

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 March 08, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The March 08, 2023, Regular Monthly Meeting of the Housing Authority for the City of Madera was called to order by Chairperson, Artemio Villegas at 6:00 p.m.

The meeting was held in person at the City of Madera Council Chambers, located at 205 West 4th Street, Madera, CA 93637, pursuant to California Assembly Bill AB 361, AB 2449, and CA Govt. Code §§ 54953 and 54954.2 and simultaneously via Zoom.

COMMISSIONERS PRESENT:

| | |
|------------------------------|--|
| Chairperson Artemio Villegas | (In Person at the City of Madera Council Chambers) |
| Vice-Chairperson Anita Evans | (In Person at the City of Madera Council Chambers) |
| Commissioner Jose Rodriguez | (In Person at the City of Madera Council Chambers) |
| Commissioner Steve Montes | (In Person at the City of Madera Council Chambers) |
| Commissioner Elsa Mejia | (In Person at the City of Madera Council Chambers) |
| | (Late Arrival: 6:06 pm) |

COMMISSIONERS ABSENT:

Commissioner Santos Garcia (Absent)
Commissioner Cece Gallegos (Absent)

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 Program Housing Compliance Manager Blanca Navarro Mendoza (In Person)
HACM Financial Services Manager Betty Gonzalez (In Person)
HACM Financial Services Supervisor Shanisha Upshaw (In Person)
HACM Housing Services Manager Lucia Avila (In Person)

INVOCATION:

The invocation was given by Marc Unger, First Baptist Church.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Anita Evans.

MOTION TO APPROVE MEETING AGENDA:

Commissioner Jose Rodriguez moved to approve the March 08, 2023, proposed meeting agenda, as amended, and posted on March 02, 2023. Vice-Chairperson Anita Evans seconded the motion. The motion passed unanimously:

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

PUBLIC COMMENT: There was an email received from Chairperson DJ Becker and Vice-Chair Cynthia Ortegon from the Madera ADA advisory council on Wednesday, March 08, 2023, at 1:01 p.m. Requesting that it be read during public comment regarding housing for Madera seniors and members of the disabled community. Email was read.

A. **WORKSHOPS:** 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 January & February 2023.

B-2 Approval of January 11, 202, Board Meeting Minutes.

Commissioner Mejia requested to remove item B-2 as she did not see where the swearing in of new appointees was mentioned in the proposed minutes. Attorney, Emilio Huerta clarified that swearing in ceremony of new appointees was in January meeting minutes.

Motion to Approve Item B-1 Consent Calendar

Commissioner Rodriguez moved to approve the above listed consent calendar items. Vice-Chairperson Evans seconded the motion. The motion passed unanimously:

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

Item B-2 was set aside for discussion.

Motion to Approve Item B-2 Consent Calendar

Vice-Chairperson Evans moved to approve the above listed consent calendar items. Commissioner Montes seconded the motion. The motion passed unanimously:

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

PUBLIC COMMENT: There were no comments from the public in attendance nor via Zoom.

C-1. HACM BYLAWS - MOTION TO ELECT COMMISSIONER HACM BOARD CHAIR AND VICE-CHAIR

A copy of the HACM Bylaw Amendment # 615 was provided to Emilio Huerta by Commissioner Gallegos. Amendment #615 provides for the election of the Chair and Vice-Chair annually. The Chair is selected from amongst the Commissioners who have not yet served as Chair and who have been on the Board of Commissioners for at least one year.

Attorney, Emilio Huerta mentioned the individuals who have not yet served as Chair were Commissioners Villegas; Commissioner Evans. Commissioner Montes stated that Commissioner Mejia came on board in December 2021. She has now served a year and is qualified to be Chair as well. Attorney, Emilio Huerta replied that Commissioner Mejia would be eligible to be nominated or elected to be Chair.

Vice-Chair Evans asked “Generally isn’t it a rotation that proceeds”? Attorney Emilio Huerta stated there is no automatic rotation according to resolution #615.

Emilio recommended to hold nominations and elections as we want to be in compliance with the Bylaws. We also want to elect a Bylaws committee and move forward with adoption of Bylaws.

Commissioner Rodriguez said it would be best to move forward with nominations as it is agenzized for tonight. Attorney, Emilio Huerta stated the process is laid out in Resolution #615, nominations would be only for people that have not yet served as Chair and Vice-chair. Renee Wright Executive Director asked if Commissioner Mejia was at the December meeting in 2021. Commissioner Montes stated yes because that’s when we change over for City Council.

