



Housing Authority of Cochise County
100 Clawson Avenue Old Bisbee High School – First Floor

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Anita M. Baca
Executive Director

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Board of Commissioners Meeting Minutes
June 28, 2012
Second Floor Meeting Room
100 Clawson Avenue
Old Bisbee High School
Bisbee, AZ 85603

The regular meeting was called to order on Thursday, June 28, 2012 at 9:45 a.m. by Ginger Ryan, Board Chair.

CALL TO THE PUBLIC

No members from the public present

ROLL CALL

Present: Commissioners Ginger Ryan, Keith Newlon and Sarah Montoya; Ana Valenzuela, Account Clerk III, and Anita Baca, Executive Director.

Absent: Commissioners Melissa Herrera-DiPeso and Kathy Calabrese

AGENDA APPROVAL

There was a motion by Keith Newlon with a 2nd by Sarah Montoya to approve the agenda as presented. Motion carried unanimously.

READING AND APPROVAL OF MINUTES

There was a motion by motion by Sarah Montoya with a 2nd by Keith Newlon to approve the minutes of the April 19, 2012 meeting as presented (May 2012 meeting cancelled). Motion carried unanimously

DEPARTMENT REPORTS

Keith Newlon made a motion to approve the March and April 2012 financials as presented with a 2nd by Sarah Montoya. Motion carried unanimously.

The Executive Director's report was submitted by Anita Baca.

NEW BUSINESS

ITEM 1: Discussion/Decision regarding writing off outstanding checks dated on or before March 28, 2012 listed on the Outstanding Check Report issued by Lindsey and Company. Keith Newlon made a motion to write off the checks up through February 1, 2012 as presented in the Outstanding Check Report dated May 21, 2012 from Lindsey and Company. Sarah Montoya seconded the motion. Motion carried unanimously.

ITEM 2: Discussion/Decision regarding a written request by a landlord to re-issue checks that were written off by the Board during the February 16, 2012 meeting. Keith Newlon made a motion to investigate further why the landlord was not cashing the checks and to leave it to the discretion of the Executive Director whether or not to re-issue the checks. Sarah Montoya seconded the motion. Motion carried unanimously.

Board of Commissioners

Chair: Jennifer "Ginger" Ryan Vice Chair: R. Keith Newlon
Melissa Herrera-DiPeso Sarah Montoya-Lewis Kathleen A. Calabrese

ITEM 3: Discussion/Decision regarding closing the Section 8 Housing Choice Voucher Waiting List. Keith Newlon made a motion to leave it to the discretion of the HACC staff of whether or not to close the waiting list. Sarah Montoya seconded the motion. Motion carried unanimously.

ITEM 4: Discussion/Decision regarding the HACC 2012-2013 Agency Budget. Sarah Montoya made a motion to approve the 2012-2013 Agency Budget as presented. Keith Newlon seconded the motion. Motion carried unanimously.

NEXT MEETING DATE

JULY 19, 2012 AT 9:30 AM

ADJOURNMENT

Sarah Montoya made a motion to adjourn the meeting at 11:20 a.m. with a 2nd by Keith Newlon. Motion carried unanimously.

Dated this 2nd day of July 2012

Housing Authority of Cochise County
By: Anita Baca, Executive Director

Minutes to be approved by the Housing Authority of Cochise County Board of Commissioners on August 16, 2012

Anita Baca, Executive Director

Date