



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

Minutes of the AHA Board of Housing Commissioners

Regular Meeting

Wednesday, September 18, 2013 (MDT)

Carnis Salisbury Building

1840 University Blvd. SE

Albuquerque, NM 87106

1. Call to Order

The meeting was called to order at 12:01 p.m. on September 18, 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

Mr. D. Todd Clarke (Arrived at 12:05 p.m.)

Ms. Janet McHard, Chairperson

Mr. Stephen J. Vogel

AHABHC MEMBERS ABSENT

Ms. Roxanne Rivera-Wiest, Vice Chairperson, Excused

A quorum was present.

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

Ms. Barbara D'Onofrio, Fiscal Manager, 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

Mr. Tom Portillo, Maintenance Manager, AHA

Mr. Vicente Quevedo, Section 8 Housing Supervisor, AHA

Mr. James Tacosa, Senior Capitol Projects Coordinator, AHA

Ms. Janice Wright, Housing Paralegal, COA Legal Dept

3. Approval of Minutes

Board of Housing Commissioners regular meeting, held on August 20, 2013

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

4. Public Comment

No one spoke or wrote to offer Public Comment.

Member D. Todd Clarke arrived at 12:05 p.m. and participated in the rest of the meeting.

5. Consent Agenda

- a) Resolution 2013-15 Write-off Of Uncollectible Accounts Receivable (Fiscal Manager Barbara D’Onofrio)

Ms. D’Onofrio presented “Resolution 2013-15 Write-off of Uncollectible Accounts Receivable” for fiscal year 2013 and answered questions from the Board.

Member Vogel moved to approve “Resolution 2013-15 Write-off Of Uncollectible Accounts Receivable”; seconded by Member Chavez. The motion carried by a 4-0 vote.

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 August/September 2013 Report of the Secretary, Mr. Tacosa presented the Capital Funds Report and 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 4-0 vote.

- b) Resolution 2013-16 Authorization to Apply to the Public Employee Retirement Association (Executive Director Linda Bridge)

Ms. Bridge presented the “Resolution 2013-16 Authorization to Apply to the Public Employee Retirement Association”. Member Vogel asked if approved, would there be any possible future issues. Mr. Eagan explained if AHA does not successfully transition away from the city there would be no employees in the group for there to be any issues.

Member Clarke asked if there was a down side to the Public Employee Retirement Association as opposed to other plans. Ms. Bridge stated there is no additional risk than with any other pension plan.

Member Vogel asked if an employee already has pension plan, would they lose anything when AHA transitions. Mr. Eagan confirmed that no, the contributions follow the employee.

Member Clarke moved to approve “Resolution 2013-16 Authorization to Apply to the Public Employee Retirement Association”; seconded by Member Chavez. The motion carried by a 4-0 vote.

- c) Resolution 2013-17 Resolution Exercising the Irrevocable Option to Determine to be Included in Coverage under the Retiree Health Care Act (Executive Director Linda Bridge)

Ms. Bridge presented the “Resolution 2013-17 Resolution Exercising the Irrevocable Option to Determine to be Included in Coverage under the Retiree Health Care Act”.

Member Vogel asked if AHA received any written comments and why the rate was listed on the resolution. Ms. Bridge stated AHA has not received any written comment and the verbiage for the resolution was taken from a template provided by the Retiree Health Care Act. It was also stated that there would be no change from what City of Albuquerque currently offers and what AHA would offer in the future.

Member Clarke moved to approve “Resolution 2013-17 Resolution Exercising the Irrevocable Option to Determine to be Included in Coverage under the Retiree Health Care Act”; seconded by Member Chavez. The motion carried by a 4-0 vote.

7. Old Business

a) Report regarding AHA’s Public Comment Rules (Housing Attorney Brian Eagan)

Mr. Eagan reported that he consulted with City Attorney David Tourek and Assistant City Attorney Greg Wheeler. The only change needing to happen is to remove the words “related topic” from the rule; otherwise AHA’s Public Comment Rules are compliant. The Board advised Mr. Eagan to proceed with a rule change.

b) Report on resolution requirement for use of net restricted assets (Executive Director Linda Bridge)

Ms. Bridge reported that a policy resolution does not need to be adopted by the Board to authorize the use of net restricted assets by AHA, per the policy guidance AHA has received from the staff at U.S. Department of Housing and Urban Development (HUD). This is because the use of that category of funding is restricted by HUD to just one purpose: the payment of Housing Assistance Payments to landlords who have contracted with AHA to participate in the section 8 HCV rental assistance program. Thus, the net restricted assets cannot be used to cover the costs of administrative expenses (i.e. staff) at AHA.

In contrast, the unrestricted assets of AHA can be spent to cover administrative expenses. However, the authorized spending of unrestricted assets by AHA on administrative expenses does in fact require the adoption of a resolution by the Board to establish the maximum amount that may be charged against this reserve without specific approval. HUD advised that since our Board passes a resolution to approve our annual budget this process satisfies the requirement for the Board to establish a maximum, if the operating budget shows a deficit that would be funded by the reserve. However, if AHA staff anticipate exceeding the amount established in the operating budget, then staff will either bring to the Board an amended budget for approval or a resolution granting approval to move funds from the reserve to pay for a specific item.

Any major amendment of the AHA Budget would also need to be approved by a Resolution of the Board.

8. New Business

There were no items of New Business.

9. Other Business

The next Regular Meeting of the Board will be on Wednesday, October 16, 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. Member Vogel announced that he will not be able to attend (excused absence) that regular meeting of the Board.

10. Adjournment

There being no further business to be brought before the Board, Member Vogel moved to adjourn the meeting at 12:53 p.m.; seconded by Member Chavez. The motion was carried by a 4-0 vote.

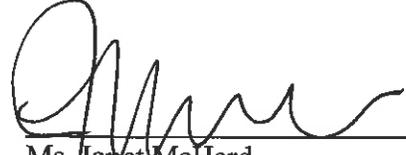
SUBMITTED:



Ms. Linda Bridge
Secretary to the Board

Date: October 16, 2013

READ AND APPROVED:



Ms. Janet McHard
Chairperson of the Board