



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

Minutes of the AHA Board of Housing Commissioners

Regular Meeting
Wednesday, May 16, 2012 (MDT)
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. with three members present. A quorum was present to conduct business.

2. Roll Call

AHABHC MEMBERS PRESENT

Ms. Rebecca Chavez (Resident Commissioner)
Ms. Roxanne Rivera-Wiest (Member)
Mr. Stephen J. Vogel (Chairperson)

AHABHC MEMBER ABSENT

Mr. Tom Growney (Vice Chairperson)

RECENTLY APPOINTED MEMBER TO BE SWORN IN

Ms. Janet M. McHard, Certified Public Accountant (CPA)

STAFF PRESENT

Ms. Evett Birdsong, Executive Assistant
Ms. Robin Dozier Otten, Interim Executive Director, Albuquerque Housing Authority
Mr. Brian Eagan, Assistant City Attorney, COA Legal Dept
Ms. Janice Wright, Housing Paralegal, COA Legal Dept.

3. Old Business

Chairperson Vogel stated that Pursuant to a City of Albuquerque Executive Communication the Albuquerque Housing Authority Board of Housing Commissioners (AHABHC) welcomed Ms. Janet M. McHard, Certified Public Accountant (CPA), to serve on the AHA Board of Housing Commissioners. Ms. McHard fills the vacancy created on January 3, 2012 by the resignation of Brandi Riddle, CPA. Ms. McHard was nominated on March 26, 2012 to serve by Mayor Richard J. Berry and then confirmed by a unanimous vote of the City Council.

4. Administration of the Oath of Office

Ms. McHard was sworn into office as a Housing Commissioner on May 16, 2012 @ 12:07 p.m.

Oath of Office for a Commissioner of the Albuquerque Housing Authority

I, **Janet M. McHard**, DO SOLEMNLY SWEARⁱ That I will support and defend the Constitution and Laws of the United States of America, and the Constitution and Laws of the State of New Mexico, and the Charter, Ordinances and Resolutions of the City of Albuquerque, New Mexico, and the Rules of Conduct of the Albuquerque Housing Authority Board of Housing Commissioners, against all enemies foreign and domestic, and that I take this obligation freely, and that I will faithfully and impartially discharge the duties of the office that I am about to enter to the best of my judgment and abilityⁱⁱ, SO HELP ME GOD.

ⁱ NMSA 1978, § 14-13-1 (1941)

ⁱⁱ N.M. Const. art. XX, §1.

Ms. Otten stated that the Albuquerque Housing Authority is pleased to welcome the newest member of our Board of Commissioners, Ms. Janet M. McHard. Ms. McHard fulfills the legislative requirement (see City of Albuquerque Resolution 2010-97, Sec. 5, Part A) that the AHA Board have a Commissioner who is a CPA.

5. Approval of Minutes for Regular Meeting April 18, 2012

Member Rivera-Wiest moved to approve the minutes as written, with no amendments. The motion was seconded by Member Chavez and the motion was carried by a vote of 3-0. Member McHard abstained from voting and stated that she was not present at the April 18, 2012 Regular Meeting.

6. Bills and Communications

Report of Secretary to the Board – Robin Dozier Otten

Interim Executive Director Robin Dozier Otten announced to the Board Members that there were personnel changes at AHA in the last month; Ms. Leona Martinez, Fiscal Officer, retired, Mr. Sam Vivian, Deputy Director, resigned, Ms. Charley Salas-Ramos, Public Housing Supervisor and Intake Office Supervisor transferred out to become the Manager of John Marshall Health and Social Services Center, in the City's Department of Family and Community Services. Additionally, Tom Portillo has been moved from Building Maintenance Coordinator to the Senior Project Coordinator position that Clair LeFebre has recently vacated. Ms. LeFebre has left AHA and moved out of state to take a new job. Also, Ms. Otten explained, she has met twice with all AHA staff, and has met individually with AHA and Adecco (temporary) staff to listen to staff ideas and concerns, and invited Dr. Julia Bain from the City Employee Health Program to visit AHA. Dr. Bain recently

