



**Minutes of the AHA Board of Housing Commissioners**

Regular Meeting

Wednesday, December 20, 2017 at 12:00 p.m. (MT)

Carnis Salisbury Building

1840 University Blvd. SE, Albuquerque, NM

**1. Call to Order**

The meeting was called to order at 12:03 p.m. (MT) on December 20, 2017. Chairperson Clarke presided. The Board met in the Manuel Cordova Conference Room in Open Session.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Mr. Todd Clarke, Chairperson

Ms. Janet McHard, Vice Chairperson

Mr. Stephen J. Vogel, Commissioner at Large

Ms. Rebecca Robinson, Resident Commissioner

A quorum was present.

**AHABHC MEMBERS NOT PRESENT**

Ms. Roxanne Rivera-Wiest, Commissioner at Large, excused

**VISITORS**

Ms. Judy Higuera, Embudo Towers Resident

Ms. Janice Edmondson, Embudo Towers Resident

**STAFF PRESENT**

Mr. Matthew Archuleta, Public Housing Program Manager

Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector

Mr. Matt Bailon, Operations Manager

Ms. Linda Bridge, Executive Director

Ms. Mundy Boen, Executive Assistant

Ms. Tabitha Cain, Resident Services Assistant

Ms. Cheryl Cates, Accounting Manager - S8

Ms. Barbara D'Onofrio, Director of Finance

Mr. Brian Eagan, Housing Attorney

Mr. Marcos Espinosa, Information Systems Manager

Mr. Andrew Estocin, Deputy Director

Mr. Dan Foster, Capital Fund Project Manager

Ms. Esther Lucero, Section 8 Program Manager

Mr. Raymond Murrietta, Warehouse and Facility Manager

Ms. Karen Ochsankehl, Accounting Supervisor

Ms. Bernadette Rodriguez, Community Services Specialist

Ms. Anita Sanchez-Triviso, Human Resources Director



/abqha



/HousingABQ



Equal Housing Opportunity Agency



**3. Approval of Minutes**

Board of Housing Commissioners Meeting November 28, 2017

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

**4. Public Comment**

Ms. Janice Edmondson, Resident, addressed the Board regarding her concern with issues at Embudo Towers.

**5. Consent Agenda**

There were no Consent Agenda Items.

**6. Resolutions and Communications**

- a) Report of the Secretary (Executive Director Linda Bridge, Deputy Director Andrew Estocin and Capital Fund Projects Manager Dan Foster)

Ms. Bridge and Mr. Estocin presented the AHA November/December Update in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report and Mr. Foster presented the Capital Fund Report, and all addressed questions from Members of the Board. Please see the attached Reports.

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

- b) Financial Report (Finance Director Barbara D’Onofrio)

Ms. D’Onofrio presented the Financial Reports for September and October and addressed questions from Members of the Board.

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

- c) Resolution 2017-28 Section 8 HCV Program Participant Utility Allowance Schedule (Deputy Director Andrew Estocin)

Mr. Estocin presented “Resolution 2017-28 Section 8 HCV Program Participant Utility Allowance Schedule” and addressed questions from Members of the Board.

Member McHard moved to adopt “Resolution 2017-28 Section 8 HCV Program Participant Utility Allowance Schedule”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- d) Resolution 2017-29 Adoption of the 2018 Revised Accounting Policy (Director of Finance Barbara D’Onofrio)

Ms. D’Onofrio presented “Resolution 2017-29 Adoption of the 2018 Revised Accounting Policy” and addressed questions from Members of the Board.

Member McHard moved to adopt “Resolution 2017-29 Adoption of the 2018 Revised Accounting Policy” provided correction is made to page 6; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- e) Resolution 2017-30 Notice Requirements for Meeting of the Board in 2018 (Attorney Brian Eagan)

Mr. Eagan presented “Resolution 2017-30 Notice Requirements for Meeting of the Board in 2018” and addressed questions from Members of the Board.

Member McHard moved adopt “Resolution 2017-30 Notice Requirements for Meeting of the Board in 2018”; seconded by Member Vogel. The motion was carried by a 4-0 vote.

- f) Resolution 2017-31 Setting the Official List of Regular Meeting dates of the AHA Board for the year 2018 (Attorney Brian Eagan)

Mr. Eagan presented “Resolution 2017-31 Setting the Official List of Regular Meeting dates of the AHA Board for the year 2018” and addressed questions from Members of the Board.

Member Vogel moved to adopt “Resolution 2017-31 Setting the Official List of Regular Meeting dates of the AHA Board for the year 2018”; seconded by Member Robinson. The motion was carried by a 4-0 vote.

- g) Executive Communication 2017-06, Request for Proposal (# P1817) AHA UFAS/ADA Remodel: Embudo Towers and Wainwright Manor – Contract Award – (Capital Fund Project Manager Dan Foster)

Mr. Foster presented the “Executive Communication 2017-06, Request for Proposal (# P1817) AHA UFAS/ADA Remodel: Embudo Towers and Wainwright Manor – Contract Award” and addressed questions from Members of the Board.

Member Robinson moved to adopt “Executive Communication 2017-06, Request for Proposal (# P1817) AHA UFAS/ADA Remodel: Embudo Towers and Wainwright Manor – Contract Award”; seconded by Member Vogel. The motion was carried by a 4-0 vote.

## **7. Old Business**

There were no items of Old Business.

**8. New Business**

- a) Non-profit organization formation discussion

Ms. Bridge presented the non-profit organization formation discussion and addressed questions from Members of the Board about forming subsidiary corporations (instrumentalities and affiliates).

- b) Election of Board Chairperson and Vice-Chairperson for 1 year term (December 2017 to December 2018)

Member Vogel moved to elect Member Clarke as Chairperson. Member Clarke accepted the nomination. The motion was seconded by Member Robinson. There were no other nominations. The motion was carried by a vote of 3-0-1. (For: McHard, Robinson, Vogel; Abstain: Clarke)

Member Clarke moved to elect Member McHard as Vice Chairperson. Member McHard accepted the nomination. The motion was seconded by Member Robinson. There were no other nominations. The motion was carried by a vote of 3-0-1. (For: Vogel, Clarke, Robinson; Abstain: McHard)

Chairperson Clarke and Vice Chairperson McHard were elected for 2018.

**9. Other Business**

The next scheduled Regular Meeting of the Board will be on Wednesday, January 17, 2018 12:00 p.m. in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

**10. Announcements**

**11. Adjournment**

There being no further business to be brought before the Board, Member Vogel moved to adjourn the meeting at 1:32 p.m.; seconded by Member McHard. The motion was carried by a 4-0 vote.

**SUBMITTED:**

**READ AND APPROVED:**

/s Linda Bridge

/s Todd Clarke

Ms. Linda Bridge, Secretary to the Board  
Date: January 17, 2018

Todd Clarke, Chairperson of the Board