

# 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](http://www.maderaha.org)

## MINUTES OF THE MAY 10, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### **CALL TO ORDER:**

The May 10, 2023, Regular Meeting of the Housing Authority for the City of Madera was called to order by Chairperson, Elsa Mejia 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 AB 361, AB 2449, and CA Govt. Codes §§ 54953 and 54954.2. The meeting was simultaneously broadcasted via Zoom.

### **COMMISSIONERS PRESENT:**

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

### **COMMISSIONERS ABSENT:**

Commissioner Santos Garcia (Absent)

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

HACM Executive Director Renee Wright (In Person)  
HACM Executive Secretary Marisela Lopez (In Person)  
HACM Legal Counsel Emilio J. Huerta (Zoom)  
HACM Housing Program Compliance Manager Blanca Navarro Mendoza (In Person)  
HACM Financial Services Manager Betty Gonzalez (In Person)  
HACM Housing Services Manager Lucia Avila (In Person)

### **INVOCATION:**

The invocation was given by Pastor Roger Leach, Valley Christian Center

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner C. Gallegos

**MOTION TO APPROVE MEETING AGENDA:**

Vice-Chair Anita Evans moved to approve the May 10, 2023, proposed meeting agenda, as amended, and posted on May 05, 2023. Commissioner S. Montes seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia; Commissioner Jose Rodriguez

ABSTAIN: (0)

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

**A. WORKSHOPS:**

The was a Bylaws workshop held on May 01, 2023, with Commissioners Mejia, Evans and Gallegos participating along with HACM Executive Director Renee Wright and Legal Counsel Emilio Huerta.

Commissioner S. Montes had a question if they were almost completed. Renee Wright Executive Director stated its about 75% completed.

**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 2023.

**B-2** Approval of March Regular Board Meeting Minutes.

**Motion to Approve Consent Calendar**

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

AYES: (6) Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia

ABSTAIN: (0)

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

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

**C-1: Motion to Approve Proposed Resolution # 1246 approving the Memorandum of Understanding (MOU) for Career Nexxus.**

Renee Wright Executive Director presented the proposed Resolution # 1246. Approving the Memorandum of Understanding (MOU) for Career Nexxus. We get five (5) interns continuously for two hundred (200) hours. Fiscal impact to agency will be zero (0).

There was no public comment.

Commissioner S. Montes had a question. What was the term?

Renee Wright, Executive Director stated it's in definite any party can terminate within 60 days.

Commissioner S. Montes asked about two hundred (200) hours, five interns and will run concurrently.

Renee Wright Executive Director said "yes".

Vice-Chair A. Evans moved to approve Item C-1, proposed Resolution #1246. Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia

ABSTAIN: (0)

**C-2: Motion to Approve Proposed Resolution # 1247 approving the schedule of accounts chargeable to collection losses for the Public Housing Programs**

Housing Program Compliance Manager Blanca Mendoza-Navarro presented the proposed Resolution #1247 approving the write offs for accounts chargeable to collection losses for the Public Housing Programs.

Commissioner S. Montes asked if they are being sent to a collection agency.

Housing Program Compliance Manager Blanca Mendoza-Navarro said “yes”. They will also get reported to HUD in case they try to get another subsidy housing elsewhere. Fiscal impact is \$7,017.60.

There was no public comment.

Commissioner S. Montes moved to approve Item C-2, proposed Resolution #1247. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia

ABSTAIN: (0)

**C-3: Motion to Approve Proposed Resolution # 1248 approving the (“BID”) of the Housing Authority of the City of Madera to ratify and approve the Spectrum Enterprises Pomona Ranch Broadband Wi-Fi services plans/design and implementations.**

Renee Wright Executive Director presented proposed Resolution #1248 approving the (“BID”) of the Housing Authority of the City of Madera to ratify and approve the Spectrum Enterprises Pomona Ranch Broadband Wi-Fi services plans/design and implementations.

There was no public comment.

Commissioner S. Montes had questions regarding the BID about the posting of the BID and how many Bidders.

Renee Wright Executive Director stated that we posted on website and made phone calls and we only got one BID from Spectrum.

Commissioner J. Rodriguez had questions about the BID regarding the price.