Given that the matter of electing the Chair and Vice Chair was agenzized for this meeting, Emilio Huerta recommended that the Commissioners undertake the election of Chair and Vice Chair this evening and open the floor up for nominations.

Motion to Elect Commissioner Mejia as HACM Board Chair and Commissioner Evans as Vice-Chair: Commissioner Montes nominated Commissioner Mejia as Chair and Vice-Chair Evans. Commissioner Rodriguez seconded the motion.

Vice-Chairperson Evans made a motion to close nominations.

There was no public comment.

Chairperson Villegas called for a vote regarding the nominations: Commissioner Mejia for Chairperson and Commissioner Anita Evans as Vice-Chairperson.

Attorney Emilio Huerta asked if Commissioner Mejia is accepting the nomination. Commissioner Mejia stated yes, she was accepting the nomination for Chairperson. Vice-Chairperson Evans also accepted the nomination for Vice-Chair.

Chairperson Villegas requested roll call.

AYES: (3)
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (2) Chairperson Artemio Villegas; Vice-Chairperson Anita Evans

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

Attorney Emilio Huerta asked if Commissioner Mejia would like to take over the current meeting. Commissioner Mejia responded no that she would wait until next meeting to preside as Chairperson.

Attorney Emilio Huerta stated that at the next meeting Commissioner Mejia would preside as Chairperson and the two current Commissioners that would be eligible to run as Chairperson and Vice-Chair in December 2023 would be Chairperson Villegas and Vice-Chair Evans.

C-2. APPOINTMENT OF BYLAWS COMMITTEE

Emilio Huerta recommended that for the for Bylaw's Committee, that three people should be chosen within the governing body.

Commissioner Rodriguez moved to nominate Chairperson Mejia, Vice-Chair Evans and Commissioner Montes. Vice-Chairperson Evans second the motion.

Commissioner Montes accepted the nomination.

Commissioner Mejia wanted clarification on the amount of people for the bylaw committee.

Vice-Chairperson Evans stated three.

Commissioner Mejia wanted to nominate Commissioner Gallegos which is absent today.

Commissioner Montes also nominated Commissioner Gallegos along with Commissioner Mejia and Vice-Chair Evans.

The motion was rescinded by Commissioner Montes.

Motion to Appoint Commissioners Mejia, Evans and Gallegos to the HCM Bylaws Committee.

Commissioner Rodriguez moved to nominate Chairperson Mejia, Vice-Chair Evans and Commissioner Gallegos. Commissioner Montes second the motion.

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

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

D-1: Motion to Approve Proposed Resolution # 1236 approving the 2023 Agency Housing Choice Voucher Administrative Plan. Lucia Avila Housing Service Manager presented proposed Resolution #1236 approving the 2023 Agency Housing Choice Voucher Administrative Plan.

Lucia Avila, Housing Services Manager policies for compliance will be updated to Spanish and English. Chapter three change for criminal background. Families will be more eligible for program. We will be using a third-party vendor instead of Madera PD. Chapter four update the language for the process of applications and waiting list. Also update the emergency housing voucher program. Lease in place is a good double dip for Madera residents. Chapter five we will update the voucher to 90 days from 60 days. Chapter seven making it more consistent with HUD regulations. Chapter eight we are currently updating language for inspections. If it's a not life threatening, they can submit in form in writing that they have correct deficiency or work order. Chapter 11 re exams with interims we will eliminate interims if it's a \$2,400 increase. Chapter seventeen bi-annual inspections vouchers.

Commissioner Montes asked a question for bank verification if it was annually.

Commissioner Rodriguez asked if people have a hard time finding housing. Max is 180 days. On average how long does it take to get someone into a unit? Lucia Avila Housing Service Manager stated it has been extended to six months.

Renee Wright Executive Director stated we can port out longer it's at my discretion as long as they can show they are out there looking.

Vice-Chairperson Evans asked how many people we have on our waiting list. Lucia Avila Housing Service Manager responded a little over eight hundred.

Vice-Chairperson Evans asked how long they can stay on the voucher. Lucia Avila Housing Service Manager responded as long as they continue to qualify.

Commissioner Rodriguez asked another question regarding self-sufficiency. Lucia Avila Housing Service Manager responded to the question.

There was no public comment.

