



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, November 20, 2013

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 November 20, 2013. Chairperson Janet 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

Mr. D. Todd Clarke, Commissioner at Large (Arrived at 12:10 p.m.)

Ms. Janet McHard, Chairperson

Ms. Roxanne Rivera-Wiest, Vice Chairperson (Arrived at 12:04 p.m.)

Mr. Stephen J. Vogel, Commissioner at Large

STAFF PRESENT

Ms. Loretta Baca, Compliance Inspector, AHA

Mr. Matt Bailon, Compliance Inspector Supervisor, AHA

Ms. Mundy Boen, Executive Assistant, AHA

Ms. Linda Bridge, Executive Director, AHA

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

Mr. Andrew Estocin, Associate Director, AHA

Mr. Daryl Grimm, Warehouse Manager, AHA

Mr. Christopher Krupar, Information System Manager, AHA

Ms. Helen Lopez, Accountant, AHA

Mr. Tom Portillo, Maintenance Manager, AHA

Mr. Vicente Quevedo, Section 8 Program Manager, AHA

Ms. Anita Sanchez-Triviso, Sr. Personnel/Labor Relations Officer, AHA

Ms. Phyllis Santillanes, Compliance Inspector, AHA

Mr. Christopher Sena, Intake Specialist, AHA

Mr. James Tacosa, Senior Capitol Projects Coordinator, AHA

Ms. LaBerta Thompson, Housing Specialist, AHA

VISITORS PRESENT

Mr. Chuck Ciriello, St. Martin's Hospitality Center

Ms. Laura Combs, Family Promise of Albuquerque

Ms. Lisa Huval, NM Coalition to End Homelessness

Ms. Karen Navarro, St. Martin's Hospitality Center

Mr. Bob Smith, iCast

3. Approval of Minutes

Board of Housing Commissioners regular meeting, held on October 16, 2013.

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

4. Public Comment

Laura Combs with Family Promise of Albuquerque addressed the Board regarding her concern with AHA purging the waiting lists by means of sending out notices only by U.S. mail and phone calls. Laura questioned if that was the most effective method of reaching homeless people on the waiting lists, to find out if they wanted to stay on the waiting list. Laura suggested that AHA also try to reach the public by using advertising.

Chuck Ciriello with St. Martin's Hospitality Center addressed the Board by asking AHA extend the time limit for clients on our waiting lists to respond (in writing) to the purge notice. He asked that AHA change the time limit from a 2 week period to a 6 week period to reply. The reason is that AHA needs to allow case workers that serve homeless persons more time to locate their client, to ask them if they still want to be on the waiting lists. Mr. Ciriello also asked if the date to begin purging the waiting lists could be moved by AHA from December 5, 2013 to the first of 2014, since people would be out of the office a lot and busy with holiday celebration activities in December.

Lisa Nuval with NM Coalition to End Homelessness addressed the Board regarding her concern with AHA purging the waiting lists. Lisa had two main concerns; the 2 week time limit for those on the waiting lists to reply to AHA's letters and moving the waiting lists purge start date from December 5, 2013 to the first of 2014.

Karen Navarro with St. Martin's Hospitality Center stated St. Martin's began tracking in number of people that go through the shelter daily and since the middle of August they have had over 2,400 people visit them for services. Karen also asked for an amendment of the purge notice reply deadline from 2 weeks to 6 weeks. Karen requested that AHA make general Public Service Announcements (PSA) using radio, during nightly television news broadcast, and display printed ads on billboards to help provide notice of the purge of the waiting lists. She finds that local news travels by word of mouth among her homeless clients.

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, & Senior Capitol Project Coordinator James Tacosa)

Ms. Bridge and Mr. Estocin presented the October/November 2013 Report of the Secretary, Mr. Tacosa presented the Capital Funds Report, all three addressed questions from Members of the Board. Please see the attached Report.

Member Clarke moved to accept receipt of the Report; seconded by Member Vogel. The motion was carried by a 5-0 vote.

- b) Resolution 2013-18 – Adoption of the 2013 Revised Edition of the Rules of Conduct of the Board Of Housing Commissioners (Assistant City Attorney Brian Eagan)

Mr. Eagan presented the “Resolution 2013-18 – Adoption of the 2013 Revised Edition of the Rules of Conduct of the Board Of Housing Commissioners” and addressed questions from Members of the Board.

Member Vogel questioned the deletion of the 10 minute maximum time limit for all public comments in a single meeting, Mr. Eagan explain that he advised against setting an overall total time limit for the public comment period of a single meeting. Member Vogel asked if the Board was able to bifurcate public comment (to hear comments about the agenda items first and then to hear general public comments about items not on the agenda at the end of the meeting), Mr. Eagan stated yes, the Board agenda states “items listed on the Agenda may be discussed and acted on out of sequential order”.

Member Clarke moved to adopt the “Resolution 2013-18 – Adoption of the 2013 Revised Edition of the Rules of Conduct of the Board Of Housing Commissioners”; seconded by Member Chavez. The motion carried by a 5-0 vote.

