



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

Regular Meeting

Wednesday, December 19, 2012 (MST)

Manuel Cordova Conference Room

1840 University Blvd SE

Albuquerque, NM 87106

**1. Call to Order**

The meeting was called to order by Chairperson Stephen J. Vogel at 12:06 p.m.

**2. Roll Call**

**AHABHC MEMBERS PRESENT**

Ms. Janet M. McHard (Certified Public Accountant Member)

Ms. Rebecca Chavez (Resident Member)

Mr. Stephen J. Vogel (Chairperson)

**AHABHC MEMBERS ABSENT**

Ms. Roxanne Rivera-Wiest (Member), Excused

A quorum was present to conduct business.

**STAFF PRESENT**

Ms. Linda Bridge, Incoming Executive Director, AHA

Mr. Andrew Estocin, Associate Director, AHA

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

Ms. Janice Wright, Housing Paralegal, COA Legal Dept.

Ms. Evett Birdsong, Executive Assistant, AHA

**3. Approval of Minutes**

**Comments from Chairperson Vogel about the proper method for staff to draft the minutes of Board meetings and the proper timeline for the documents to be submitted to the Board for review and approval**

Under the NM Open Meetings Act, a draft edition of the meeting minutes needs to be sent by AHA staff to AHA Board within 10 working days of when the Board meeting was held. The Board members need time to review the minutes before they vote on them at the next Regular Meeting of the Board.

Additionally, the Report of the Secretary, and all other handouts, needs to be prepared a least a day in advance of the meeting. Those documents need to submit to the Board members at least a day before the meeting occurs, if at all possible.

47 The AHA Board Information webpages needs to be kept up to date. All of the  
48 Board Meeting agendas and minutes and adopted Resolutions need to be  
49 posted on the webpage. The attached exhibit for Resolution 2011-8 is missing  
50 and needs to be added.

51  
52 The full descriptive title of each resolution needs to be added to the webpage.  
53 Please don't just list the resolution by number only since that makes it hard to  
54 find specific items.

55  
56 Links need to be uniform in design.

57  
58 **Approval of Minutes of the Board of Housing Commissioners Special**  
59 **Meeting October 15, 2012**

60  
61 Member Chavez moved to approve the minutes as written for the Special  
62 Meeting held on October 15, 2012. The motion was seconded by Member  
63 McHard. The motion carried by a 3-0 vote.

64  
65  
66 **Approval of Minutes of the Board of Housing Commissioners Regular**  
67 **Meeting October 17, 2012**

68  
69 Member Chavez moved to approve the minutes as written for the Regular  
70 Meeting held on October 17, 2012. The motion was seconded by Chairperson  
71 Vogel. The motion carried by a 2-0 vote, with 1 abstention (by Member  
72 McHard who had not attended the October 17, 2012 meeting).

73  
74 **Approval of Minutes of the Board of Housing Commissioners Special**  
75 **Meeting November 07, 2012**

76  
77 Member Chavez moved to approve the minutes as written for the Special  
78 Meeting held on November 07, 2012. The motion was seconded by Member  
79 McHard. The motion carried by a 3-0 vote.

80  
81 **Approval of Minutes of the Board of Housing Commissioners Regular**  
82 **Meeting November 20, 2012**

83  
84 Member McHard moved to approve the minutes as written for the Regular  
85 Meeting held on November 20, 2012. The motion was seconded by Member  
86 Chavez. The motion carried by a 3-0 vote.

87  
88 **4. Bills and Communications**

89  
90 **a) Letter of Resignation, Thomas D. Growney resigned from the Board on**  
91 **Nov. 27, 2012.**

92  
93 Chairperson Vogel announced that Vice Chairperson Thomas D. Growney  
94 had formally resigned his position on the Albuquerque Housing Authority  
95 Board of Housing commissioners (AHABHC) as of November 27, 2012.  
96 Assistant City Attorney Brian Eagan stated that the Mayor's office was

97 now actively looking for a replacement. Mayor Berry will nominate a  
98 replacement. No motion was taken on this item.  
99

100 **b) Explanation of the Appointment Process for a new member of the**  
101 **Board**

102  
103 Brian Eagan explained the appointment process and answered questions  
104 from Members of the Board. No motion was taken on this item.  
105

106 **c) Report of the Secretary – Andrew Estocin, Associate Director**  
107 **(as the substitute for Linda Bridge, Executive Director)**  
108

109 Andrew Estocin presented the attached November 2012 Report of the  
110 Secretary and answered questions about the Report from Members of the  
111 Board. Member McHard requested a copy of the critical deadline calendar  
112 for AHA, including: submission of grant application deadlines, grant  
113 spending reporting deadlines and a listing of the various types of grants  
114 that AHA receives be added to the secretary report.  
115

