



**ALBUQUERQUE HOUSING AUTHORITY**  
*"Improving quality of life through housing opportunities"*

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

**Regular Meeting**

Tuesday, April 23, 2013 (MDT)

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. on April 23, 2013. Vice Chairperson Roxanne Rivera-Wiest presided.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Ms. Rebecca Chavez

Mr. D. Todd Clarke

Ms. Roxanne Rivera-Wiest, Vice Chairperson

Mr. Stephen J. Vogel

**AHABHC MEMBERS ABSENT**

Ms. Janet McHard, Chairperson, Excused

A quorum was present.

**STAFF PRESENT**

Ms. Betty Baca, Intake Technician, AHA

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

Ms. Barbara D'Onofrio, Fiscal Officer, AHA

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

Mr. Andrew Estocin, Associate Director, AHA

Ms. Anna Gonzales, Compliance Inspector, AHA

Mr. Daryl Grimm, Warehouse Manager, AHA

Mr. Christopher Krupar, Information System Manager, AHA

Mr. Tom Portillo, Maintenance Manager, AHA

Mr. Vicente Quevedo, Section 8 Housing Supervisor, AHA

Mr. Christopher Sena, Intake Technician, AHA

Mr. James Tacosa, Senior Capitol Projects Coordinator, AHA

Ms. Janice Wright, Housing Paralegal, COA Legal Dept

## **VISITORS PRESENT**

Mr. Chris Tyhurst, CPA with REDW Business & Financial Resources, LLC

### **3. Approval of Minutes**

Board of Housing Commissioners regular meeting March 20, 2013

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

### **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)

Ms. Bridge and Mr. Estocin presented the attached March/April 2013 Report of the Secretary and addressed questions from Members of the Board. Please see the attached Report.

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

- b) Information Technology Services Report – (Christopher Krupar)

Mr. Krupar presented the attached IT Service Report, where he detailed the current status of AHA's computer upgrade and the new telephone system. Mr. Krupar explained the two week delay regarding the Tenmast system and AHA's focus on fiscal issues. Mr. Krupar announced that AHA is looking into document imaging so that AHA can become a paperless agency, AHA's new website, abqha.org will launch mid May. Mr. Krupar also addressed questions from Members of the Board.

- c) Presentation and Approval of the 2012 Audit – (Chris Tyhurst, CPA with REDW Business & Financial Resources, LLC)

Mr. Tyhurst presented the 2012 Audit, where he explained some of the challenges and the process of completing the 2012 Audit, and answered questions about the report from Members of the Board.

The Board requested an update at the next meeting of the steps being taken to address the findings in the audit. The Board also requested that in the future the audit be brought to the Board for approval prior to the submission to the State Auditor, which would have to be done in closed session since the audit is not a public document until released by the State Auditor.

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

d) Resolution 2013-09 Public Notice Requirements for Board Meetings – (Brian Eagan)

Mr. Eagan presented the Resolution 2013-09 Public Notice Requirements for Board Meetings.

Member Clarke moved to adopt “Resolution 2013-09 Public Notice Requirements for Board Meetings”; seconded by Member Vogel. The motion carried by a 4-0 vote.

e) Resolution 2013-10 Approval of the Annual Plan – (Associate Director, Andrew Estocin)

Mr. Estocin presented the Resolution 2013-10 Approval of the Annual Plan, explained Annual Plan is required annually by HUD and addressed questions from the Board.

Member Vogel moved to adopt “Resolution 2013-10 Approval of the Annual Plan”; seconded by Member Chavez. The motion carried by a 4-0 vote.

f) Resolution 2013-11 Adoption of the 2013 Section 8 Administrative Plan – (Associate Director, Andrew Estocin)

Mr. Estocin presented the Resolution 2013-11 Adoption of the 2013 Section 8 Administrative Plan. Member Vogel asked if Legal Aid Attorney Thomas Prettyman’s concerns regarding notice to tenants had been reflected in the Administrative Plan. Mr. Estocin and Assistant City Attorney Brian Eagan confirmed that Mr. Prettyman’s proposed changes had been reflected in the updated Administrative plan.

Member Chavez moved to adopt “Resolution 2013-11 Adoption of the 2013 Section 8 Administrative Plan”; seconded by Member Vogel. The motion carried by a 4-0 vote.

g) Resolution 2013-12 Adoption of the 2013 Admissions and Continued Occupancy Policy – (Associate Director, Andrew Estocin)

Mr. Estocin presented the Resolution 2013-12 Adoption of the 2013 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 Clarke moved to adopt “Resolution 2013-12 Adoption of the 2013 Admissions and Continued Occupancy Policy”; seconded by Member Vogel. The motion carried by a 4-0 vote.

**7. Old Business**

There was no Old Business.

**8. New Business**

There was no New Business.


**9. Other Business**

The next Regular Meeting of the Board will be on Wednesday, May 15, 2013 at 12 noon 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. Adjournment**

There being no further business to be brought before the Board, Member Vogel moved to adjourn the meeting at 1:50 p.m.; seconded by Member Clarke. The motion carried by a 4-0 vote.

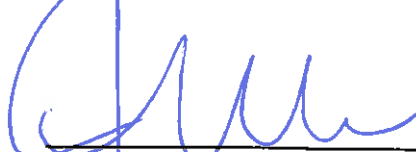
**SUBMITTED:**



Linda Bridge  
Secretary to the Board

Date: May 15, 2013

**READ AND APPROVED:**



Ms. Janet McHard  
Chairperson of the Board