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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
MESILLA VALLEY PUBLIC HOUSING AUTHORITY**

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May 10, 2016

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The regular meeting of the Board of Commissioners of the Mesilla Valley Public Housing Authority was held in the Main Conference Room located at 926 S. San Pedro Street, Las Cruces, New Mexico 88001.

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**1. CALL TO ORDER**

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Chairman Bardwell called the meeting to order at 9:08 a.m.

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**2. ROLL CALL**

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**MEMBERS PRESENT:** Elizabeth Bardwell, Chair  
Annaliza Gourneau, Vice Chair (by phone)  
Felix Cordero, Commissioner  
Shelly Sanders, Commissioner

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**MEMBERS ABSENT:** None

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**STAFF PRESENT:** Juan Olvera, Executive Director  
Jesse Padilla, Deputy Director  
Lee Montague, Mod/Maintenance Manager  
Laura Ramos, Accountant  
Jaclyn Leyva, HCV Manager  
Christine Gonzalez, Office Manager

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**GUESTS:** Attorney Blumenfeld, Mendel Blumenfeld Law Firm  
Eve Lara, President, Resident Council  
Rosaura Prater, Vice President, Resident Council  
Lilly Marquez, Sgt At Arms, Resident Council  
Martin Delgado, Treasurer, Resident Council  
Olivia A. Gibson, Guest

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**3. WELCOME AND INTRODUCTIONS**

Chairman Bardwell welcomed everyone to the meeting.

Ms. Christine Gonzalez introduced Ruben Najera as the new Maintenance Aide A for the Maintenance Department. He began employment on April 25, 2016 and previously worked for Days Inn Hotel and Jack Curry Homes.

Vice Chair Gourneau was then asked to introduce the members of the Resident Council who were elected as the new officers. Those in attendance were: Eve Lara, President; Rosaura Prater, Vice President; Martin Delgado, Treasurer; and Sgt. at Arms, Lilly Marquez. Vice Chair Gourneau extended her thanks to the members and stated that

1 she is excited and enthusiastic about the new Resident Council and is looking forward  
2 to having the Resident Council work with the Board. Chairman Bardwell also thanked  
3 the Resident Council members and asked if they could please provide the dates of their  
4 meetings in order to attend when the Board's schedules permit.

#### 5 6 **4. PUBLIC INPUT**

7  
8 Chairman Bardwell asked if there was any public input. There was no public input.  
9

#### 10 **5. CONFLICT OF INTEREST**

11  
12 Chairman Bardwell asked if any Commissioner or staff member had any known conflict  
13 of interest with any item on the agenda. No one had any comments regarding a conflict  
14 of interest.  
15

#### 16 **6. APPROVAL OF REGULAR AGENDA**

17  
18 Chairman Bardwell asked for a motion to approve the Regular Agenda. Commissioner  
19 Sanders made a motion to approve the Regular Agenda. The motion was seconded by  
20 Commissioner Cordero.  
21

22 Chairman Bardwell – aye  
23 Vice Chairman Gourneau – aye  
24 Commissioner Cordero – aye  
25 Commissioner Sanders - aye  
26

27 The motion to approve the Regular Agenda was approved by 4 aye votes.  
28

29 **7. CONSENT AGENDA** – Those items on the Agenda Indicated by an Asterisk (\*) are  
30 on the Consent Agenda and will be voted on by one motion. **N/A**  
31

#### 32 **8. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND** 33 **OF SPECIAL MEETINGS, IF ANY**

- 34
- 35 • **Approval of the Minutes from a Regular Meeting of April 19, 2016**
- 36

37 Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of April  
38 19, 2016. Commissioner Sanders made a motion to approve the Minutes of the  
39 Regular Meeting of April 19, 2016, and the motion was seconded by Commissioner  
40 Cordero. Chairman Bardwell then asked if there was any discussion. There was no  
41 discussion and a vote was taken.  
42

43 Chairman Bardwell – aye  
44 Vice Chairman Gourneau - aye  
45 Commissioner Cordero – aye  
46 Commissioner Sanders - aye  
47

48 The motion to approve the Regular Board Meeting Minutes of April 19, 2016 was  
49 approved by 4 aye votes.  
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1 **9. RESOLUTIONS**

2  
3 N/A

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5 **10. UNFINISHED BUSINESS**

- 6  
7 • **Update – Letter to HUD re: SEMAP Confirmatory Review**

8  
9 Ms. Leyva stated that she had sent a draft response to Mr. John Tellez in regards to the  
10 draft SEMAP Confirmatory Review letter but has not heard back at this time.

11  
12 She also stated that the Board stated in March they would be preparing a response to  
13 Floyd Duran, HUD, regarding the length of time it has taken to get a response from Mr.  
14 Tellez on SEMAP, but nothing has been received from the Board to finalize the letter to  
15 Mr. Duran.

- 16  
17 • **Comments on Personnel Policy**

18  
19 Chairman Bardwell asked if any Commissioners had any comments or changes to the  
20 Personnel Policy that had been given to them for their review. Chairman Bardwell had  
21 the following comments:

22  
23 **Section 2.4 Reporting Harassment, Discrimination or Retaliation** – she  
24 asked that language be included to clarify what the expectations are and if  
25 employee is a witness, or the person reporting the incident.

26  
27 **Section 4.2 Merit Pay Increase** – Include language on what the scale will be.  
28 Also include language that employees are eligible for a merit pay increase based  
29 on the performance evaluation and constrained to the budget.

30  
31 Chairman Bardwell also asked that consideration be given to changing the amount of  
32 the merit increase as follows:

33  
34 3.1 - 3.5 = 1%  
35 3.5 - 4.0 = 2 %  
36 4.0 - 4.5 = 3%  
37 4.6 - 5.0 = 4%

38  
39 **Section 4.3 Incentive Pay** – Include language on what incentive pay is being  
40 provided for.

41  
42 **Section 4.7 Rest Breaks** – Include language to provide a minimum of a 10-  
43 minute break for every 4 hours worked. Executive Director Olvera explained that  
44 the break needs to be approved by the Manager so the time can be monitored.

45  
46 **Section 4.9 Overtime for Non-Exempt (Hourly-Paid) Employees** – Include  
47 language that overtime will be paid at 1 ½ times the employee's rate of pay.  
48  
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1 **Section 5.1 Holidays** – Chairman Bardwell had a question on the flexible days  
2 noted in this section. Mr. Olvera explained that we had moved some of the  
3 holidays throughout the year to the last week of the year in order to be able to  
4 close the Housing Authority during the last week between Christmas and New  
5 Year’s holiday.  
6

7 **Section 5.4 Sick Leave** – *subsection d. Minimum Sick Leave Increments.*  
8 Chairman Bardwell had a question on the sick leave policy being done in  
9 increments of two hours. Executive Director Olvera explained that this meant  
10 anyone request Sick Leave would have to request at least two hours off at a  
11 time, not 30 minutes or one hour. Time requested will need to be in two hour  
12 increments.  
13

14 **Section 6.14, Fraternalization Policy, subsection b. Social Relationships and**  
15 **Dating Between Employees, page 20, it is stated that Dating or other**  
16 **nonbusiness social relationships between supervisors and employees can lead**  
17 **to claims of favoritism, discrimination or even sexual harassment, and *should be***  
18 **avoided.**  
19

20 **Section 2.3 Unlawful Harassment Prohibited, subsection a. Sexual**  
21 **Harassment, it states “...In order to avoid the possibility of work-related sexual**  
22 **harassment, romantic relationships between a supervisor and a subordinate are**  
23 **strictly prohibited.”** Chairman Bardwell questioned if the two sections, Section  
24 6.14 and Section 2.3 noted above, should both say the same, either it is strictly  
25 prohibited or should be avoided.  
26

27 Would like to add language regarding Reasonable Accommodations, language  
28 on Domestic Abuse Leave, Time off to vote, Vehicle Use, Employment of  
29 Relatives, Cell Phone Policy, and Safety and Security. Chairman Bardwell is  
30 requesting that language be added in from the current Employee Procedures  
31 Manual.  
32

33 **• Reschedule Tour of El Paso Properties**  
34

35 The El Paso tour of properties for Wednesday, May 11, 2016 was cancelled and will be  
36 rescheduled to a date in August 2016. Executive Director Olvera stated we had  
37 received two RSVP’s, one from the Dona Ana County Manager and another from the  
38 Community Development Department. Therefore, it was decided to reschedule the tour  
39 for a future date. Chairman Bardwell asked what they as Commissioners could do to  
40 reach out and get more participation. Ms. Gonzalez was asked to send an email with  
41 available dates in August to the commissioners for their selection of a new date.  
42

