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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
MESILLA VALLEY PUBLIC HOUSING AUTHORITY  
June 21, 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.

**1. CALL TO ORDER**

Chairman Bardwell called the meeting to order at 9:02 a.m.

**2. ROLL CALL**

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

MEMBERS ABSENT: Shelly Sanders, Commissioner

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

GUESTS: William M. Rothengass  
Stanley High

**3. WELCOME AND INTRODUCTIONS**

Chairman Bardwell welcomed everyone to the meeting. Ms. Christine Gonzalez introduced Daisy Zavala, the new Rental Assistance Specialist who was hired for the Public Housing Department. Ms. Zavala began employment on June 6, 2016 and previously worked for Kelly Services. She has some experience with us as she was assigned to our Admissions Department for the HCV Program while under Kelly Services.

**4. PUBLIC INPUT**

Chairman Bardwell asked if there were any comments from the public and Mr. Stanley High asked to address the Board. Mr. Stanley High, a resident under our Public Housing program, came in to give the Board of Commissioners an update on what goes on in the public housing units. He stated he has been on Public Housing for approximately 5 years and has seen a lot of drug dealing and fraud in his area. He has submitted letters on these issues to the Housing Authority, but wanted to be sure the Board was aware of these situations.

1 **5. CONFLICT OF INTEREST**

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3 Chairman Bardwell asked if any Commissioner or staff member had any known conflict  
4 of interest with any item on the agenda. No one had any comments regarding any  
5 conflict of interest.

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7 **6. APPROVAL OF REGULAR AGENDA**

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9 Chairman Bardwell asked for a motion to approve the Regular Agenda. Vice Chairman  
10 Gourneau made a motion to approve the Regular Agenda. The motion was seconded  
11 by Commissioner Cordero. Chairman Bardwell asked if there was any discussion on  
12 the agenda. Commissioner Bardwell then asked for a motion to table Item No. 12 under  
13 the Executive Session regarding the Review of the Performance Evaluation for the  
14 Executive Director in order to provide time for the Commissioners to provide their  
15 comments on the Performance Evaluation. Vice Chairman Gourneau made a motion to  
16 table Item No. 12 on the Agenda to the July 19, 2016 Board meeting, and the motion  
17 was seconded by Commissioner Cordero. There was no further discussion and a vote  
18 was taken.

19  
20 Chairman Bardwell – aye  
21 Vice Chairman Gourneau – aye  
22 Commissioner Cordero – aye

23  
24 The motion to approve the Regular Agenda with Item No. 12 tabled for the July Board  
25 meeting was approved by 3 aye votes.

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

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31  
32 **8. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND**  
33 **OF SPECIAL MEETINGS, IF ANY**

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  - **Approval of the Minutes from a Regular Meeting of May 10, 2016**

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37 Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of May  
38 10, 2016. Vice Chairman Gourneau made a motion to approve the Minutes of the  
39 Regular Meeting of May 10, 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  
47 The motion to approve the Regular Board Meeting Minutes of April 19, 2016 was  
48 approved by 4 aye votes.

1 **9. RESOLUTIONS**

- 2
- 3 • **Resolution No. 2016-05, A Resolution Regarding Write Offs of**
  - 4 **Uncollectable Accounts Owed by Current or Former Participants in**
  - 5 **the MVPHA Housing Programs**
- 6

7 Chairman Bardwell asked for a motion to approve Resolution No. 2016-05. Vice  
8 Chairman Gourneau made a motion to approve Resolution No. 20160-05, and the  
9 motion was seconded by Commissioner Cordero. Discussion followed.

10

11 Mr. William Rothengass, guest in attendance, asked to speak on this item. Chairman  
12 Bardwell asked him to state his concern. Mr. Rothengass asked if accounts which are  
13 delinquent are turned over to a collection agency. Deputy Director Padilla stated that  
14 we currently take the tenants to Magistrate Court and if Judge the rules in favor of the  
15 Housing Authority, then the tenant will be asked to pay back the amount owed before  
16 they can enter into any other program of assistance. Mr. Rothengass asked how long  
17 are tenants able to stay in the unit without paying their rent? Mr. Padilla responded  
18 "one month." There was no further discussion, and a vote was taken.

