

# Housing Authority of the City of Madera



205 North G Street • Madera, CA 93637 • (559) 674-5695 • Fax: (559) 674-5701 • TTY: 711 • www.maderaha.org

## MINUTES OF THE OCTOBER 12, 2022 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### **CALL TO ORDER:**

The October 12, 2022, Regular Meeting of the Housing Authority for the City of Madera was called to order by Chairperson, Santo Garcia at 6:00 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 (In Person at the City of Madera Council Chambers)  
Vice-Chairperson Artemio Villegas ABSENT  
Commissioner Cece Gallegos (In Person at the City of Madera Council Chambers)  
Commissioner Steve Montes (participated Via Zoom)  
Commissioner Elsa Mejia ABSENT  
Commissioner Anita Evans (In Person at the City of Madera Council Chambers)  
Commissioner Jose Rodriguez (participated Via Zoom)

### **GUESTS/STAFF PRESENT:**

HACM Executive Director Renee Wright (In Person)  
HACM Executive Secretary Marisela Lopez (In Person)  
HACM Legal Counsel Emilio J. Huerta (In Person)  
HACM Financial Manager Jua Xiong (In Person)  
HACM Compliance Technician/ Housing Programs Lead Blanca Navarro Mendoza (In Person)

### **INVOCATION:**

The invocation was rendered by Mike Souza, Harvest Community Church

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Anita Evans.

### **MOTION TO APPROVE MEETING AGENDA:**

Commissioner Anita Evans moved to approve the October 12, 2022, proposed meeting agenda, as amended, and posted on October 07, 2022. Commissioner Cece Gallegos seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez,

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia  
Vice-Chairperson Artemio Villegas,

ABSTAIN: (0)

**PUBLIC COMMENT:** There were no comments from the public.

**A. APPROVAL OF MEETING MINUTES:**

**A-1** Commissioner Cece Gallegos moved to approve the September 14, 2022, Regular Meeting Minutes. Commissioner Anita Evans seconded the motion. The motion passed unanimously.

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia  
Vice-Chairperson Artemio Villegas,

ABSTAIN : (0)

**B. PRESENTATIONS:**

**B-1** Executive Director Renee Wright stated we are ninety-five percent complete on the request of MORES. Yosemite Manor audit is being finalized. A forensic audit has been approved. We are looking forward to it so we can get some of our financial audits paid off. The kitchen remodel is still in process.

Commissioner Cece Gallegos inquired about the background copies being requested in section eight of MORES letter for the tenants.

Attorney Emilio Huerta responded they are entitled to income eligibility verification and are not entitled to more than that. Probably entitled to audit the files he does not know if they are entitled to get a copy of the files. He does not encourage this entity to give MORES any information other than what they are required to for example some of the previous requests were copies of board minutes and things of that nature. They can submit a freedom of information request. Then we would be obligated to give them that information. Under our property management agreement, we are only obligated to provide only the information under that agreement.

Executive Renee Wright commented what was submitted was only lease information.

Commissioner Gallegos inquired about the MORES Newsletter that will be handed out to the tenants on October 1<sup>st</sup>. She would like to get a copy of it.

Executive Renee Wright stated she would be able to get a copy of the Newsletter.

Commissioner Jose Rodriguez wanted to clarify this in regards to Commissioners Gallegos concern on #8 on the request for MORES report. They are requesting any letter, payments or any invoices that pertain to MORES. I believe that is what the staff report was requesting.

Commissioner Gallegos stated that is what MORES put in the letter that MORES is requesting.

Commissioner Jose Rodriguez discussed that MORES is requesting copies backup that pertains to MORES. He stated number eight was very clear wherein they were requesting letters, payments and invoices.

Executive Renee Wright stated yes that is what they were requesting, and we only gave them copies of leases and invoices information.

C. **WORKSHOP**: No workshops were conducted.

D. **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.

D-1 Approval of Register of Audited Demands August 2022.

D-2 Approval of the City of Madera remote tele-conferencing of all HACM Board of Commissioner meeting commencing October 12, 2022, to November 09, 2022.

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

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia  
Vice-Chairperson Artemio Villegas,

ABSTAIN: (0)

**E. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:**

Executive Director Renee Wright presented her Financial Department as presenting the financial budget of 2022-2023

Financial Manager Jua Xiong presented resolution # 1228 to Board members. She explained her Financial Budget 2022-2023 through a presentation. Hard copy of the Budget that was presented by Ms. Xiong was provided to the Commissioner.

**E-1 Motion to Approve Proposed Resolution #1228.** HACM Financial Manager Jua Xiong presented proposed Resolution #1228 approving the Operating Budget for Fiscal Year 2022-2023.

