#### 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

## REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

#### **Notice and Agenda**

6:00 PM Wednesday, September 13, 2023, Madera City Hall Council Chambers 205 W. 4th Street Madera, CA 93637

This Notice, Meeting Agendas, Board Meeting Packets, and Meeting Minutes can be viewed electronically on the Housing Authority's website - located at <a href="www.maderaha.org">www.maderaha.org</a>. There, you can access the tab "About Us" and then open the tab "Board Meeting Agenda."

This meeting of the Housing Authority's Board of Commissioners is open to the public. Members of the public may participate in the meeting and comment on an Agenda item in person or remotely by logging onto Zoom:

https://cityofmadera.zoom.us/j/4566051574?pwd=eVYyMWRvV2FNcXJIWEptbTRDQVVIZz09

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 456 605 1574.

Written materials related to an item on the Agenda for the open session portion of this meeting distributed to the Board of Commissioners less than 72 hours before this scheduled meeting, are available for public inspection during normal business hours at the Housing Authority's office located at 205 N G Street, Madera, CA 93637.

Comments will also be sent via email to Ms. Marisela Lopez at <a href="mailto:mlopez@maderaha.org">mlopez@maderaha.org</a> or by regular mail sent to the Housing Authority at 205 N G Street, Madera, CA 93637, Attention Marisela Lopez.

The meeting room is accessible to the physically disabled and the services of a translator can be made available upon request. Any accommodation for the disabled, language signers, assistive listening devices, or translation services needed to facilitate an individual's participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting by contacting the City of Madera's Human Resources Dept. at (559) 661-5400, Ext. 8704 or the Housing Authority at (559) 674-5695 Ext. 222 between the business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Those who are hearing impaired can call 711 or 1.800.867.4323 for a TTY Relay Service.

**CALL TO ORDER**: Chairperson Elsa Mejia

**ROLL CALL:** 

Chairperson Elsa Mejia, Vice-Chairperson Anita Evans, Commissioner Cece Gallegos, Commissioner Jose Rodriguez, Commissioner Santos Garcia, