Minutes of the AHA Board of Housing Commissioners

Regular Meeting

December 20, 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 12:01 p.m. (MT) on December 20, 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
Ms. Rayellen Smith, Commissioner at Large, via Zoom
Position 5 on the Board is currently vacant

STAFF PRESENT

Mr. Greg Abrams, Human Resources Manager
Mr. Matthew Archuleta, Asset Manager
Mr. Matt Bailon, Operations Manager
Ms. Linda Bridge, Executive Director
Mr. Robert Babani, Temp - Public Housing Specialist Intake
Ms. Tabitha Cain, Accounting Technician – PH
Mr. Brian Eagan, Attorney
Mr. Omar Estrada, Capital Projects Specialist
Mr. Eric Feng, Accountant
Mr. Dan Foster, Housing Development Director
Mr. Sam Garcia, Public Housing Inspections & Quality Control
Ms. Thea Guerin, Deputy Director
Ms. Mundy Petroff, Executive Assistant
Ms. Rocio Solis Sinche, Procurement Officer
Ms. Shawn Watson, Housing Development Associate

VISITORS PRESENT

Ms. Diana Warrington, Home Smart Realty
Mr. Josiah Fowler, Resident

3. Approval of Minutes
Board of Housing Commissioners Meeting November 15, 2023

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

4. Public Comment
Mr. Fowler, addressed the Board regarding his concerns.

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 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 2023-19 2024 Low Rent Public Housing Program Flat Rents (Operations Manager Matt Bailon)

Mr. Bailon presented the 'Resolution 2023-19 2024 Low Rent Public Housing Program Flat Rents' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-19 2024 Low Rent Public Housing Program Flat Rents'; seconded by Member Smith. The motion was carried by a 4-0 vote.

c) Resolution 2023-20 2024 Low Rent Public Housing Program Participant Utility Allowance Schedule (Operations Manager Matt Bailon)

Mr. Bailon presented 'Resolution 2023-20 2024 Low Rent Public Housing Program Participant Utility Allowance Schedule' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-20 2024 Low Rent Public Housing Program Participant Utility Allowance Schedule'; seconded by Member McGee. The motion was carried by a 4-0 vote.

d) Resolution 2023-21 Designation of a Public Housing Unit at 6013 Sunset Gardens SW for a Non-Dwelling Unit for Administrative Uses (Asset Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2023-21 Designation of a Public Housing Unit at 6013 Sunset Gardens SW for a Non-Dwelling Unit for Administrative Uses' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-21 Designation of a Public Housing Unit at 6013 Sunset Gardens SW for a Non-Dwelling Unit for Administrative Uses'; seconded by Member McGee. The motion was carried by a 4-0 vote.

e) Resolution 2023-22 Notice Requirements for Meetings of the Board in 2024 (Attorney Brian Eagan)

Mr. Eagan presented 'Resolution 2023-22 Notice Requirements for Meetings of the Board in 2024' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-22 Notice Requirements for Meetings of the Board in 2024'; seconded by Member McGee. The motion was carried by a 4-0 vote.

f) Resolution 2023-23 Setting the Official List of Regular Meeting Dates of the AHA Board for 2024 (Attorney Brian Eagan)

Mr. Eagan presented 'Resolution 2023-23 Setting the Official List of Regular Meeting Dates of the AHA Board for 2024' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-23 Setting the Official List of Regular Meeting Dates of the AHA Board for 2024'; seconded by Member McGee. The motion was carried by a 4-0 vote.

g) Resolution 2023-24 Write-Off of Uncollectible Accounts Receivable (Asset Manager Matthew Archuleta)

Mr. Archuleta presented 'Resolution 2023-24 Write-Off of Uncollectible Accounts Receivable' and addressed questions from the Board.

Member Robinson moved to adopt 'Resolution 2023-24 Write-Off of Uncollectible Accounts Receivable'; seconded by Member McGee. The motion was carried by a 4-0 vote.

h) Executive Communication 2023-14 Project Based Voucher (PBV) Contract Award (Housing Development Associate Shawn Watson)

Ms. Watson presented 'Executive Communication 2023-14 Project Based Voucher (PBV) Contract Award' and addressed questions from the Board.

Member Robinson moved to adopt 'Executive Communication 2023-14 Project Based Voucher (PBV) Contract Award'; seconded by Member McGee. The motion was carried by a 4-0 vote.

i) Executive Communication 2023-15 – Request for Proposal #2412 Temporary Staffing Services – Multiple Contract Award Temp Services (Executive Director Linda Bridge

Ms. Bridge presented 'Executive Communication 2023-15 – Request for Proposal #2412 Temporary Staffing Services – Multiple Contract Award Temp Services' and addressed questions from the Board.

Member Robinson moved to adopt 'Executive Communication 2023-15 – Request for Proposal #2412 Temporary Staffing Services – Multiple Contract Award Temp Services'; 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 2023 to December 2024)

Member Robinson nominated Member Smith to be Chairperson for 2024. There were no other nominations. Member Smith was then elected unanimously as Chairperson by a 4-0 vote.

b) Election of Board Vice-Chairperson for 1-year term (December 2023 to December 2024)

Member Robinson nominated Member Skowran to be Vice-Chairperson for 2024. There were no other nominations. Member Skowran was then elected unanimously as Chairperson by a 4-0 vote.

8. Old Business

There was no old business.

9. Other Business

There was no other business.

10. Announcements

AHA offices will be closed from December 23, 2023 to January 1, 2024 for winter break

AHA offices will be closed on January 15, 2024 in observance of Dr. Martin Luther King Junior's Birthday.

The next scheduled Regular Meeting of the Board will be on Wednesday, January 17, 2024, 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 Robinson moved to adjourn the meeting at 1:00 p.m.; seconded by Member McGee. The motion was carried by a 4-0 vote.

SUBMITTED:

/s Linda Bridge
Linda Bridge, Secretary to the Board
Date: January 17, 2024

READ AND APPROVED:

/s Rayellen Smith
Rayellen Smith, Chairperson of the Board