No public comment.

Commissioner Cece Gallegos moved to approve Item E-1, proposed Resolution #1228. Commissioner Anita Evans seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (2) Vice-Chairperson Artemio Villegas  
Commissioner Elsa Mejia

ABSTAIN: (0)

**E-2 Motion to Approve Proposed Resolution #1229.** HACM Financial Manager Jua Xiong presented proposed Resolution #1223 approving the signers for Citizen Business Bank Accounts: 5108152; 5108020; and 5107067

The motion was introduced by Ms. Xiong she stated we would need the signer for Citizens Business Bank Account to be updated. Chairperson Garcia will have to be a signer on the Account as well.

No public comment.

Commissioner Cece Gallegos moved to approve Item E-2, proposed Resolution #1229. Commissioner Jose Rodriguez seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (2) Vice-Chairperson Artemio Villegas  
Commissioner Elsa Mejia

ABSTAIN: (0)

**E-3 Motion to Approve Proposed Resolution #1230.** HACM Executive Director Renee Wright presented proposed Resolution #1230 approving the Nan McKay Recertification contract.

The motion was introduced by Ms. Wright

Ms. Wright addressed the Nan McKay contract is definitely needed we are running three months behind and it is affecting our lease up as well. The Fiscal Impact is Fifty thousand dollars and we are down one person. Nan McKay coming in at Fifty thousand dollars verses me finding somebody to train them and costing the agency eighty-seven thousand dollars. Nan McKay is coming in and doing five hundred of our certifications to get us caught up within a year time. This will give us time to work on lease up that affects our financials.

No public comment.

Commissioner Cece Gallegos moved to approve Item E-3, proposed Resolution #1230. Commissioner Anita Evens seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Santos Garcia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Anita Evans, and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (2) Vice-Chairperson Artemio Villegas  
Commissioner Elsa Mejia

ABSTAIN: (0)

No public comment.

**F. WRITTEN COMMUNICATIONS:**

No written communications were received.

**G. ADMINISTRATIVE REPORTS:**

HACM Executive Director Renee Wright provided the following administrative report.

**G-1: Monthly Housing Activity Report:**

Ms. Wright presented the Housing Report informing Commissioners public housing numbers have increased. We are continuing to purge our lists. As well our numbers from our vacancies. As she stated in the Nan McKay consulting agreement we definitely need that agreement so we can focus on lease up because this effects our numbers and how we move forward with our next year's budget.

No public comment.

**H. EXECUTIVE DIRECTOR REPORT:**

HACM Executive Director Renee Wright provide the following reports:

Ms. Wright gave her Executive Director report. She continues to reiterate that we are giving our staff more training and ease into there positions. We are increasing our technology to be more competitive. We have more events coming up to increase our landlord and community engagement. We have another one coming up at the end of October 28, 2022. Invitations will be sent out to Commissioners. Introduction of new Maintenance Manager Guillermo Ruelas.

Mr. Ruelas presented himself to Board Members. He has been in public housing for eight years now. He has dealt majority of his time as an Asset Manager. He is looking forward to being part of the success of the HACM. He thanked everyone for the invite to the Board Meetings and would like to attend more often.

Board members welcomed Guillermo!

No public comment.

**I. COMMISSIONER REPORTS:**

Commissioner Cece Gallegos has nothing to report.

Commissioner Jose Rodriguez reported he attended a Bar-B-Q that St. Joaquim's Church had for the Madera Police Department.

Commissioner Steve Montes has nothing to report.

Commissioner Anita Evans has nothing to report.

Chairperson Santos Garcia attended the Walk to School at Sierra Vista School. He acknowledged all the teacher's and there communication with the students. He also did presentations with Chief Dino on walking to school verses driving to school. The next Walk to School event will be at George Washington School in two weeks.

**J. CLOSED SESSION:**

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

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

**J-2** Potential litigation

Attorney Emilio Huerta stated Commissioner Rodriguez excused himself from closed session and did not participate. There were no actions taken during closed session.

**K. ADJOURNMENT:**

Chairperson Santos Garcia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, November 09, 2022 at 6 p.m., in the City of Madera Council Chambers.

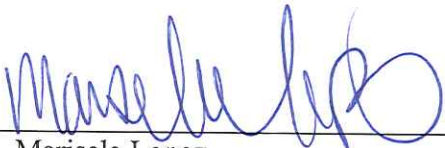
The meeting was adjourned the meeting at 7:13 p.m.

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**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 July 13, 2022, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 9<sup>th</sup> day of November, 2022.

By:   
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Marisela Lopez  
Housing Authority of the City of Madera