Commissioner Jose Rodriguez moved to approve Item D-1, proposed Resolution #1236. Commissioner Steve Montes seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

D-2: Motion to Approve Proposed Resolution # 1237 Re 2021-2022 Financial Audit Contract.

Renee Wright Executive Director presented proposed Resolution #1237 approving the 2021-2022 Financial Audit Contract.

Renee Wright Executive Director presented the proposed Resolution #1237 we are recommending that the 2021-2022 Financial Audit Contract. Previously the contract was at \$41,900 the physical impact for this year is at \$35,000. The contract is with Keller and Associates LLP. Last year's packet is in the Board packet and this years.

There was no public comment.

Commissioner Steve Montes moved to approve Item D-2, proposed Resolution #1237. Commissioner Jose Rodriguez seconded the motion. The motion passed unanimously:

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

D-3: Motion to Approve Proposed Resolution # 1238, The 2023 Annual Agency housing Plan. Housing Service Manager Lucia Avila presented proposed Resolution #1238 approving the 2023 Annual Agency housing Plan.

Housing Service Manager Lucia Avila presented Resolution # 1238 policies for housing and section 8 programs.

There was no public comment.

Commissioner Steve Montes moved to approve Item D-3, proposed Resolution #1238. Vice-Chair Anita Evans seconded the motion. The motion passed unanimously:

AYES: (5)
Chairperson Artemio Villegas
Vice-Chairperson Anita Evans
Commissioner Jose Rodriguez
Commissioner Steve Montes, and
Commissioner Elsa Mejia

NOES: (0)

ABSENT: (2) Commissioner Santo Garcia; Commissioner Cece Gallegos

ABSTAIN: (0)

Resolutions D-4 through D-6 were removed until next Board Meeting due to the election of a new Chairperson and Vice-Chairperson.

Commissioner Rodriguez asked if D-5 can still be voted on as its just removal of designated signers.

Discussion within Commissioners and Executive Director and Attorney they tabled D-4; D-5; D-6. All Commissioners and Executive Director were in favor to table items D-4 through D-6.

E. WRITTEN COMMUNICATIONS:

No written communications were received.

F. ADMINISTRATIVE REPORTS:

HACM Executive Director Renee Wright provided the following administrative report.

E-1: Monthly Housing Activity Report:

Ms. Wright reiterated to keep your eyes on the numbers. There are Zero vacancies for Farm Labor Housing and regarding Public Housing, we have two. 94% for HCV programs we have a lot of people porting out.

No public comment.

G. EXECUTIVE DIRECTOR REPORT:

HACM Executive Director Renee Wright provide the following reports:

She spoke about lease up as that is where we get our funding. Eleven vouchers were issued to our families. Three emergency housing vouchers. We do need to build more housing because more of our families are porting out. Training continues with new software program. Nan McKay is still on board.

Financial Services Manager gave her presentation. She has several years in property management. Her passion is accounting. She also has several years of nonprofit.

Financial Services Supervisor Shanisha Upshaw she has been in accounting and housing for the past eight years.

HACM Executive Director Renee Wright touched on the last item nonprofit she is pending last tax item and she will be getting ready for that.

No public comment.

H. COMMISSIONER REPORTS:

Vice-Chairperson Evans thanked us all for our hard work. She thanked us for National Women's Day. They been speaking about the hospital. She is for making that come back.

Commissioner Jose Rodriguez thanked everyone and Betty and Shanisha for coming on board. He was concerned about the rain.

Commissioner Steve Montes reported on CAPMC Income tax assistance VETA he will forward me the flyers. Sexual Assault Day wear teal April fourth. April 14, 2023, Walk a mile last year it was cancelled for victim services. Flyers will be forwarded to me.

Commissioner Mejia stated happy international women's day. Sushi medical is going to have their medical mobile on March 25th at the youth center. March 28 she will have a forum stop the hate at the Pan Am center. Something that she brought up for public housing would like to know some kind of plan for the summer months to provide shade.

Chairperson Artemio Villegas spoke about the hospital that he is being asked about the hospital how soon. He congratulated all the women.

I. CLOSED SESSION:

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

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

I-2 Potential litigation

The Board of Commissioners adjourned into closed session.

At 7:25 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported that there was no action taken in closed session.

J. ADJOURNMENT:


Chairperson Artemio Villegas announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, April 12, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 7:55 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 February 8, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 18th day of April, 2023.

By: 
Marisela Lopez
Housing Authority of the City of Madera