43 Commissioner Sanders was asked to give a summary of her trip to Washington, D.C.  
44 and report at the next Board meeting.  
45

46 **11. NEW BUSINESS**  
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- 48 **• Presentation by Legal Counsel** – Attorney Robert Blumenfeld, Mendel  
49 Blumenfeld Law Firm  
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1 Mr. Blumenfeld gave a presentation to the Board members on the topic of Documenting  
2 Board Action and Handling Complaints. His overview included the following topics:

- 3
- 4 ❖ Written Resolutions of Board Action: Overview
- 5 ❖ Annual Contributions Contract (ACC); Documenting Board Action;
- 6 ❖ New Mexico Law: Documenting Board Action;
- 7 ❖ New Mexico Law: Posting the Agenda and Backup Material
- 8 ❖ Procurement: Documenting Board Action
- 9 ❖ Organizational Benefits; Direction;
- 10 ❖ Organizational Benefits: Transparency;
- 11 ❖ Organizational Benefit: Protection;
- 12 ❖ Organizational Benefit: Historical Information;
- 13 ❖ Organizational Benefit: Strategic Planning;
- 14 ❖ Handling Complaints Made to Board members;
- 15

16 Attorney Blumenfeld also provided the Board with sample responses to complaints  
17 directly made to Board members, etc.

- 18
- 19 • **Presentation of Budget** – Executive Director Olvera made a presentation to the  
20 Board on the Fiscal Year 2017 Budgets including the following:
- 21

- 22 ❖ Public Housing Budget;
- 23 ❖ Burley Court Budget;
- 24 ❖ Housing Choice Voucher Program Budget – lease up has been increasing  
25 and administrative fees should increase. Have been able to increase staffing  
26 from the previous years;
- 27 ❖ Business Activities Budget; and
- 28 ❖ Developer Fees Budget
- 29

- 30 • **Date of June Board Meeting**
- 31

32 Rescheduling of the June Board meeting was briefly discussed; however, it was  
33 decided by the Board members that the meeting date would remain as is scheduled for  
34 June 21, 2016 at 9 a.m.

- 35
- 36 • **Management Reports**
- 37

### 38 Accountant's Monthly Report

39 The following was included in the Accountant's report for this month:

40  
41 Ms. Ramos included financial statements to the Board members through March 2016,  
42 the ninth month of Fiscal Year 2016, July 2015 through June 2016.

43  
44 She also included in her report the Financial Condition Indicators which are indicated as  
45 follows:

46  
47 Financial Indicators through March 31, 2016.  
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- The Employee Recognition program for 2016 is in the works and we are looking at possibly holding the event in September 2016. As we draw closer to the date, more information will be made available.

### Housing Choice Voucher Manager Monthly Report

For her May Board Report, Ms. Leyva included the following:

- A VMS Audit was completed on site April 11-15, 2016 by HUD with a report expected within 45 days. The HCV reporting procedures have been revised and implemented based on their recommendations of retaining documentation records on the date of the VMS submission.
- The 2017 FSS Grant has been submitted through Grants.gov for approval.
- Money Smart Week classes were held April 23-30, 2016, and MVPHA had a minimal turnout with 14 participants total for all 9 classes offered. We will continue to offer the classes throughout the year with an RSVP required from attendees.

Chairman Bardwell asked Ms. Leyva how the classes went. Ms. Leyva stated that many of the participants were requesting evening classes and if briefings could be 30- to 45- minute classes. A survey was also done on what participants may want to see next year.

- The HCV staff completed HTVN Trainings in April which consisted of Americans with Disabilities Act in Practice.
- QC file review has been completed through November 2015 and continues daily to ensure file quality is accurate with the addition of file checklists and procedures in place. With the addition of Norma Amador as the QC Specialist, we expect to be reviewing files within 30 days as of June 1, 2016.
- HCV procedures continue to be reviewed to increase efficiency and HCV Specialist production and HCV Procedural Manual has been completed and will be reviewed in depth with all HCV staff at our next department meeting on May 15, 2016.
- TenMast has completed a cleanup to assign the correct voucher types to several special program vouchers and correctly identify them through our VMS reporting by April. This has been identified as a migration issue from May 2015. Once PIC has updated their system for April, we can ensure all vouchers are properly tied to the VMS project types.
- PIC Submission rate is 101.79% for the month of April.
- HCV Manager and HCV Specialist, Rosemarie Ortiz, continue to work with our Community Partner, Cecilia Rosales with CYFD, to fill our Family Unification Program Vouchers and meet on a monthly basis to review all pending cases and discuss new applicants. We currently have 8 vacancies and hope to have them filled by the end of May with our current pool of applicants.

