



## **ALBUQUERQUE HOUSING AUTHORITY**

*"Improving quality of life through housing opportunities"*

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

Regular Meeting

Wednesday, June 20, 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 12:07 p.m. with three members present. A quorum was present to conduct business.

#### **2. Roll Call**

##### **AHABHC MEMBERS PRESENT**

Ms. Roxanne Rivera-Wiest (Member)

Mr. Stephen J. Vogel (Chairperson)

Ms. Janet M. McHard, Certified Public Accountant (Member) (Via Telephone)

##### **AHABHC MEMBER ABSENT**

Mr. Tom Gowney (Vice Chairperson), Excused

Ms. Rebecca Chavez (Resident Commissioner), Excused

##### **STAFF PRESENT**

Ms. Robin Dozier Otten, Interim Executive Director, Albuquerque Housing Authority

Mr. Andrew Estocin, Deputy Director, AHA

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

Ms. Ellen O'Brien, Housing Paralegal, COA Legal Dept.

Ms. Evett Birdsong, Executive Assistant

Ms. Denae Calderon, Intern, COA Legal Dept.

#### **3. New Business**

##### **Resolution 2012-10 – approval of AHA Operating Budget for FY 2013 (Form HUD 52574)**

A motion was made by Chairperson Vogel to amend the meeting agenda to move item 8 to the top of the agenda, for immediate action by the Board, so that Ms. McHard could participate in the discussion and vote. Member McHard needed to leave the meeting at 12:45 p.m. to catch an airplane flight. Member Rivera-Wiest moved to approve the change in the agenda and the motion was seconded by Member McHard and the motion was carried by a vote of 3-0.

Ms. Leona Martinez, the recently retired AHA Fiscal Officer appeared before the Board by telephone. She responded to questions from the Board

members about the Budget. Ms. Otten explained this budget had no changes since Ms. Martinez prepared it, before she retired in 2012, and that the deadline to submit this Budget to the U.S. Department of Housing and Urban Development (HUD) for review, to avoid loss of federal grant funding from HUD, is July 1, 2012.

No Motion was made to approve the Operating Budget. Instead, Member McHard moved, and Member Rivera-Wiest seconded that the Board defer taking action on the item for one week, to allow more time for the Board to carefully read and consider the Budget before voting on it. Chairperson Vogel then agreed to call a Special Meeting of the Board to allow them to meet to vote take action on the proposed Budget. Chairperson Vogel tentatively set the Special Meeting date for June 28 at 12:00 p.m. though the date could be changed to ensure that a quorum of Board Members would be able to attend the Special Meeting of the Board. The Motion to defer taking action on the Budget was carried by a vote of 3 to 0.

#### **4. Announcements:**

The Board then welcomed Mr. Andrew Estocin, the new Associate Director for the Albuquerque Housing Authority. He replaces Sam Vivian, who retired earlier in March 2012.

A retirement award plaque was formally presented to Ms. Leona Martinez, for her 25 years of service to the City of Albuquerque. Ms. Martinez retired from the position of Fiscal Officer of AHA.

#### **5. Approval of Minutes of the Board of Housing Commissioners regular meeting May 16, 2012 & Board of Housing Commissioners special meeting June 2, 2012**

Member McHard moved to approve the minutes as written for the regular meeting on May 16, 2012, with no amendments. The motion was seconded by Member Rivera-Wiest and the motion was carried by a vote of 3-0.

Member McHard moved to approve the minutes as written for the special meeting on June 2, 2012, with no amendments. The motion was seconded by Chairperson Vogel. Member Rivera-Wiest abstained from voting on this motion since she did not attend the meeting (field trip - tour) on June 2, 2012. The motion was carried by a vote of 2-0 with 1 abstention.

#### **6. Bills and Communications**

Report of the Secretary – Robin Dozier Otten, Interim Executive Director

Ms. Otten is continuing to put together the changes on the Report of the Secretary and has sought the assistance of Mr. Estocin on these modifications and will report the updates on the following:

- a) The good news from the AHA (i.e. people who were housed as priority, Family Self Sufficiency (FSS) program graduates, milestones, achievements, etc.).
- b) The customized occupancy report.

- c) The response from Fiscal Department to the Board's request for a year to date budget vs. actual budget report. That report is not yet available, however the firm of Casterline & Associates will assist AHA staff with creating it this summer.
- d) Update on response from Fiscal Department on overall budget issues.
- e) Update on the critical deadline calendar (i.e. HUD, VMS, etc.) and who is the party responsible for completing these tasks.

**7. Public Comment**

There was no public comment.

**8. Consent Agenda**

There were no items on the consent agenda.

**9. Old Business**

Update on the search for a new Executive Director. An advertisement was sent to the Albuquerque Journal for publication and a public notice was placed on the City of Albuquerque website.

**10. Other Business**

No Regular Meeting of the Board is currently scheduled for July 2012 (usually the month of July is the annual summer recess for vacations and auditing). See Resolution 2011-13, Exhibit A.

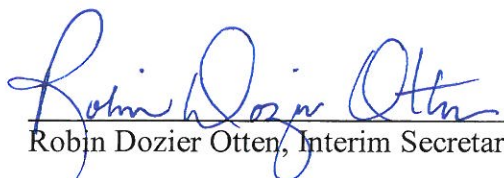
A Special Meeting will possibly be held on Wednesday, July 18, 2012 at 12 Noon at the AHA office. Topic: to considering hiring of a new Executive Director. This is a tentative date for this meeting, and it might change in the future.

The next Regular Meeting of the Board will be on Wednesday, August 15, 2012 at 12 noon in the AHA office building, in the Manuel Cordova Conference Room, at 1840 University Blvd SE, Albuquerque, New Mexico 87106.

**11. Adjournment**

There being no further business to be brought before the Board, a motion was made by Member Rivera-Wiest to adjourn the meeting at 12:40 p.m. The motion was seconded by Member McHard and carried by a vote of 3-0.

**SUBMITTED:**

  
Robin Dozier Otten, Interim Secretary

**READ AND APPROVED:**

  
Stephen J. Vogel, Chairperson of the Board

Date: