Minutes of the AHA Board of Housing Commissioners

Regular Meeting

August 16, 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 12:05 p.m. (MT) on August 16, 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
Ms. Rebecca Robinson, Vice-Chairperson
Ms. Rayellen Smith, Commissioner at Large
Ms. Lovie McGee, Commissioner at Large, arrived at 12:08 p.m.
Mr. Lence Jorgensen, Commissioner at Large, via Zoom

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
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. Carolyn Montoya, Senior Office Assistant - Admin
Ms. Mundy Petroff, Executive Assistant
Ms. Lily Pineda, Property Manager
Mr. Fred Shendo, Accounting Manager
Ms. Shawn Watson, Housing Development Associate

VISITORS

Ms. Cecilia Webb, City of Albuquerque Mayor's Office
Ms. Amanda Witter, Blue Cross & Blue Shield of NM

3. Approval of Minutes

Board of Housing Commissioners Meeting July 19, 2023

Member Robinson moved to approve the minutes; seconded by Member Smith. The motion carried by a 3-0-1 vote (For: Skowran, Robinson, Smith; Abstain: Jorgensen).

Member McGee arrived

4. Public Comment

Ms. Witter addressed the Board expressing her concerns regarding Public Housing applicants on the waiting list and how the Public Housing Department pulls applicants for intake screening.

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 July/August 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 5-0 vote.

b) Quarterly Financial Report (Finance Director Barbara D'Onofrio)

Mr. Shendo presented the 'Quarterly Financial Report' and addressed questions from the Board.

Member Smith moved to accept receipt of the Report; seconded by Member Robinson. The motion was carried by a 5-0 vote.

c) Resolution 2023-10 Budget Amendment II for AHA for Fiscal Year 2023, Beginning July 1, 2022, and Ending June 30, 2023 (Finance Director Barbara D'Onofrio)

Mr. Shendo presented 'Resolution 2023-10 Budget Amendment II for AHA for Fiscal Year 2023, Beginning July 1, 2022, and Ending June 30, 2023' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-10 Budget Amendment II for AHA for Fiscal Year 2023, Beginning July 1, 2022, and Ending June 30, 2023'; seconded by Member McGee. The motion was carried by a 5-0 vote.

d) Resolution 2023-11 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD (Deputy Director Thea Guerin and Housing Voucher Manager Charlene McGinnis)

Ms. Guerin and Ms. McGinnis presented 'Resolution 2023-11 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-11 Approval of the Submission of Section 8 Management Assessment Program (SEMAP) Certification form to HUD'; seconded by Member Smith. The motion was carried by a 5-0 vote.

e) Fiscal Year 2023 AHA Action/Department Plans Review (Deputy Director Thea Guerin)

Ms. Guerin presented 'Fiscal Year 2023 AHA Action/Department Plans Review' and addressed questions from the Board.

Member Robinson moved to accept receipt of the 'Fiscal Year 2023 AHA Action/Department Plans Review'; seconded by Member Smith. The motion was carried by a 5-0 vote.

7. New Business

a) The Board is going to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 to discuss a limited personnel matter, Executive Director annual review and compensation.

Member Smith moved to meet in Closed Session under §10-15-1 (H)(2) NMSA 1978 at 1:13 p.m. to discuss a limited personnel matter, Executive Director annual review and compensation. The motion was seconded by Member Robinson and carried by a 5-0 roll call vote. All Board members recessed to discuss this matter.

b) Re-Convene in Open Session; to vote in public on action items, if any.

The Board re-convened in open session at 1:58 p.m. Chairperson Skowran announced there were no votes taken during the Closed Session and the only business discussed in Closed Session was a limited personnel matter, Executive Director annual review and compensation. No motions were made by any members during the closed session and no votes were taken in the closed session.

8. Old Business

There was no old business.

9. Other Business

There was no other business.

10. Announcements

AHA offices will be closed on Monday, September 4, 2023 to celebrate Labor Day.

The next scheduled Regular Meeting of the Board will be on Wednesday, September 20, 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.

11. Adjournment

There being no further business to be brought before the Board, Member McGee moved to adjourn the meeting at 2:02 p.m.; seconded by Member Smith. The motion was carried by a 5-0 vote.

SUBMITTED:

/s Linda Bridge
Linda Bridge, Secretary to the Board
Date: September 20, 2023

READ AND APPROVED:

/s Maurreen Skowran
Maurreen Skowran, Chairperson of the Board