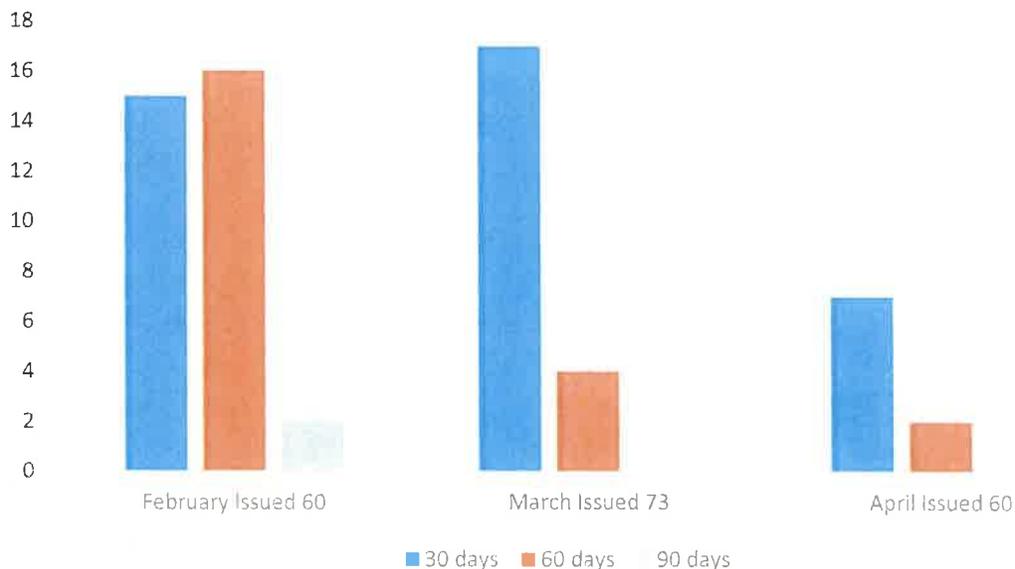
1           ○ On April 14, 2016, we received a letter from the Law Office of J. Preston  
2           Paschall asking that we reconsider our decision in reference to her  
3           applicant based on past criminal drug activity. We have forwarded this  
4           along with all documentation to our attorney for a response.

- 5
- 6           • We have a new VA coordinator, David Lavette, who will be working with Denise  
7           Emery here at MVPHA in conjunction with the VASH program.
- 8
- 9           • Landlord Orientations have been scheduled for June 15 and 16 and will continue  
10           on a quarterly basis going forward.
- 11

12 Ms. Leyva report on the April HCV Production by stating that they had 125 annuals, 17  
13 interims, 16 moves, 15 terminations and 5 owner/changes which were processed. Also,  
14 for the April Waiting List Pull – Lottery 3 applicant appointments are now complete and  
15 in process – 0 appointments scheduled, 100 backgrounds conducted and 44 wait list  
16 removals completed.

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18 Ms. Leyva discussed her voucher issuance success rate and the Family Self-Sufficiency  
19 2016 enrollment.

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23           Voucher Issuance Success Rate



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44 Ms. Leyva also discussed the Family Self Sufficiency 2016 Enrollment which brings the  
45 total of participants to 27.  
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## HOUSING CHOICE VOUCHER (HCV) PROGRAM

