

SOL HOUSING

BOARD MEETING MINUTES

Meeting Date: April 8, 2025

Location of Meeting: In-Person at Cuatro Apartments Conference room, 1319 4th St NW, ABQ, NM 87102 and via Zoom

Board Members Present at Meeting

Russell Brito (RB), Board President

Yvette Sammons-Rentz (YSR), Board Member

Sarah Hurteau (SH), Board Secretary

Elvira Lopez (EL), Board Treasurer joined via Zoom 11:31 a.m., left at 11:54 a.m., joined at 11:57 a.m., left at 1:00 p.m.

Alan Vincioni (AV), Board Member, joined at 11:43a.m.

Don Dudley (DD), Board Member, joined via Zoom at 11:27 a.m., left at 11:29 a.m., joined at 11:29 a.m., left at 12:57 p.m.

Ciaran Lithgow (CL), Board Member, joined via Zoom at 11:32 a.m., left at 1:00 p.m.

Kimberly Miller (KM), Board Member joined via Zoom at 11:37 a.m.

Absent

Sol Housing Staff Present at Meeting

Felipe Rael (FR), Executive Director

Kelle Senyé (KS), Deputy Director of Operations

Rita Gonzalez (RG), Controller joined via Zoom at 11:33 a.m.

Miriam Hicks (MH), Director of Housing Development

Bob Sitkowski (BS), Associate Director of Housing Development

Laurie Frappier (LF), Director of Community Relations

Robert Martinez (RM), Owner's Representative

DuJuan McCoy (DM), Enrichment Services Coordinator

Kenzie Davison (KD), Enrichment Services Coordinator joined via Zoom at 11:28 a.m.

Michelle Poulsen (MP), Office Coordinator

Kaleena Madruga (KM), Community Relations Manager

Absent

Ethan Weiner (EW), Digital Media Intern

MINUTES

CALL TO ORDER/CHANGES AND/OR ADDITIONS TO THE AGENDA

Having a quorum of the Directors, Russell Brito (**RB**), President of the Board, called the meeting to order April 8, 2025, at 11:35 a.m.

Acknowledgement: **RB** “An event with Sol Housing staff, Board members, family and friends was held on March 22, 2025. We acknowledge that even though a quorum of the Board was not present, there were no business items discussed, or decisions made.”

ACTION: SH moved to approve the meeting agenda. It was seconded by **YSR** and unanimously approved.

RB stated for the record that no one from the general public was in attendance on the meeting call to offer public comment.

RB made an announcement for **KS** and **MH** to introduce new Sol Housing staff. **KS** introduced **KM** and **MP** while **MH** introduced **RM**.

RB made the announcement that the next meeting of the Board of Directors is scheduled for Tuesday, July 8, 2025, at 11:30 a.m. via virtual.

TAB 1 – Consent Agenda

ACTION: **SH** moved to approve the consent agenda that includes the Board Meeting Minutes of January 14, 2025, Sol Housing’s Quarter Ending March 31, 2025, Sol Housing Financials, Quarter Ending March 31, 2025, CHDO Operating Report, Operations Report, PAH! Hiland Plaza Quarterly CHDO Development Report. The motion was seconded by **EL** and unanimously approved.

TAB 2 – Discussion / Approve: Board Appointments – Russell Brito (3rd term – April 2025 – April 2027) and Sarah Hurteau (3rd term – April 2025 – April 2027).

ACTION: **CL** moved to approve the Board Appointment of Russell and Sarah for the two-year term April 2025 – April 2027. The motion was seconded by **EL** and unanimously approved.

TAB 3 – Acknowledgement: Tessah Latson – Director Vacancy and Discussion / Approve: Vice President nomination and election

RB, FR, EL, and SH all spoke about their memories of Tessah Latson and highlighted her contributions to the organization and her impact on the community.

AV joined the meeting at 11:43 a.m.

ACTION: **RB** presented to the Board the nomination and election of **CL** for Vice President. **SH** moved to approve the nomination and election of **CL**. The motion was seconded by **RB** and unanimously approved.

TAB 4 – Discussion / Approve: Sol Employee Handbook revisions

KS informed the Board about the significant changes made to Sol Employee Handbook revisions, which were reviewed by legal counsel to ensure compliance with the Healthy Workplace Act. There were several revisions including changes to the PTO policy and the consolidation of signature pages.

