



ALBUQUERQUE HOUSING AUTHORITY

*“Empowering people in our community through affordable housing
and self-sufficiency opportunities.”*

Minutes of the AHA Board of Housing Commissioners

Regular Meeting

Wednesday, April 16, 2014

Carnis Salisbury Building

1840 University Blvd. SE

Albuquerque, NM 87106

1. Call to Order

The meeting was called to order at 12:02 p.m. (MST) on April 16, 2014. Chairperson McHard presided. The Board met in the Manuel Cordova Conference Room in Open Session

2. Roll Call

AHABHC MEMBERS PRESENT

Ms. Rebecca Chavez, Resident Commissioner (arrived at 12:06 p.m.)

Mr. D. Todd Clarke, Commissioner at Large (arrived at 12:13 p.m.)

Ms. Janet McHard, Chairperson

Mr. Stephen J. Vogel, Commissioner at Large

AHABHC MEMBERS ABSENT

Ms. Roxanne Rivera-Wiest, Vice Chairperson

A quorum was present.

STAFF PRESENT

Mr. Matthew Archuleta, Public Housing Program Manager, AHA

Ms. Loretta Baca, Compliance Inspector, AHA

Mr. Matt Bailon, Housing Assistance Coordinator, AHA

Mr. Mark Balistreri, Housing Services Specialist, AHA

Ms. Mundy Boen, Executive Assistant, AHA

Ms. Linda Bridge, Executive Director, AHA

Ms. Cynthia Cavazos, Compliance Inspector, AHA

Ms. Barbara D’Onofrio, Fiscal Manager, AHA

Mr. Paul Davis, Maintenance Technician, AHA

Mr. Stan Duran, Maintenance Technician, AHA

Mr. Brian Eagan, Assistant City Attorney, COA Legal Dept

Ms. Sandra Erickson, Office Assistant, AHA

Mr. Andrew Estocin, Associate Director, AHA

Ms. Vivian Gabaldon, Accounting Assistant, AHA

Ms. Anna Gonzales, Compliance Inspector, AHA

Mr. Joey Gonzales, Maintenance Technician, AHA

Ms. Loretta Gonzalez, Office Assistant, AHA

Ms. Patty Gonzalez, Housing Services Specialist, AHA

Mr. Daryl Grimm, Materials Manager, AHA

Mr. Christopher Krupar, Technical Program Manager, AHA

Ms. Helen Lopez, Accountant, AHA

Ms. Lisa Lopez, Compliance Inspector, AHA

Mr. Raymond Murrietta, Warehouse Assistant, AHA

Ms. Denise Ornelas, Housing Services Specialist, AHA
Mr. Tom Portillo, Maintenance Manager, AHA
Mr. Vicente Quevedo, Section 8 Program Housing Assistance Coordinator, AHA
Ms. Annamarie Romero, Housing Services Specialist, AHA
Ms. Veronica Saavedra, Housing Services Specialist, AHA
Ms. Anita Sanchez-Triviso, Sr. Personnel/Labor Relations Officer, AHA
Mr. Jim Sandoval, Maintenance Technician, AHA
Ms. Phyllis Santillanes, Compliance Inspector, AHA
Mr. Christopher Sena, Housing Services Technician, AHA
Mr. Jerome Singleton, Maintenance Technician, AHA
Mr. Ernest Solis, Maintenance Technician, AHA
Mr. Jim Tacosa, Capital Improvement Program (CIP) Coordinator, AHA
Ms. Valerie Tenorio, Housing Services Specialist, AHA
Ms. LaBerta Thompson, Housing Services Specialist, AHA
Ms. Janice Wright, Housing Paralegal, COA Legal Dept

VISITORS PRESENT

Mr. Wesley Daniels, REDW
Mr. Charles Garcia, Cuddy & McCarthy

3. Approval of Minutes

Board of Housing Commissioners regular meeting, held on March 19, 2014.

Member Chavez moved to approve the minutes with the correction to the date in the header; seconded by Member Vogel. The motion carried by a vote of 2-0-1 (For: Chavez, McHard; Abstain: Vogel).

4. Public Comment

There was no Public Comment.

5. Consent Agenda

There were no Consent Agenda items.

6. Resolutions and Communications

- a) Report of the Secretary – (Executive Director Linda Bridge, Associate Director Andrew Estocin, & CIP Coordinator James Tacosa)

Ms. Bridge and Mr. Estocin presented the AHA March/April Update in the Report of the Secretary, both addressed questions from Members of the Board. Please see the attached Report.

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

b) Presentation and Acceptance of the 2013 Audit (REDW)

Mr. Wesley Daniels, REDW presented the 2013 Audit, where he explained some of the challenges and the process of completing the 2013 Audit, and answered questions about the report from Members of the Board.

Member Vogel asked if AHA management had controls in place to remedy the findings mentioned in slides 19-21 (Material Weakness, Significant Deficiencies and State Auditor). Ms. Bridge stated AHA addressed the audit findings in the response to the audit, brought in a consultant to assist in setting internal controls and processes, and AHA hired temporary fiscal staff.

