

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 JUNE 14, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The June 14, 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 conducted 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 (In Person)
HACM Housing Program Compliance Manager Blanca Navarro Mendoza (In Person)
HACM Housing Services Manager Lucia Avila (In Person)

INVOCATION:

The invocation was given by Joseph Alicea from Awaken.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by HACM Executive Secretary Marisela Lopez.

MOTION TO APPROVE MEETING AGENDA:

Commissioner S. Montes moved to approve the June 14, 2023, proposed meeting agenda, as amended, and posted on June 09, 2023. Commissioner J. Rodriguez 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.

A. WORKSHOPS:

The was none.

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 May 2023.

B-2 Approval of May Regular Board Meeting Minutes.

Motion to Approve Consent Calendar

Commissioner S. Montes moved to approve the above-listed consent calendar items. 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)

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 # 1250 approving the Safety Policy of the Housing Authority.

Renee Wright, Executive Director presented proposed Resolution # 1250. Approving the Safety Policy of the Housing Authority.

Renee Wright, Executive Director reported this is a modification to the Safety Policy of 2015. The fire and emergency actions were updated and brought to code for Cal OSHA, and the medical emergency was also modified to who we need to contact.

There was no public comment.

Commissioner S. Montes asked if we have a redline version.

Renee Wright Executive Director stated "No".

Commissioner S. Montes moved to approve Item C-1, proposed Resolution #1250. 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 # 1251 approving the Injury and Illness Prevention program (IIPP)

Renee Wright, Executive Director presented the proposed Resolution # 1251. Approving the Injury and Illness Prevention program (IIPP).

Renee Wright, Executive Director reported we had a few changes due to CHWCA so the hazard assessments had to be added. They need these reviewed quarterly instead of annually. There was a new update to the corrective methods they had to be outlined in our policy.

There was no public comment.

Commissioner C. Gallegos moved to approve Item C-2, proposed Resolution #1251. 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 # 1253 approving the safety-workplace violence prevention plan checklist.

Renee Wright, Executive Director presented proposed Resolution #1253 approving the safety-workplace violence prevention plan checklist.

Renee Wright, Executive Director reported that we currently do not have a safety checklist. So, they have outlined the safety checklist. Wherein it has been outlined for our workplace office staff and maintenance departments.

Commissioner C. Gallego asked who is on the safety time.

Renee Wright, Executive Director reported to the Executive Director, Financial Manager, Compliance Manager, and the Maintenance Manager.

There was no public comment.

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)

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. We continue to have zero vacancies in farm labor. There are three coming up which have security deposits and people in place.

Work orders are still coming down and this will come up because we have preventative maintenance. An audit is scheduled for June twentieth for labor programs.

Commissioner A. Evans said the numbers are outstanding compared to before thank you to you and your staff.

No public comment.

F. EXECUTIVE DIRECTOR REPORT:

Renee Wright, Executive Director provide the following reports:

Renee Wright, Executive Director reported on HCV department continuing to progress. We have leased eleven new vouchers for families. They are QC'ing some of the files and updating some of Standard operations and procedures for some of our departments.

Renee Wright, Executive Director reported interdepartmental training continues. They went to a public housing training that was informative.

Renee Wright, Executive Director reported consulting services are on the way. We are searching for someone to help us with our Housing Inspections. The position has not been filled yet. Staff have been backfilling and helping with that.

Renee Wright, Executive Director reported BID's are up on the website. We have received some. Emails are still being sent out to vendors and phone calls are being made out to vendors.

Renee Wright, Executive Director reported Technology we have been working on Yardi and we have implemented our payroll system ADP and we ware still working on some kinks. HACM is looking for document storage software due to the flood. The new rent calculator is up on the website and people can find out if they qualify.

Renee Wright, Executive Director reported Community Partnerships has been going very well. We have a couple of interns from Career Nexus. I has been successful. She met with SURF, the community economic resilience fund. Two meetings are scheduled in the next two weeks. She is hoping to get some of the money for Fresno Madera, the quarterly landlord engagement has been scheduled for June 29, 2023.

Renee Wright, Executive Director reported 90-day outlook. She is looking to have 50 of our agencies SOPS complete and finalize our agencies employment employee handbook and finalize all the agency's policies that we have in place a lot of them are from 2005 to 2015.

Commissioner S. Montes had a question: He asked if the builder's stock is in Fresno.

Renee Wright, Executive Director reported that we have six complexes here in Madera with vouchers.

No public comment.

G. COMMISSIONER REPORTS:

Vice-Chairperson A. Evans was running a few minutes late. She asked that we keep Senator in our prayers. She would like to see all her colleagues at the June 19th celebration.

Commissioner C. Gallegos wished James Taubert a Happy Birthday and to keep him in our prayers.

Commissioner S. Montes had nothing to report.

Commissioner J. Rodriguez said it's not his birthday today. He got a new haircut.

Commissioner A. Villegas has nothing to report.

Chairperson E. Mejia nothing to report.

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 7:44 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported that there were no reportable items in the closed session.

I. ADJOURNMENT:

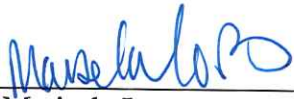
Chairperson Elsa Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, July 12, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 7:45 p.m.

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 July 12, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 12th day of July, ~~12~~^{ML}, 2023.

By: 
Marisela Lopez
Housing Authority of the City of Madera