motion was carried by a 4-0 vote.

e) Resolution 2023-06 Adoption of the 2023 Capital Fund Five Year Action Plan for AHA (Housing Development Director Dan Foster)

Mr. Foster presented '2023-06 Adoption of the 2023 Capital Fund Five Year Action Plan for AHA' and addressed questions from the Board.

Member Jorgensen moved to approve 'Resolution 2023-06 Adoption of the 2023 Capital Fund Five Year Action Plan for AHA'; seconded by Member Robinson. The motion was carried by a 4-0 vote.

f) Executive Communication 2023-05, Award an Intergovernmental Purchasing Agreement (IGA) #2307 with TK Elevator Corporation Elevators (Housing Development Director Dan Foster)

Mr. Foster presented 'Executive Communication 2023-05, Award an Intergovernmental Purchasing Agreement (IGA) #2307 with TK Elevator Corporation Elevators' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-05, Award an Intergovernmental Purchasing Agreement (IGA) #2307 with TK Elevator Corporation Elevators'; seconded by Member McGee. The motion was carried by a 4-0 vote.

g) Executive Communication 2023-06, Increase Ceiling on Contract No. 2122B: On-Call Make Ready-Turnkey Services with A+ Painting (Operations Manager Matt Bailon)

Mr. Bailon presented 'Executive Communication 2023-06, Increase Ceiling on Contract No. 2122B: On-Call Make Ready-Turnkey Services with A+ Painting' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-06, Increase Ceiling on Contract No. 2122B: On-Call Make Ready-Turnkey Services with A+ Painting'; seconded by Member McGee. The motion was carried by a 4-0 vote.

h) Executive Communication 2023-07, Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2203 with Steamatic of Albuquerque, for On-Call Restoration and Repair Services (Operations Manager Matt Bailon)

Mr. Bailon presented 'Executive Communication 2023-07, Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2203 with Steamatic of Albuquerque, for On-Call Restoration and Repair Services' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-07, Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2203 with Steamatic of Albuquerque, for On-Call Restoration and Repair Services'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

i) Executive Communication 2023-08, Executive Communication 2023-08 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA)#2127 with ISHC, Inc., for On-Call HVAC & Plumbing Services (Operations Manager Matt Bailon)

Mr. Bailon presented 'Executive Communication 2023-08, Executive Communication 2023-08 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2127 with ISHC, Inc., for On-Call HVAC & Plumbing Services' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-08, Executive Communication 2023-08 – Increase Blanket Purchase Order (BPO) – on Intergovernmental Purchasing Agreement (IGA) #2127 with ISHC, Inc., for On-Call HVAC & Plumbing Services'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

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

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

Member Robinson moved to accept receipt of '2022-2023 AHA Action Plan Quarterly Review'; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

k) Memorial 2023-01 Urging The U.S. Congress To Adopt The Deposit Act (Executive Director Linda Bridge)

Ms. Bridge presented 'Memorial 2023-01 Urging The U.S. Congress To Adopt The Deposit Act' and addressed questions from the Board.

Member Jorgensen moved to approve 'Memorial 2023-01 Urging The U.S. Congress To Adopt The Deposit Act'; seconded by Member McGee. The motion was carried by a 4-0 vote.

l) Quarterly CBDG Report (Housing Development Director Dan Foster)

Mr. Foster 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 4-0 vote.

m) Quarterly HQS Liaison Report (Deputy Director Thea Guerin)

Ms. Guerin presented the Quarterly HQS Liaison 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 McGee. The motion was carried by a 4-0 vote.

n) Quarterly Tenant Search Report (Deputy Director Thea Guerin)

Ms. Guerin presented the Quarterly Tenant Search 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 4-0 vote.

7. New Business

There was no new business.

8. Old Business

There was no old business.

9. Other Business

The next scheduled Regular Meeting of the Board will be on Wednesday, May 17, 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

Currently there is one (1) vacant seat on AHA Board (to serve you must be a current resident of our city and a Certified Public Accountant) – please apply to Mayor Tim Keller to volunteer for appointment to the seat, using the city's online application form on https://www.cabq.gov/clerk/boards-commissions

11. Adjournment

There being no further business to be brought before the Board, Member McGee moved to adjourn the meeting at 1:21 p.m.; seconded by Member Robinson. The motion was carried by a 4-0 vote.

SUBMITTED:

/s Linda Bridge
Linda Bridge, Secretary to the Board
Date: May 17, 2023

READ AND APPROVED:

/s Maurreen Skowran
Maurreen Skowran, Chairperson of the Board