provided two voluntary team building meetings for all staff to attend, of which some staff took advantage. Additionally, our Chairperson Vogel, staff representatives of the U.S. Department of Housing and Urban Development (HUD) and Ms. Otten met with Albuquerque City Councilors during a City Council study session on April 20, 2012. They discussed the pros and cons of the changes that have occurred and those that are planned for AHA, and how to continue the path of transitioning the AHA to an high performing, autonomous Public Housing Authority (PHA). Ms. Otten has also met recently with other local Public Housing Authority Executive Directors including the Director of the Bernalillo County Housing Department, for helpful direction on how to better run our housing assistance programs at AHA. Lastly, today, the interviews are taking place for the new Associate Director position which is expected to be filled within the next few weeks.

Ms. Otten explained that changes are being made to the format of the monthly Report of the Secretary, including good news from the AHA (success stories), a customized occupancy report, a year to date budget versus actual report, and an overall budget issues report. Additionally, Ms. Otten is preparing a critical deadline calendar which will include the responsible party for completing each specific task. Ms. Otten asked that the AHABHC let her know if they would like to see other items included in the monthly Report of the Secretary.

Chairperson Vogel requested that Ms. Otten not verbally present and read through the printed Secretary's Report to the Board each month regarding Section 8 and Public Housing Program vacancies and spending, unless there was a major change on the numbers. Members indicated that they are reading the written report that is sent to them each month before the meetings, so the verbal presentation of that same written material is simply unnecessary repetition of the statistics.

Member McHard requested a copy of the critical deadline calendar for AHA, including: submission of grant application deadlines, grant spending reporting deadlines and a listing of the various types of grants that AHA receives.

Ms. Otten informed the Board that the new monthly report of the Secretary to the Board will be at an executive level and the plan for the revised report format is to include all the information mentioned at this meeting.

A Receipt be Noted Motion was made regarding the report of the Secretary and Member McHard moved to approve the motion. The motion was seconded by Member Chavez and the motion was carried by a vote of 4-0.

7. Public Comment

There was no public comment. No one signed up to speak.

8. Consent Agenda

Ms. Otten requested that the AHABHC discuss how to expedite a search for the next Executive Director for the AHA and for the AHABHC to be responsible for the hiring.

A motion was made by Member McHard to appoint Ms. Otten to conduct the search for the next Executive Director. The motion was seconded by Member Chavez and carried by a vote of 4-0

11. New Business

There was no new business.

12. Other Business

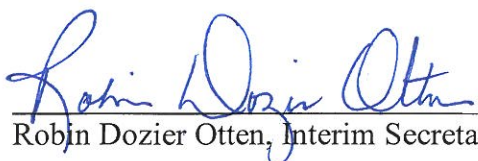
Chairperson Vogel announced that the field trip to visit the AHA Public Housing Program properties should be tentatively scheduled for Saturday, June 2, 2012 and requested for Interim Executive Director Otten to assign an employee to conduct the walkthrough with the Board Members. The tour will be conducted as a Special Meeting of the Board of Housing Commissioners. This Special Meeting will be open to observation by the media and the public. advance written notice of the Special Meeting date, time and location will be provided to the public.

13. Announcement:

- a) The next regular meeting of the Board will be June 20, 2012 with a tentative special meeting for June 2, 2012.
- b) Member McHard announced that she will participate via telephone for the next regular meeting on June 20, 2012.

There being no further business to be brought before the Board, a motion was made by Member Chavez to adjourn the meeting at 12:30 p.m. The motion was seconded by Member Rivera-Wiest, and carried by a vote of 4-0.

SUBMITTED:


Robin Dozier Otten, Interim Secretary

READ AND APPROVED:


Stephen J. Vogel, Chairperson of the Board

Date: 7/27/12