	<b>Dec-14</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>	<b>Feb 16</b>
<b>Homeownership</b>	17	16	16	16	16
<b>Homeownership HAP</b>	\$7,594	\$7,000	\$6,984	\$6,718	\$ 6,730
<b>2008 and 2009 Family Unification</b>	0	42	39	26	28
<b>2008 and 2009 Family Unification HAP</b>	\$17,394	\$24,847	\$22,945	\$15,189	\$ 16,884
<b>2008 and 2009 Non-Elderly Disabled</b>	97	44	91	96	91
<b>2008 and 2009 Non-Elderly Disabled HAP</b>	\$31,823	\$14,020	\$29,763	\$29,919	\$ 27,937
<b>Portable Vouchers Paid</b>	15	9	10	10	11
<b>Portable Voucher HAP</b>	\$12,138	\$6,824	\$6,846	\$7,475	\$ 8,202
<b>Veteran's Affair Supported Housing (VASH) Voucher</b>	36	49	54	52	50
<b>Veteran's Affair Supported Housing (VASH) HAP</b>	\$16,209	\$17,039	\$19	\$18,237	\$ 17,124
<b>All Other Vouchers</b>	783	1,024	1,002	1,067	1,123
<b>HAP All Other Vouchers</b>	\$360,134	\$445,453	\$435,654	\$461,531	\$482,216
<b>FSS Escrow Deposits</b>	\$1,583	\$1,533	\$2,024	\$2,749	\$ 2461
<b>All Voucher HAP Expenses After the First of Month</b>	\$4,734	\$5,580	\$2,664	\$3,392	\$ 7609
<b>Total Vouchers</b>	<b>978</b>	<b>1,184</b>	<b>1,212</b>	<b>1,267</b>	<b>1,319</b>
<b>HAP Total</b>	\$451,609	\$522,296	\$526,640	\$545,210	\$569,163
<b>Number of Vouchers Under Leased (HAP Contract) on the last day of the Month</b>	1,030	1,178	1,196	1,199	1,186
<b>New vouchers issued but not under HAP contracts as of the last day of the month</b>	140	102	136	134	114
<b>Administrative Expense</b>	\$35,342	\$61,525	\$43,891	\$54,112	\$44,413
<b>Net Restricted Assets (NRA) as of the Last Day of the Month</b>	\$230,286	\$229,148	\$182,852	\$193,143	\$197,058
<b>Unrestricted Net Assets (UNA) as of the Last Day of the Month</b>	\$554,222	\$521,825	\$518,308	\$520,770	\$531,795
<b>Cash/Investment as of the Last Day of the Month - Voucher Program Only</b>	\$784,508	\$750,973	\$701,159	\$713,913	\$728,853

1 **Modernization/Maintenance Manager Monthly Report**  
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3 Mr. Montague submitted his report to the Board which included the following:  
4

5 **Projects Currently Underway**  
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- 7
- 8 • Exterior painting of the units in the San Pedro Development has been completed  
9 by O R & L Construction, a local company. This project was funded with 2014  
10 CFP.
  - 11 • The removal of dead trees from all of the Public Housing Developments is in  
12 progress by Certified Maintenance, a local company, with an estimated  
13 completion date in August 2016. This project is funded with 2016 CFP.
  - 14
  - 15 • Another REAC inspection has been scheduled for Burley Court. The new  
16 inspection is scheduled for May 25, 2016 at 8 a.m. We are currently performing  
17 pre-inspections and maintenance.
  - 18
  - 19 • There will be another REAC inspection scheduled for all Public Housing units  
20 scheduled for June 6, 2016. We are currently performing pre-inspections and  
21 maintenance.
  - 22
  - 23 • Heater-to-cooler changeover has been completed.  
24

25 **Future Projects**  
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- 28 • The maintenance staff is currently compiling a list of units in need of new roofs.  
29 Once the list is complete, we will get proposals from companies that have pricing  
30 agreements with the State of New Mexico.
  - 31 • The contract has been signed for the replacement of MVPHA's current phone  
32 system. The company performing on this contract is Altura. They were procured  
33 through the use of the State of New Mexico pricing agreement contract and will  
34 be performing this project in June of 2016.
  - 35
  - 36 • An IFB has been advertised in the Las Cruces Sun News for qualified contractors  
37 to perform grounds maintenance in the San Pedro, Bon Burt and Burley Court  
38 developments. This is a one-year contract beginning July 1, 2016 and ending  
39 June 30, 2017. If the contractor performs well, the contract has two 1-year  
40 options for extensions.  
41

42 **Deputy Director/Housing Programs Manager**  
43

44 Mr. Padilla stated the following in his monthly report:  
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- 46
- 47 • PIC Score – 100% PIC is the HUD Public Information Center where the  
48 Department is required to report all assisted families and all transactions for the  
49 families.  
50