19  
20 Chairman Bardwell – aye  
21 Vice Chairman Gourneau - aye  
22 Commissioner Cordero – aye

23  
24 The motion to approve Resolution No. 2016-05 was approved by 3 aye votes.

- 25
- 26 • **Resolution No 2016-06 - A Resolution Approving the FY 2016-17 MVPHA**
  - 27 **Budget**
- 28

29 Chairman Bardwell asked for a motion to approve Resolution No. 2016-06.  
30 Commissioner Cordero made a motion to approve Resolution No. 2016-06, and the  
31 motion was seconded by Vice Chairman Gourneau. Chairman Bardwell asked if there  
32 was any discussion. There was no discussion, and a vote was taken.

33  
34 Chairman Bardwell – aye  
35 Vice Chairman Gourneau - aye  
36 Commissioner Cordero – aye

37  
38 The motion to approve Resolution No. 2016-06 was approved by 3 aye votes.

- 39
- 40 • **Resolution No. 2016-07 – A Resolution Approving the Policy for Handling**
  - 41 **Complaints made to the Board of Commissioners of MVPHA**
- 42

43 Chairman Bardwell asked for a motion to approve Resolution No. 2016-07. Vice  
44 Chairman Gourneau made a motion to approve Resolution No. 2016-07, and the motion  
45 was seconded by Commissioner Cordero. Chairman Bardwell asked if there was any  
46 discussion. There was no discussion, and a vote was taken.

47  
48 Chairman Bardwell – aye  
49 Vice Chairman Gourneau - aye  
50 Commissioner Cordero – aye

1 The motion to approve Resolution No. 2016-07 was approved by 3 aye votes.  
2

- 3 • **Resolution No. 2016-08 – A Resolution Authorizing the Executive Director**  
4 **to Execute Transaction Documents to Assume Full Ownership of Montana**  
5 **Senior Village LLC, (the company) and/or to Reorganize the Company for**  
6 **such a transaction**  
7

8 Chairman Bardwell asked for a motion to approve Resolution No. 2016-08. A motion  
9 was made by Vice Chairman Gourneau to approve Resolution No. 2016-08, and the  
10 motion was seconded by Commissioner Cordero. Chairman Bardwell asked if there was  
11 any discussion. There was no discussion, and a vote was taken.  
12

13 Chairman Bardwell – aye  
14 Vice Chairman Gourneau – aye  
15 Commissioner Cordero – aye  
16

17 The motion to approve Resolution 2016-08 was approved by 3 aye votes.  
18

## 19 **10. UNFINISHED BUSINESS**

20

21 Because Chairman Bardwell was calling in for this meeting, the next item discussed  
22 was:  
23

- 24 • **Discussion and action to approve the Executive Director’s annual**  
25 **performance evaluation and terms of employment – including possible**  
26 **merit increase and use of an MVPHA vehicle.**  
27

28 Chairman Bardwell asked for a motion to approve the terms of the employment package  
29 for the Executive Director. Vice Chairman Gourneau made a motion to approve the  
30 merit increase and use of an MVPHA vehicle. The motion was seconded by  
31 Commissioner Cordero.  
32

33 Chairman Bardwell – aye  
34 Vice Chairman Gourneau – aye  
35 Commissioner Cordero – aye  
36

37 The motion to approve the merit increase and use of an MVPHA vehicle was approved  
38 by 3 aye votes.  
39

## 40 **11 ADJOURNMENT**

41

42 Chairman Bardwell asked for a motion to adjourn the meeting. Vice Chairman  
43 Gourneau made a motion to adjourn the meeting. The motion was seconded by  
44 Commissioner Cordero. A vote was then taken.  
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46 Chairman Bardwell – aye  
47 Vice Chairman Gourneau - aye  
48 Commissioner Cordero - aye  
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50 Motion to adjourn the meeting was approved by 3 aye votes.

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The meeting adjourned at 9: 22 a.m.

SEAL



APPROVED BY:

Elizabeth Bardwell, Chairman

ATTESTED TO:

Juan A. Olvera, Secretary