Renee Wright Executive Director stated it was going to be funded and HACM will pay nothing.

Commissioner S. Montes moved to approve Item C-3, proposed Resolution #1248. Vice-Chair A. Evans seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,

Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia

ABSTAIN: (0)

**C-4: Motion to Approve Proposed Resolution # 1249, approving the (“BID”) of the Housing Authority of the City of Madera to ratify and approve the RMC Enterprise Inc. Asphalt Repair and Slurry Seal**

Renee Wright Executive Director presented proposed Resolution #1249 approving the (“BID”) of the Housing Authority of the City of Madera to ratify and approve the RMC Enterprise Inc. Asphalt Repair and Slurry Seal for Pomona Ranch.

Commissioner S. Montes had questions about the BID. He wanted to know how many BID’s we had received.

Renee Wright Executive Director mentioned two were received for the Asphalt repair and Slurry seal. One from Toasted and RMC Enterprise Inc.. She stated that RMC Enterprise was the lower BID.

There was no public comment.

Commissioner S. Montes moved to approve Item C-4, proposed Resolution #1249. Vice-Chair A. Evans seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia  
Vice-Chairperson Anita Evans  
Commissioner Cece Gallegos  
Commissioner Steve Montes,  
Commissioner Artemio Villegas and  
Commissioner Jose Rodriguez

NOES: (0)

ABSENT: (1) Commissioner Santo Garcia

ABSTAIN: (0)

**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS:**

Renee Wright Executive Director provided the following administrative reports.

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

Ms. Wright reiterated the numbers from the “Housing Activity” chart on the agenda.

Commissioner C. Gallegos said she thanked the staff for getting these numbers this low. They have not seen numbers this low in a while.

No public comment.

**F. EXECUTIVE DIRECTOR REPORT:**

Renee Wright Executive Director provide the following reports:

Renee Wright Executive Director reported about HCV department has issued six new vouchers for the month of April. There are seven hundred forty-one active participants. She is currently looking at senior sites and multi-family.

Renee Wright Executive Director reported we are at 100% with both projects. The program Housing Manager and Maintenance will start preparing for quarterly preventative maintenance that is needed on each of the projects.

Renee Wright Executive Director reported interdepartmental training is underway. Blanca Navarro will work with management to develop standard operation procedure manuals for each department. This will define the on-boarding process.

Renee Wright Executive Director reported Nan McKay consulting services has completed 90% of the annual recertifications. They will complete the remaining 10%. They will start the inspections mid-June 2023. The Agency is working with the HR consultant to update and revise the Employee Handbook. Estimated completion date of Handbook July 2023.

Renee Wright Executive Director reported HACM BID’s proposals have closed for the following projects Pomona Ranch slurry seal and fiber optics. Public Housing requests for proposals are currently posted on the website.

Renee Wright Executive Director reported she met with Career Nexus and has already presented the MOU to Board Members. The MOU covers up to 5 pre-paid interns at a time for 200 hours each. She also met with United California Networks Partners. The Agency will post our open positions.

Commissioner S. Montes reiterated up to five interns at two hundred hours each.

No public comment.

**G. COMMISSIONER REPORTS:**

Vice-Chairperson Evans thanked HACM. The atmosphere is awesome over at HACM. Partnerships are awesome. She thanked all staff members.

Commissioner C. Gallegos asked for an update on the camera system.

Renee Wright Executive Director responded she was currently working on the camera system.

Commissioner S. Montes had nothing to report.

Chairperson E. Mejia reiterated that she would like an update on where we are at with the shade for E. Yosemite-PH.

Renee Wright Executive Director stated other funds are being looked at for the shade project.

Commissioner A. Villegas thanked the HACM for a great job.

**H. CLOSED SESSION:**

The Board of Commissioners temporarily adjourned open session and met in closed session with legal counsel to discuss the following items.

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

**H-2** Potential litigation

At 6:53 p.m. the Commissioners resumed open session. Chairperson E. Mejia reported that there was no reportable items in closed session.

**I. ADJOURNMENT:**

Chairperson Elsa Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, June 14, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 7:03 p.m.

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**CERTIFICATE BY CLERK 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 June 14, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 14<sup>th</sup> day of June 14, 2023.

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