116 Member McHard moved to accept receipt of the Report. The motion was  
117 seconded by Member Chavez. The motion carried by a 3-0 vote.  
118

119 **5. New Business**  
120

121 **a) Election of Board Chairperson**  
122

123 Member Chavez moved to elect Member McHard as new Chairperson.  
124 Member McHard accepted the appointment. The motion was seconded by  
125 Chairperson Vogel. The motion was carried by a vote of 3-0.  
126

127 **b) Election of Board Vice Chairperson**  
128

129 Chairperson Vogel moved to elect Member Rivera-Wiest as new Vice  
130 Chairperson. Member Rivera-Wiest accepted the appointment prior to this  
131 meeting. The motion was seconded by Member McHard. The motion was  
132 carried by a 3-0 vote.  
133

134 **c) Resolution 2012 - 15 - Setting the Official List of Regular Meeting dates**  
135 **of the AHA Board for the year 2013**  
136

137 Member McHard moved to approve Resolution 2012-15, *Setting the Official*  
138 *List of Regular Meeting dates of the AHA Board for the year 2013*. The  
139 motion was seconded by Member Chavez and the motion was carried by a  
140 vote of 3-0.  
141

142 **d) Resolution 2012 - 16 - Notice Requirements for Meetings of the Board in**  
143 **2013**  
144

145 Chairperson Vogel offered a minor floor amendment to Resolution 2012-16.  
146 He moved to amend page 4, line number 14 to remove [Senior Office] and  
147 replace it with Executive Assistant. The amendment was approved.

A motion was made to approve the amended Resolution 2012 - 16 - *Notice Requirements for Meetings of the Board in 2013*, as amended, by Member McHard. The motion was seconded by Member Chavez. The motion was carried by a vote of 3-0.

**e) Resolution 2012-17 – Memorandum of Understanding (MOU) with the City of Albuquerque, for provision of administrative support services**

Member Chavez moved that the Board defer taking action on Resolution 2012-17 “*Memorandum of Understanding (MOU) with the City of Albuquerque, for provision of administrative support services*” for a future meeting. The motion was seconded by Member McHard. The motion was carried by a vote of 3-0.

**f) Memorial 2012 - 1 - Expressing Gratitude to Commissioner Thomas D. Growney for his dedicated service to the people of Albuquerque**

A motion was made to approve Memorial 2012 - 1 - *Expressing Gratitude to Commissioner Thomas D. Growney for his dedicated service to the people of Albuquerque*, by Member McHard. The motion was seconded by Member Chavez. The motion was carried by a vote of 3-0.

**g) Memorial 2012 – 2 - Expressing Gratitude to Interim Executive Director Robin Dozier Otter for her dedicated service to the people of Albuquerque**

A motion was made to approve Memorial 2012 - 2 - *Expressing Gratitude to Interim Executive Director Robin Dozier Otter for her dedicated service to the people of Albuquerque*, by Member Chavez. The motion was seconded by Member McHard. The motion was carried by a vote of 3-0.

**6. Public Comment**

There was no public comment.

**7. Other Business**

The next Regular Meeting of the Board will be on Wednesday, January 16, 2013 at 12 Noon in the AHA office building, in the Manuel Cordova Conference Room, at 1840 University Blvd SE, Albuquerque, New Mexico 87106.

Possible future Agenda items may include (but are not limited to):

- a) Approval of Section 8 Housing Choice Voucher Program Payment Standards for 2013
- b) Approval of Low-Rent Public Housing Program Flat Rent charges for 2013
- c) Approval of AHA Program participant Utility Allowance Schedules for 2013
- d) Swear in a new member of the Board to fill vacant position (volunteer member will be appointed by Mayor Richard J. Berry, with the advice and consent of the City Council, to serve a full five year term of public office – from 12-1-2012 to 11-30-2017)

- e) The customized occupancy report, and the need to close the waiting list to new applicants

## 8. Adjournment


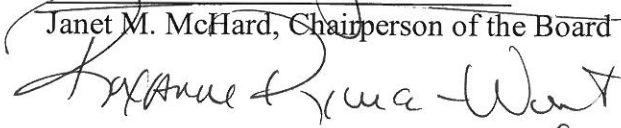
There being no further business to be brought before the Board, Member McHard moved to adjourn the meeting at 12:59 p.m. The motion was seconded by Chairperson Vogel. The motion carried by a 3-0 vote.

### SUBMITTED:

  
Linda Bridge, Secretary to the Board

Date: January 14, 2013

### READ AND APPROVED:

  
Janet M. McHard, Chairperson of the Board  
  
Anne & Yma Went  
Vice Chair