1 Total applications on our:

2  
3 **Public Housing waiting list:**

**Section 8NC**

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5 Zero Bedroom 43 One bedroom 17  
6 One Bedroom 42 Two Bedroom 2  
7 Two Bedroom 37  
8 Three Bedroom 35  
9 Four Bedroom 2  
10 Five Bedroom 0

11  
12 Mr. Padilla also informed the Board of Key Performance Indicators for the month of  
13 December 2015 as follows:

14  
15 • **KEY PERFORMANCE INDICATORS – for April 2016**

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Property	Vacant Units	Occupancy Rate (%)	Work Orders Generated	Open Work Orders	Tenant Account Receivables
Tres Arboles	3	95%	21	0	81.90%
San Pedro Pl	0	100%	21	0	10%
Walnut Grove	5	95%	49	0	94.18%
Jardines Alegres	0	100%	37	0	98.93%
Jardines Verdes	1	98%	18	0	100%
Oak Street	1	95%	4	0	93.18%
Pecos Place	4	80%	3	0	91.16%
Almendra	2	89%	2	0	89.61%

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41 Executive Director Olvera stated that the Housing Authority had looked into a  
42 community center at Pecos Apartments. However, one unit would have to be converted  
43 and the Housing Authority would lose the income. Chairman Bardwell stated she would  
44 like the Housing Authority to look into the benefit for the veterans.  
45

46  
47 **Executive Director's Monthly Report**

48  
49 For April's monthly report, the Executive Director reported on the following:  
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1 • **VACANCY RATES AT TAX CREDIT DEVELOPMENTS**

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4 **Mesilla Valley Public Housing Authority**  
5 **April 2016 - Vacancy Report**

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Property	Marketable Units	Subsidized Units	Vacant Units		Vacancy Rate %		Applicants	Scheduled Move Ins
			March	April	March	April		
Cimmaron I Apartments	59	0	2	0	3.4%	0.0%	76	0
Cimmaron II Apartments	83	0	1	0	1.2%	0.0%	76	0
Desert Palms Apartments	100	0	4	4	4.0%	4.0%	23	1
Falcon Ridge Apartments	71	67	6	6	8.5%	8.5%	21	2
Montana Senior Village I Apartments	48	0	3	1	6.3%	2.1%	13	0
Montana Senior Village II Apartments	84	0	2	4	2.4%	4.8%	17	1
Stone Mountain Place Apartments	84	0	4	3	4.8%	3.6%	52	0
<b>Totals</b>	<b>529</b>	<b>67</b>	<b>22</b>	<b>18</b>	<b>4.2%</b>	<b>3.4%</b>	<b>278</b>	<b>4</b>

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18 • **CAPITAL FUND PROGRAM (CFP)**

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20 Mesilla Valley Public Housing Authority As of Apr 30, 2015

CFP Funding	2013	2014	2015	Total CFP
Total Budget	\$ 261,728	\$260,228	\$286,707	\$808,663
Obligated Funds	\$ 261,728	\$241,951	\$ 22,897	\$526,576
	100%	93%	8%	65%
Obligation Deadline	<b>9/8/2015</b>	<b>5/12/2016</b>	<b>9/1/2017</b>	
Expended Funds	\$ 261,728	\$195,100	\$22,897	\$479,725
	100%	75%	8%	59%
Expenditure Deadline	<b>9/8/2017</b>	<b>6/1/2018</b>	<b>6/1/2019</b>	

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33 HUD OBLIGATION REQUIREMENT MIN OF 90% BY DEADLINE.

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39 Executive Director Olvera also stated that the auditors would be at the Housing Authority on Thursday, May 12, 2016 doing an exit conference on the component units of the Housing Authority.

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43 Executive Director Olvera also presented the Board with the following information on the Financial Indicators:

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45  
46 • **FINANCIAL INDICATORS – PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)**

**Mesilla Valley Public Housing Authority**  
**March 2016 - Financial Indicators**

Property	Debt Service Coverage Ratio		Quick Ratio		MENAR	
	Feb	Mar	Feb	Mar	Feb	Mar
Cimmaron I Apartments	0.98	1.31	0.60	0.54	-0.83	-0.92
Cimmaron II Apartments	0.79	0.75	0.61	0.49	-0.69	-0.94
Desert Palms Apartments	1.11	1.66	0.21	0.21	-3.57	-3.50
Falcon Ridge Apartments	2.79	2.43	1.69	1.30	2.79	1.19
Montana Senior Village I Apartments	1.44	1.32	0.25	0.30	-4.80	-4.72
Montana Senior Village II Apartments	1.30	1.37	0.34	0.36	-2.30	-2.31
Stone Mountain Place Apartments	1.28	0.96	0.37	0.32	-1.55	-1.73
<b>PHAS Standard</b>	<b>≥1.25</b>		<b>≥2.0</b>		<b>≥4.0</b>	

