

Housing Authority of the City of Madera



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MINUTES OF THE APRIL 13, 2022 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The April 13, 2022, Regular Meeting of the Housing Authority for the City of Madera was called to order by Commissioner Santos Garcia at 6:01 p.m.

The meeting was held via Zoom pursuant to California Assembly Bill AB 361, California Government Code Section 54953, and simultaneously in person at the City of Madera Council Chambers, located at 205 West 4th Street, Madera, CA 93637.

COMMISSIONERS PRESENT:

Chairperson Santos Garcia (Via Zoom)
Vice-Chairperson Artemio Villegas (In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos (In Person at the City of Madera Council Chambers)
Commissioner Anita Evans (Via Zoom)
Commissioner Steve Montes (In Person at the City of Madera Council Chambers)
Commissioner Elsa Mejia (Via Zoom)

COMMISSIONERS ABSENT:

Commissioner Jose Rodriguez

GUESTS/STAFF PRESENT:

HACM Executive Director James Taubert (In Person)
HACM Interim Executive Secretary Marisela Lopez (In Person)
HACM Legal Counsel Emilio J. Huerta (Via Zoom)

INVOCATION:

The invocation was rendered by Commissioner Anita Evans

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Attorney Emilio J. Huerta.

MOTION TO APPROVE MEETING AGENDA:

Commissioner Steve Montes moved to approve the April 13, proposed meeting agenda, as amended, and posted April 7, 2022. Commissioner Cece Gallegos seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Santos Garcia,
Vice-Chairperson Artemio Villegas,
Commissioner Cece Gallegos,
Commissioner Anita Evans,
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: 0

ABSENT: Commissioner Jose Rodriguez

ABSTAIN: 0

PUBLIC COMMENT: There were no comments from the public.

A. PRESENTATIONS:

A-1 Interim Executive Director James Taubert provided a report regarding the Madera Opportunities for Resident Enrichment and Services, Inc. (MORES).

1. Mr. Taubert reported that representatives of the Housing Authority and MORES have had three regularly scheduled meeting, the MORES monthly board meeting, and a meeting with Commissioner Garcia, and weekly meetings with Emilio Huerta, Nick Benjamin and Tom Lewis.
2. Attorney Emilio Huerta reported that MORES was upset with the Housing Authority's non responsiveness and that Ms. De La Torre, the Property Management Agent at Yosemite Manor. Mr. Lewis, the attorney for MORES has requested that the Housing Authority turn files over to them, We are working to prioritize and get clarity from MORES as to which files they need, and which can be delivered to them. MORES is pleased that Sally Bompreszi has come on board to help with the financial information they are requesting.
3. Attorney Emilio Huerta stated that his priority is to determine what is the Housing Authority's corporate interest in corporate structure Yosemite Manor and Esperanza Village and untangle the corporate relationship between the two organizations.
4. Mr. Huerta also reported that MORES has requested a meeting with Charles Farnsworth the CPA for the Housing Authority to discuss the close to \$500,000 owed by MORES to the Housing Authority. Mr. Farnsworth has agreed to meet with Nick Benjamin and Thomas Lewis sometime in May.
5. Commissioner Steve Montes reported that representatives of the Housing Authority met with MORES at a monthly scheduled meeting on March 14th, 2022. The one big take away was that the Housing Authority was going to cooperate more with MORES and figure out each organization's role and responsibilities. Ms. Bompreszi has a lot of institutional knowledge. There is a request to host a joint meeting.
6. Mr. Taubert reported that Mr. Nick Benjamin went to Yosemite Manor attempted to retrieve files from the Yosemite Manor.
7. Mr. Taubert also reported that drying fans went missing and as a result the keys to the locks were changed.

8. Mr. Huerta reported that there have been weekly meetings with Nick Benjamin and Thomas Lewis. Currently the nature of the relationship stems from the Housing Authority remains the Property Management Agent for Yosemite Manor.

WORKSHOP: No workshops were conducted.

B. CONSENT CALENDAR:

Matters listed under the Consent Calendar are considered routine and were enacted by a single motion and single vote. There was no separate discussion of any of the listed items.

B-1 Approval of Register of Audited Demands March 2022

Commissioner Cece Gallegos moved to approve the above listed consent calendar items. Commissioner Steve Montes seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Santos Garcia,
Vice-Chairperson Artemio Villegas,
Commissioner Cece Gallegos,
Commissioner Anita Evans,
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: 0

ABSENT: Commissioner Jose Rodriguez

ABSTAIN: 0

C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

C-1 Motion to Approve Proposed Resolution #1205. HACM Executive Director James Taubert presented proposed Resolution #1205 approving the property management review and audit report for Yosemite Manor apartments. Mr. Taubert reported that last month, we had a HUD audit at Yosemite Manor regarding (1) appearance, (2) security, (3) maintenance, (4) follow-up, (5) standard operations, and (6) tenant management procedures. At the time we had no management or maintenance staff. Overall, we received high marks. HUD selected seven (7) files to audit. Only one was in compliance. Once someone is on board, we will address their concerns.

Commissioner Cece Gallegos moved to approve Item C-1, proposed Resolution #1205. Commissioner Steve Montes seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Santos Garcia,
Vice-Chairperson Artemio Villegas,
Commissioner Cece Gallegos,
Commissioner Anita Evans,
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: 0

ABSENT: Commissioner Jose Rodriguez

ABSTAIN: 0

C-2 Motion to Approve Proposed Resolution #1206. HACM Executive Director James Taubert presented proposed Resolution #1206 seeking authority to enter into a consultant agreement for human resources services with Danene L. Aguilar. Attorney Emilio J. Huerta disclosed that Ms. Aguilar was his niece. Also Ms. Maria Aranda has been on a leave of absence. We recognized some time back that we needed access to more qualified human resources services.