ACTION: **RB** presented to the Board to approve the revisions made to the Sol Employee Handbook. **AV** moved to approve the revisions. The motion was seconded by **CL** and unanimously approved.

TAB 5 – Discussion: Governance Committee Report (Members: RB, SH)

RB informed the Board that the Governance Committee has not had a meeting since the prior Board Meeting. **RB** will meet with **SH** to discuss appointing **CL** to the Governance Committee.

TAB 6 – Discussion / Approve: Sol’s Bank Signatories

FR explained the additional signatures required for the Sol Housing account, due to the loss of a current signatory.

ACTION: RB presented to the Board to approve the addition of **DD** as a signatory for the primary bank account. **AV** moved to approve the request for an additional signatory, **DD**. The motion was seconded by **YSR** and unanimously approved.

TAB 7 – Discussion / Approve: Sol & Partnership Signatories

FR explained how the expansion of signature authority to include **KS** for the organization, and both **MH** and **KS** for the partnerships.

ACTION: RB presented to the Board to approve the signatories for Sol and each of the Partnerships. **EL** moved to approve the request for Sol & Partnership Signatories to include **KS** and **MH**. The motion was seconded by **SH** and unanimously approved.

TAB 8 - Discussion: Finance Committee Report (Members: EL, DD, RB) and Discussion / Approve: Financial Policy Updates

EL informed the Board that the Finance Committee has not had a meeting since the prior Board Meeting. **EL** is continuing to monitor the financial health of the organization in her role as Board Treasurer and finds everything to be in order and financially stable.

RG explained to the Board about the implementation of a new policy to include streamlining payment processes by using Automated Clearing House (ACH) payments in addition to checks. Steps have also been taken to protect vendor information, including keeping it in a password-protected spreadsheet. **SH** asked questions and was answered by **RG**.

ACTION: RB presented to the Board to approve the financial policy update. **SH** moved to approve the financial policy update. The motion was seconded by **AV** and unanimously approved.

TAB 9 - Discussion: Site Evaluation Committee (Members: AV, RB, SH)

AV informed the Board that the Site Evaluation Committee has not had a meeting since the prior Board Meeting. **AV** has some recommendations for how to proceed.

No action required.

TAB 10 – Discussion: Board Education

FR outlined the financial structure and risks for Somos development, which utilizes loans, tax credits, and grant programs. In Exchange for this financing, Sol Housing must guarantee construction completion to funders, lenders and investors. Post construction Sol Housing must maintain occupancy, service offerings and fund operating deficits, while maintaining transparency through audits and city reviews. Despite safeguards and secured tax credits for Somos, future uncertainties could impact funding programs. Various stakeholders engaged **FR** in discussions, and legal consultation is planned to address concerns.

No action required.

DM joined the meeting at 12:25 p.m.

TAB 11 – Discussion / Approve: Farolito Senior Community Quarterly CHDO Development Report

MH presented to the Board and provided photos and highlights of the progress of the Farolito Senior Community Project. Work is under way with the completion of framing, roof installation, and mockup reviews are very important. There have been challenges such as PNM power connections and the need to accelerate the project to meet the 2025 deadline. **MH** also shared positive feedback about the Youth Build program, which provides valuable experiences for students. **LF** expressed that she would like to interview the Youth Build graduating participant/s.

ACTION: RB presented to the Board to approve the Farolito Senior Community Quarterly Development Report. **SH** moved to approve the Farolito Senior Community Quarterly CHDO Development Report. The motion was seconded by **RB** and unanimously approved.

DD left the meeting at 12:57 p.m.

CL left the meeting at 1:00 p.m.

EL left the meeting at 1:00 p.m.

TAB 12 – Discussion / Approve – Somos Apartments Quarterly CHDO Development Report

MH brought the Board up to date on the status of the Somos Apartments project. The building permit is approved for construction. The project is on track to close financing and start construction by May 1, 2025. **MH** and **FR** continue working on finalizing the guaranteed maximum price and contractor agreement. **MH** and **FR** to also follow up with City of Albuquerque.

ACTION: RB presented to the Board to approve the Somos Apartments Quarterly CHDO Development Report. **AV** moved to approve the Somos Apartments Quarterly CHDO Development Report. The motion was seconded by **RB** and unanimously approved.

There being no further business, **RB** adjourned the meeting at 1:06 p.m.

Certification

I certify these minutes of April 8, 2025, Sol Housing Board Meeting are accurate as written and/or corrected.

Sarah Hurteau, Board Secretary

Date: July 8, 2025