Member Clarke moved to accept receipt of the Report; seconded by Member Vogel. The motion carried by a 4-0 vote.

c) Resolution 2014-05 Approval of the Annual and Five Year Plan (Associate Director Andrew Estocin)

Mr. Estocin presented “Resolution 2014-05 Approval of the Annual Plan and Five Year Plan”, and explained the Annual Plan is required annually by HUD, and addressed questions from the Board.

Member Clarke moved to adopt “Resolution 2014-05 Approval of the Annual Plan and Five Year Plan”; seconded by Member Chavez. The motion carried by a 4-0 vote.

d) Resolution 2014-06 Adoption of the 2014 Section 8 Administrative Plan (Associate Director Andrew Estocin)

Mr. Estocin presented “Resolution 2014-06 Adoption of the 2014 Section 8 Administrative Plan”, explained the Annual Plan is required annually by HUD, and addressed questions from the Board.

Member Chavez moved to adopt “Resolution 2014-06 Adoption of the 2014 Section 8 Administrative Plan”; seconded by Member Clarke. The motion carried by a 4-0 vote.

e) Resolution 2014-07 Adoption of the 2014 Admissions and Continued Occupancy Policy (Associate Director Andrew Estocin)

Mr. Estocin presented “Resolution 2014-07 Adoption of the 2014 Admissions and Continued Occupancy Policy”. Mr. Estocin explained that there were no significant changes were made to the policy, but refined the policy to better serve the community, and addressed questions from the Board.

Member Chavez moved to adopt “Resolution 2014-07 Adoption of the 2014 Admissions and Continued Occupancy Policy”; seconded by Member Vogel. The motion carried by a 4-0 vote.

f) Resolution 2014-08 Approval of the AHA Employee Manual

Ms. Bridge presented “Resolution 2014-08 Approval of the AHA Employee Manual” and addressed questions from Members of the Board.

Member Vogel asked if AHA management had looked at the proposed cost of providing the benefits for employees listed in the AHA Employee Manual. Ms. Bridge stated that the budget is able to absorb the cost of benefits.

Member Vogel stated that according to the AHA Employee Manual, the Executive Director (ED) has sole discretion regarding discipline; Member Vogel asked how the Board of Housing Commissioners could be assured that the ED makes unbiased decision. Ms. Bridge stated that there is a guideline and checklist to follow to ensure fairness.

Member Vogel asked if the working test period applied to all employees that transfer from the City to AHA. Ms. Bridge stated the working test period only applies to new hires and those employees that are promoted.

Member Vogel moved to adopt "AHA Employee Manual"; seconded by Member Chavez. The motion carried by a 4-0 vote.

- g) Resolution 2014-09 Approving Affiliation with the Public Employees Retirement Association and Participation in Municipal General Member Coverage Plan 3 and Authorizing the AHA to Make Contributions in an Amount of Seventy-Five Percent of the PERA Municipal Plan 3 Employees' Member Contributions in Effect as of July 1, 2013

Ms. Bridge presented "Resolution 2014-09 Approving Affiliation with the Public Employees Retirement Association and Participation in Municipal General Member Coverage Plan 3 and Authorizing the AHA to Make Contributions in an Amount of Seventy-Five Percent of the PERA Municipal Plan 3 Employees' Member Contributions in Effect as of July 1, 2013" and addressed questions from Members of the Board.

Ms. Bridge recommended AHA pay 75% of the 14.65% of the employee contribution to PERA.

Member Clarke moved to adopt "Resolution 2014-09 Approving Affiliation with the Public Employees Retirement Association and Participation in Municipal General Member Coverage Plan 3 and Authorizing the AHA to Make Contributions in an Amount of Seventy-Five Percent of the PERA Municipal Plan 3 Employees' Member Contributions in Effect as of July 1, 2013"; seconded by Member Vogel. The motion carried by a 4-0 vote.

- h) Resolution 2014-10 Authorizing Employer Pick Up of Member Contributions for Determining Tax Treatment under the Internal Revenue Code

Ms. Bridge presented "Resolution 2014-10 Authorizing Employer Pick Up of Member Contributions for Determining Tax Treatment under the Internal Revenue Code" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2014-10 Authorizing Employer Pick Up of Member Contributions for Determining Tax Treatment under the Internal Revenue Code"; seconded by Member Vogel. The motion carried by a 4-0 vote.

i) **Resolution 2014-11 Amendment to the Executive Director Contract**

Chairperson McHard presented "Resolution 2014-11 Amendment to the Executive Director Contract" and addressed questions from Members of the Board.

Member Chavez moved to adopt "Resolution 2014-11 Amendment to the Executive Director Contract"; seconded by Member Clarke. The motion carried by a 3-0-1 vote (For: Chavez, McHard; Abstain: Vogel).

7. Old Business

There were no items of Old Business.

8. New Business

There were no items of New Business.

9. Other Business

The next Regular Meeting of the Board will be on Wednesday, May 21, 2014 at 12 noon in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building at 1840 University Blvd SE, Albuquerque, NM 87106.

10. Adjournment

There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 1:29 p.m.; seconded by Member Chavez. The motion was carried by a 4-0 vote.

SUBMITTED:



Ms. Linda Bridge
Secretary to the Board

READ AND APPROVED:



Ms. Janet McHard
Chairperson of the Board

Date: May 21, 2014