



Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Tuesday, June 24, 2014
Carnis Salisbury Building
1840 University Blvd. SE
Albuquerque, NM 87106

1. Call to Order

The meeting was called to order at 12:12 p.m. (MDT) on June 24, 2014. Chairperson McHard presided. The Board met in the Manuel Cordova Conference Room in Open Session.

2. Roll Call

AHABHC MEMBERS PRESENT

Ms. Janet McHard, Chairperson
Mr. Stephen J. Vogel, Commissioner at Large
Ms. Roxanne Rivera-Wiest, Vice Chairperson (via phone)
A quorum was present.

AHABHC MEMBERS ABSENT

Mr. D. Todd Clarke, Commissioner at Large, Excused
Ms. Rebecca Chavez, Resident Commissioner, Excused

STAFF PRESENT

Mr. Matthew Archuleta, Public Housing Program Manager, AHA
Mr. Matt Bailon, Housing Assistance Coordinator, AHA
Ms. Mundy Boen, Executive Assistant, AHA
Ms. Linda Bridge, Executive Director, AHA
Ms. Barbara D'Onofrio, Fiscal Manager, AHA
Mr. Brian Eagan, Assistant City Attorney, COA Legal Dept
Mr. Andrew Estocin, Associate Director, AHA
Ms. Vivian Gabaldon, Accounting Assistant, AHA
Mr. Daryl Grimm, Materials Manager, AHA
Mr. Christopher Krupar, Technical Program Manager, AHA
Ms. Helen Lopez, Accountant, AHA
Ms. Anita Sanchez-Triviso, Sr. Personnel/Labor Relations Officer, AHA

3. Approval of Minutes

Board of Housing Commissioners regular meeting May 21, 2014.

Member Vogel moved to approve the minutes; seconded by Member Rivera-Wiest. The motion carried by a vote of 3-0.

4. **Public Comment**

There was no Public Comment.

5. **Consent Agenda**

There were no Consent Agenda items.

6. **Resolutions and Communications**

- a) Resolution 2014-13 Approval of the AHA 2015 Operating Budget (Associate Director Andrew Estocin) – **Action Item**

Mr. Estocin presented “Resolution 2014-13 Approval of the AHA 2015 Operating Budget” and addressed questions from Members of the Board. Ms. Bridge answered questions regarding two new budget items.

Member Vogel suggested a special meeting for budget training. Member Rivera-Wiest requested quarterly Profit and Loss statements, Chairperson McHard stated those statements are being worked on.

Member Vogel moved to adopt “Resolution 2014-13 Approval of the AHA 2015 Operating Budget”; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

- b) Resolution 2014-14 Approval of Incentive Compensation Plan (Associate Director Andrew Estocin) – **Action Item**

Mr. Estocin presented “Resolution 2014-14 Approval of Incentive Compensation Plan” and addressed questions from Members of the Board.

Member Vogel moved to adopt “Resolution 2014-14 Approval of Incentive Compensation Plan”; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

- c) Resolution 2014-15 Approval of Employer Paid Short Term Disability and Long Term Disability Plan (Fiscal Manager, Barbara D’Onofrio) – **Action Item**

Ms. D’Onofrio presented “Resolution 2014-15 Approval of Employer Paid Short Term Disability and Long Term Disability Plan” and addressed questions from Members of the Board.

Member Rivera-Wiest moved to adopt “Resolution 2014-15 Approval of Employer Paid Short Term Disability and Long Term Disability Plan”; seconded by Member Vogel. The motion was carried by a 3-0 vote.

- d) Resolution 2014-16 Approval of Cafeteria Plan (Fiscal Manager Barbara D’Onofrio) – **Action Item**

Ms. D'Onofrio presented "Resolution 2014-16 Approval of Cafeteria Plan" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Resolution 2014-16 Approval of Cafeteria Plan"; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

- e) Resolution 2014-17 Adoption of the Revised Procurement Policy (Executive Director Linda Bridge) – **Action Item**

Ms. Bridge presented "Resolution 2014-17 Adoption of the Revised Procurement Policy" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Resolution 2014-17 Adoption of the Revised Procurement Policy"; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

- f) Resolution 2014-18 Extending the Restriction of Intake of New Applications in 2014 (Associate Director Andrew Estocin) – **Action Item**

Mr. Estocin presented "Resolution 2014-18 Extending the Restriction of Intake of New Applications in 2014" and addressed questions from Members of the Board.

Member Vogel moved to adopt "Resolution 2014-18 Extending the Restriction of Intake of New Applications in 2014"; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

- g) Executive Communication 2014-01 Summary of Insurance Coverages (Executive Director Linda Bridge) – **Action Item**

Ms. Bridge presented "Executive Communication 2014-01 Summary of Insurance Coverages" and addressed questions from Members of the Board.

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

- h) Report of the Secretary (Executive Director Linda Bridge, Associate Director Andrew Estocin, Capital Funds Coordinator James Tacosa)

- i) Vice-Chairperson Rivera-Wiest was dismissed from the meeting at 1:35 p.m.

- j) Ms. Bridge and Mr. Estocin presented the AHA May/June Update in the Report of the Secretary and the Albuquerque Housing Authority Production Snapshot Report, Mr. Estocin presented the Capital Funds Report, and addressed questions from Members of the Board. Please see the attached Report.

Chairperson McHard and Member Vogel expressed their acceptance of the Report.

- k) Presentation of the March 31, 2014 AHA Financial Statements (Fiscal Manager Barbara D'Onofrio)

Ms. D'Onofrio presented the March 31, 2014 AHA Financial Statements and addressed questions from Members of the Board. Please see the attached Report.

7. Old Business

There were no items of Old Business.

8. New Business

There were no items of New Business.

9. Other Business


- a) Scheduling future regular meeting dates; Wednesday, July 16, 2014, if needed. And Tuesday, August 19, 2014 or Wednesday, August 20, 2014.
The Board determined to hold a meeting in July and instructed AHA staff to coordinate the August meeting date by email.
- b) Announcements: Board members invited to attend the 2014 NM Housing Summit, August 20, 21, & 22, 2014 at the Albuquerque Convention Center.

Ms. Bridge explained the purpose of the 2014 NM Housing Summit, and the related request to change the date of the regular meeting of the Board of Housing Commissioners in August from the 20th to 19th to avoid overlapping with the first day of the Summit, and invited the Board to attend the Housing Summit meeting.

10. Adjournment

There being no further business to be brought before the Board, the Board adjourned the meeting at 2:00 p.m.


SUBMITTED:



Ms. Linda Bridge
Secretary to the Board

Date: July 16, 2014

READ AND APPROVED:



Ms. Janet McHard
Chairperson of the Board