Mr. Taubert reported that even when Ms. Aranda was here, we talked of the need to help in this area.

Mr. Montes asked if this work was put out to bid. Mr. Taubert reported that he reached out to her not knowing that she was available to assist.

Mr. Taubert, will be utilizing Ms. Aguiar for human resources training.

Commissioner Vice-Chairperson Artemio Villegas moved to approve Item C-2, proposed Resolution #1206. Commissioner Cece Gallegos seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Santos Garcia,
Vice-Chairperson Artemio Villegas,
Commissioner Cece Gallegos,
Commissioner Anita Evans,
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: 0

ABSENT: Commissioner Jose Rodriguez

ABSTAIN: 0

C-3 Motion to Approve Proposed Resolution #1207. HACM Executive Director James Taubert presented proposed Resolution #1207 seeking authority to enter into a consultant agreement with Sally Bompreszi for temporary financial management services. Mr. Taubert reported that this matter was previously discussed in closed session. Mr. Taubert reported that her presence so far has been invaluable.

Commissioner Steve Montes moved to approve Item C-3, proposed Resolution #1207. Chairperson Commissioner Santos Garcia seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Santos Garcia,
Vice-Chairperson Artemio Villegas,
Commissioner Cece Gallegos,
Commissioner Anita Evans,
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: 0

ABSENT: Commissioner Jose Rodriguez

ABSTAIN: 0

C-4 HACM Executive Director James Taubert indicated that this item has been removed and no action was necessary.

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

HACM Executive Director James Taubert provided the following administrative report.

E-1: Monthly Housing Activity Report:

Mr. Taubert reported that Public Housing has 9 vacancies, Farm Labor has 6 vacancies, and Yosemite Manor has 7 vacancies. Staff is working in filling these units.

Chairperson Santos Garcia stated that this was too many vacancies given that there is a waiting list.

	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec
Section 8	Section 8											
Households Assisted	738	731	709									
YTD Lease Up projection	93%	92%	90%									
MTD HAP Expenses	\$410,449	\$407,207	\$392,102									
Waiting List	1246	1246	1246									
Public Housing	Public Housing											
Vacancies	9	8	9									
Waiting List	2129	2107	2106									
Unit Turnover	51	51	53									
Farm Labor	Farm Labor											
Vacancies	6	6	6									
Waiting List	8	10	7									
Unit Turnover	75	75	82									
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	16	21	83									
Average days	7	5	5									
Farm Labor	Farm Labor											
Open Work Orders	8	9	8									
Average days	5	4	4									

F. EXECUTIVE DIRECTOR REPORT: HACM Executive Director James Taubert provide the following reports:

1. Sally Bomprezzi has been helping to deal with several audits. In the month of March, the Housing Authority has had four (4) audits in connection with Yosemite Manner: (1) a compliance audit by CAHEE/CALFHA, (2) a financial audit by CohnResnick, (3) a desk audit by the California Tax Credit Allocation Committee, and (4) a HUD audit.
2. Sally Bomprezzi has helped compile all the financial information and also helped compile the financial information for the CA Board of Equalization real property tax exemption for 2020 and 2021. In addition, Sally has helped with updated the financials regarding MORES.
3. The Housing Authority signed an agreement in July with the Action Committee and HUD regarding emergency housing vouchers. We are having weekly calls in this regard. Lucia and Leticia are spearheading this. We have gone from doing nothing for seven or eight months and have issued nine vouchers in the last thirty days. This is now on track.
4. Regarding a new Executive Director, we are in the process of recruiting candidates.
5. Regarding Yosemite Manor, we have been working with the SS Ross coordinator.
6. Mr. Taubert is hoping that at the May meeting, he was hoping to bring and introduce all the new staff.
7. That we were just notified that Yosemite Manor is going to be audited by CAL FHA. Jorge Almeida has this in control. Twenty units will be selected for inspection.
8. Training has been talked about since November. Crystal is coordinating this. A training was done today by Liebert Cassidy Whitmore, two trainings on Thursday, and one scheduled for the 21st of this month.
9. Assembling all the documents for the Stanislaus Consortium. Mr. Taubert asked what the objective was regarding the intent of this agreement. Commissioner Steve Montes reported that Mr. Benjamin recommended this. Commissioner Cece Gallegos stated that they were supposed to be a resource for purchasing and human resources. Mr. Taubert reported that he reached out to their executive director. Commissioner Montes believed that this would be a HUD requirement down the road. Chair Garcia stated that we may want to revisit the need for this Agreement.

G. COMMISSIONER REPORTS: There were no reports presented by any of the Commissioners.

H. CLOSED SESSION:

HACM Legal Counsel Emilio J. Huerta requested that the Board of Commissioners temporarily adjourn the open session of the meeting, and meet in closed session to discuss the following items:

H-1 Employee personnel matters pursuant to CA Govt. Code Section 54957(b) (1).

The Board adjourned to meet in closed session. at 6:50 p.m.

The Board of Commissioner resumed Open Session at 7:25 p.m.

I. ADJOURNMENT:

Chairperson Santos Garcia announced that the next regular meeting of the Board of Commissioners will be Wednesday, May 11, 2022, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 7:27 p.m.

CERTIFICATE BY SECRETARY OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing Board Meeting Minutes were reviewed and approved by the Housing Authority of the City of Madera's Board of Commissioners at a duly noticed meeting on April 13, 2022, where a quorum was present in accordance with the HACM Bylaws.

Executed on this ____ day of _____, 2022.

By: _____
Marisela Lopez
Housing Authority of the City of Madera