



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

Regular Meeting

Wednesday, February 20, 2019 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 12:01 p.m. (MT) on February 20, 2019. Vice Chairperson Vogel presided. The Board met in the Manuel Cordova Conference Room in Open Session.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Mr. Stephen J. Vogel, Vice-Chairperson

Ms. Roxanne Rivera-Wiest, Commissioner at Large, via phone

Ms. Lovie McGee, Commissioner at Large

Ms. Rebecca Robinson, Resident Commissioner

**AHABHC MEMBERS NOT PRESENT**

Ms. Janet McHard, Chairperson, Excused

**VISITORS**

Ms. Judy Higuera, Embudo Towers Resident

Ms. Janice Edmondson, Embudo Towers Resident

Mr. Greg Gardner, former Embudo Towers Resident

Ms. Thea Guerin, Consultant

Mr. Mike Stephens, Rubino and Co

**STAFF PRESENT**

Mr. Matthew Archuleta, Public Housing Program Manager

Ms. Loretta Baca, Sr. Housing Quality Compliance Inspector

Ms. Tabitha Cain, Resident Services Assistant

Ms. Cheryl Cates, Accounting Manager - S8

Ms. Barbara D'Onofrio, Finance Director

Mr. Brian Eagan, Attorney

Mr. Marcos Espinosa, Information Systems Manager

Ms. Jessica Franklin, Temp - Office Assistant - Admin

Ms. Lisa Garduno, Sr. Accounting Technician - S8

Ms. Karen Ochsankehl, Accounting Supervisor

Ms. Mundy Petroff, Executive Assistant

Ms. Lily Pineda, Public Housing Property Manager

Ms. Anita Sanchez-Triviso, Human Resources Director



/abqha



/HousingABQ



Equal Housing Opportunity Agency



**3. Approval of Minutes**

Board of Housing Commissioners Meeting January 16, 2019

Member McGee moved to approve the minutes; seconded by Member Robinson. The motion carried by a 2-0-2 vote. (For: McGee, Robinson; Abstain: Vogel, Rivera-Wiest).

*Member McGee made a floor amendment to adjust the sequence of the agenda items; seconded by Member Robinson. The floor amendment carried by a 4-0 vote. The agenda was adjusted as follows: item 6 before Public Comment. However, the minutes, for purposes of clarity, follow the original agenda.*

**4. Public Comment**

Ms. Judy Higuera, Resident, addressed the Board voicing her concerns about people continuing to smoke in the building and propping doors open with rocks.

Ms. Janice Edmondson, Resident, addressed the Board voicing her concerns about smoking in the building, the need for new parking stickers, and issues with the elevator on side A.

**5. New Business**

- a) Update on the 5 Year Strategic Plan, Annual Plan, Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan

Ms. Guerin, presented the update on the 5 Year Strategic Plan, Annual Plan, Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan and addressed questions from Members of the Board.

- b) Introduction of New Employees  
There were no new employees present.
- c) Core Value Employee  
Mr. Estocin announced Tabitha Cain as AHA Core Value Employee of the Quarter.

**6. Resolutions and Communications**

- a) Report of the Secretary (Deputy Director Andrew Estocin)

Mr. Estocin presented the AHA January/February update in the Report of the Secretary, the Albuquerque Housing Authority Production Snapshot Report and the Capital Fund Report, and addressed questions from Members of the Board. Please see the attached Reports.

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

- b) Presentation and Acceptance of the 2018 Audit (Rubino and Co) (Finance Director Barbara D'Onofrio)

Mr. Stevens presented the 2018 Audit and addressed questions from Members of the Board.

Member McGee moved to accept receipt of the 2018 Audit; seconded by Member Robinson. The motion was carried by a 4-0 vote.

c) Financial Report (Finance Director Barbara D’Onofrio)

Ms. D’Onofrio presented the Financial Report and addressed questions from Members of the Board.

Member McGee moved to approve the Report; seconded by Member Robinson. The motion was carried by a 4-0 vote.

d) Resolution 2019-01 Limited Intake Of Pre-Applications For The Annual Section 8 Housing Choice Voucher Admissions Lottery (Deputy Director Andrew Estocin)

Mr. Estocin presented ‘Resolution 2019-01 Limited Intake Of Pre-Applications For The Annual Section 8 Housing Choice Voucher Admissions Lottery’ and addressed questions from Members of the Board.

Member Robinson moved to approve ‘Resolution 2019-01 Limited Intake Of Pre-Applications For The Annual Section 8 Housing Choice Voucher Admissions Lottery’; seconded by Member McGee. The motion was carried by a 4-0 vote.

*Member McGee departed at 1:12 p.m.*

e) 2018-2019 AHA Action Plan Second Quarter Review (Deputy Director Andrew Estocin)

Mr. Estocin presented the ‘2018-2019 AHA Action Plan Second Quarter Review’ and addressed questions from Members of the Board.

f) Presentation of AHA Department Action Plans

- i. Administrative Department Plan (Deputy Director Andrew Estocin)
- ii. Finance Department Plan (Finance Director Barbara D’Onofrio)
- iii. Section 8 Department Plan (Section 8 Program Manager Esther Lucero)
- iv. Public Housing Department Plan (Public Housing Program Manager Matthew Archuleta)

Mr. Estocin presented the Administrative Department Plan, Ms. D’Onofrio presented the Finance Department Plan, Ms. Lucero presented the Section 8 Department Plan, and Mr. Archuleta presented the Public Housing Department Plan and all addressed questions from Members of the Board.

Member Robinson moved to accept receipt of the ‘2018-2019 AHA Action Plan Second Quarter Review’ and the ‘Presentation of AHA Department Action Plans’; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

**7. Old Business**

There was no old business.

**8. Other Business**

The next scheduled Regular Meeting of the Board will be on Wednesday, March 20, 2019, at 12:00 p.m. The meeting will be held in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building, 1840 University Blvd SE, Albuquerque, NM.

**9. Announcements**

**10. Adjournment**

There being no further business to be brought before the Board, Member Robinson moved to adjourn the meeting at 1:26 p.m.; seconded by Member Rivera-Wiest. The motion was carried by a 3-0 vote.

**SUBMITTED:**

**READ AND APPROVED:**

/s Linda Bridge

Linda Bridge, Secretary to the Board

Date: March 20, 2019

/s Janet McHard

Janet McHard, Chairperson of the Board