**MENAR - Months Expendable Net Assets Ratio**  
**Measures adequacy of reserves**  

$$\frac{\text{=Current Assets}-\text{Current Liabilities}}{\text{Average Monthly Operating Expenses}}$$

**QUICK RATIO- Measures Liquidity**  

$$\frac{\text{=Current Assets}}{\text{Current Liabilities}}$$

**DSCR - Debt Service Coverage Ratio**  
**Measures capacity to cover debt**  

$$\frac{\text{=Adjusted Operating Income}}{\text{Annual Debt Service}}$$

• **Robledo Ridge**

<b>FINANCIAL INDICATORS - 2016</b>			
<b>ROBLEDO RIDGE</b>			
	Jan-16	Feb-16	Mar-16
<b>VACANT UNITS</b>	4	0	0
<b>VACANCY RATE</b>	6%	0%	0%
<b>MENAR</b>	5.82	5.51	7.02
<b>QUICK RATIO</b>	2.32	2.14	2.53
<b>DSCR</b>	1.74	1.67	1.79

• **Other**

**Component Units Audit**

The onsite exit conference is scheduled for Thursday, May 12, 2016.

1                   **National VA Homeless Office**

2  
3                   A visit to Albuquerque is scheduled for May 10 and 11, 2016 to discuss our  
4                   homeless population, hiring of social workers, possible hiring incentives, our  
5                   community partners and our working relationship with them and our Veterans.  
6

7                   **Family Self-Sufficiency program (FSS)**

8  
9                   On April 20, 2016, we submitted a grant application for funding of the FSS  
10                  Program Coordinator for 2017.  
11

12 **12. EXECUTIVE SESSION closed to the public pursuant to §10-15-1 (H) (2) NMSA 1978 to**  
13 **discuss limited personnel matters.**

14  
15 Vice Chair Gourneau excused herself from the closed Executive Session.  
16

17 Chairman Bardwell asked for a motion to close the Regular Board meeting and go into  
18 Executive Session. Commissioner Sanders made a motion to close the Regular Board Meeting  
19 and go into Executive Session at 10:43 a.m. to review the Performance Evaluation for the  
20 Executive Director. The motion was seconded by Commissioner Cordero. A vote was then  
21 taken.  
22

23 Chairman Bardwell – aye  
24 Commissioners Cordero – aye  
25 Commissioner Sanders – aye  
26

27 The motion to close the Regular Meeting and go into Executive Session was approved with 3  
28 aye votes.  
29

30 A motion to close the Executive Session and return to the Regular Meeting was made by  
31 Commissioner Cordero at 11:45 a.m. The motion was seconded by Commissioner Sanders. A  
32 vote was taken.  
33

34 Chairman Bardwell – aye  
35 Commissioner Cordero - aye  
36 Commissioner Sanders – aye  
37

38 The motion to close the Executive Session and return to the open Regular Meeting was  
39 approved by 3 aye votes.  
40

41 The Board completed the Performance Evaluation process. They wish to ratify the  
42 recommendation for the compensation packet and would like to address at the next Board  
43 meeting.  
44

45 No items were discussed during the closed session that were not identified in Item No. 12 of the  
46 agenda and no action was taken.  
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48 **13. ADJOURNMENT**

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There being no further business, Chairman Bardwell asked for a motion to adjourn.  
Commissioner Cordero made a motion to adjourn. The motion was seconded by Commissioner Sanders. A vote was then taken.

Chairman Bardwell - aye  
Commissioner Cordero - aye  
Commissioner Sanders – aye

Motion to adjourn the meeting was approved by 3 aye votes.

The meeting adjourned at 11:50 a.m.

**SEAL**



**APPROVED BY,**

*for*   
Elizabeth Bardwell, Chairman

**ATTESTED TO BY,**

  
Juan A. Olvera, Secretary