- c) Resolution 2013-19 Restricting Intake of New Applications December 2013 (Associate Director Andrew Estocin)

Mr. Estocin presented the “Resolution 2013-19 Restricting Intake of New Applications December 2013” and addressed questions from Members of the Board.

Chairperson McHard voiced concern regarding the lack of a specific end date written in the resolution for the re-opening of the waiting lists.

Chairperson McHard also asked that the verbiage “The decision to re-open either of the waiting lists to new applications for admission, and what, if any new eligibility criteria to impose on the intake of new applications will be at the full administrative discretion of the Executive Director of AHA.” be replaced with alternate language.

Member Vogel moved to adopt the “Resolution 2013-19 Restricting Intake of New Applications December 2013”; seconded by Member Clarke. The item was opened for discussion.

Member Vogel questioned the closure of the waiting lists to new applications being effective on December 5, 2013 in regards to public comment heard. Mr. Estocin explained that he understood the public comment to be regarding the process of purging of the waiting lists of names of persons who are no longer actively seeking to be admitted to AHA’s Public Housing and Section 8 Housing Programs, and not the restriction of new applications. Mr. Estocin assured the Board that AHA would not take any action to perform waiting lists maintenance until after the first of the year.

Member Vogel asked if the 2 week time limit is documented in the AHA Administrative Plan. Mr. Vicente Quevedo stated that the 2 week time limit is noted in the AHA Admissions and Continued Occupancy Policy (ACOP); however the Board can amend the ACOP to state that a 6 week time limit is to be used (instead of 2 weeks). Member Vogel requested a recommendation from AHA staff regarding the new proposed time limit for the Board meeting in December 2013.

Member Chavez requested that AHA send emails to all homeless service providers with a list of names of people on the waiting lists to be cross checked by the service provider staff. Member Chavez also requested that AHA start to use online applications, and engage in more communication with the community, by advertising on billboards, city buses, and by using KNME TV channel 5 (Public Broadcasting Service).

Member Clarke asked what the process would be if AHA were not to restrict the intake of new applications. Mr. Estocin explained that the waiting lists would continue to grow and possible double by the end of the fiscal year, leaving clients with up to a 5 year wait to be offered a Section 8 Housing Choice Voucher or Public Housing unit lease.

Member Rivera-Weist asked for an explanation of a partial opening the waiting lists. Mrs. Bridge gave the example of those families waiting on a 5 bedroom unit and AHA does not have enough applicants to fill the 5 bedroom units. AHA could then reopen the applications for those needing a 5 bedroom Public Housing unit.

Member Vogel offered an amendment to "Resolution 2013-19 Restricting Intake of New Applications December 2013" lines 72-74 "The decision to re-open either of the waiting lists to new applications for admission, and what, if any new eligibility criteria to impose on the intake of new applications will be at the full administrative discretion of the Executive Director of AHA." be replaced with "Unless there is a further Resolution of the Board, the wait lists shall automatically reopen on July 1, 2014."; seconded by Member Clarke. The motion carried by a 5-0 vote. The amendment was adopted.

A vote was then taken on the motion to adopt "Resolution 2013-19 Restricting Intake of New Applications December 2013". The motion carried by a 5-0 vote.

7. Old Business

There were no items of Old Business.

8. New Business

Member Vogel stated the December agenda needs to reflect election of chairperson and vice-chairperson.

Assistant City Attorney Brian Eagan advised Board members that Resident Commissioner Rebecca Chavez's term of office would end on November 30, 2013. However, she would continue to hold over in office and serve on the Board until she was replaced by a newly appointed Board Member. The new Resident Commissioner would be first need to be nominated by Mayor Richard Berry and then confirmed by a majority vote of the City Council, before they could join as a Board Member.

Executive Director Linda Bridge confirmed that she was working on the screening process for recommending an AHA resident to the Mayor for an interview and possible nomination as the new Resident Commissioner.

9. Other Business

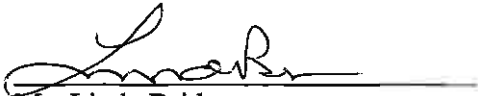
The next Regular Meeting of the Board will be on Wednesday, December 18, 2013 at 12 noon in the Manuel Cordova Conference Room, at the Albuquerque Housing Authority Administration Office, in the Carnis Salisbury Building at 1840 University Blvd SE, Albuquerque, NM 87106.

10. Adjournment

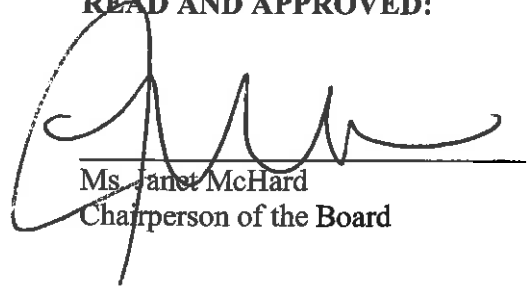
There being no further business to be brought before the Board, Member Clarke moved to adjourn the meeting at 1:30 p.m.; seconded by Member Chavez. The motion was carried by a 5-0 vote.

SUBMITTED:

READ AND APPROVED:



Ms. Linda Bridge
Secretary to the Board



Ms. Janet McHard
Chairperson of the Board

Date: December 18, 2013