Minutes of the AHA Board of Housing Commissioners

Regular Meeting

June 21, 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 12:02 p.m. (MT) on June 21, 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. Matt Bailon, Operations Manager
Ms. Linda Bridge, Executive Director
Ms. Venessa Burk, Procurement Specialist
Ms. Tabitha Cain, Accounting Technician - PH
Ms. Cate Church, Housing Specialist
Ms. Barbara D'Onofrio, Finance Director
Mr. Brian Eagan, Attorney
Mr. Jesus Estrada, Senior Accountant
Mr. Eric Feng, Accountant
Mr. Dan Foster, Housing Development Director
Ms. Thea Guerin, Deputy Director
Ms. Charlene McGinnis, Housing Voucher Program Manager
Ms. Carolyn Montoya, Senior Office Assistant - Admin
Ms. Mundy Petroff, Executive Assistant
Ms. Lily Pineda, Property Manager
Mr. Fred Shendo, Accounting Manager
Ms. Rocio Solis Sinche, Procurement Officer
Mr. Dominic Velasquez, Housing Quality Compliance Inspector
Ms. Shawn Watson, Housing Development Associate
Mr. Nate Windham, Maintenance

VISITORS

Ms. Cecilia Webb, City of Albuquerque Mayor's Office
Ms. Kari Mercer, Koff & Associates
Ms. Rayellen Smith
Ms. Amanda Witter, Blue Cross and Blue Shield of New Mexico

3. Announcement

City of Albuquerque Executive Communication (EC) 2023-290: Ms. Lovie McGee has been re-appointed to serve on the AHA Board of Housing Commissioners by Mayor Tim Keller. On June 5, 2023, the Albuquerque City Council voted 9 to 0 to confirm her nomination (see EC 2023-290.)

4. Administration of the Oath of Office

Oath of Office was administered by Mr. Eagan; Ms. Lovie McGee recited the Oath of Office. Her second term of office ends on December 1, 2027.

5. Presentation

a) AHA Compensation Study – Ms. Kari Mercer, Koff & Associates

Ms. Mercer presented the AHA Compensation Study and addressed questions from Members of the Board.

6. Approval of Minutes

Board of Housing Commissioners Meeting May 17, 2023

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

7. Public Comment

There were no public comments.

8. Consent Agenda

There were no consent agenda items.

9. 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 April/May 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 2023-07 Appropriating Funds for the AHA for Financial Year 2024, Beginning July 1, 2023 and Ending June 30, 2024 (Finance Director Barbara D'Onofrio)

Ms. D'Onofrio presented 'Resolution 2023-07 Appropriating Funds for the AHA for Financial Year 2024, Beginning July 1, 2023 and Ending June 30, 2024' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-07 Appropriating Funds for the AHA for Financial Year 2024, Beginning July 1, 2023 and Ending June 30, 2024'; seconded by Member McGee. The motion was carried by a 3-0-1 vote (For: Skowran, Robinson, McGee; Abstain: Jorgensen).

c) Resolution 2023-08 Approval of the FY2024 Incentive Compensation Plan (Executive Director Linda Bridge)

Ms. Bridge presented 'Resolution 2023-08 Approval of the FY2024 Incentive Compensation Plan' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-08 Approval of the FY2024 Incentive Compensation Plan'; seconded by Member McGee. The motion was carried by a 4-0 vote.

d) Resolution 2023-09 Write Off Uncollectible Accounts Receivable (Finance Director Barbara D'Onofrio)

Ms. D'Onofrio presented 'Resolution 2023-09 Write Off Uncollectible Accounts Receivable' and addressed questions from the Board.

Member Robinson moved to approve 'Resolution 2023-09 Write Off Uncollectible Accounts Receivable'; seconded by Member McGee. The motion was carried by a 4-0 vote.

e) Executive Communication 2023-09 Restructuring the Non-Housing Authority Related Ownership of Los Lobos Realty LLC (Housing Development Director Dan Foster)

Mr. Foster presented 'Executive Communication 2023-09 Restructuring the Non-Housing Authority Related Ownership of Los Lobos Realty LLC' and addressed questions from the Board.

Member Robinson moved to approve 'Executive Communication 2023-09 Restructuring the Non-Housing Authority Related Ownership of Los Lobos Realty LLC'; seconded by Member McGee. The motion was carried by a 4-0 vote.

10. New Business

a) Discussion Executive Director Evaluation Procedure

Procedure for the Executive Director evaluation and incorporation of a 360 review was discussed.

11. Old Business

There was no old business.

12. Other Business

There was no other business.

13. Announcements

The next scheduled Regular Meeting of the Board will be on Wednesday, June 21, 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.

AHA offices will be closed on Tuesday, July 4, 2023 in observance of Independence Day.

14. Adjournment

There being no further business to be brought before the Board, Member Robinson moved to adjourn the meeting at 1:49 p.m.; seconded by Member Jorgensen. The motion was carried by a 4-0 vote.

SUBMITTED:

/s Linda Bridge
Linda Bridge, Secretary to the Board
Date: July 19, 2023

READ AND APPROVED:

/s Maurreen Skowran
Maurreen Skowran, Chairperson of the Board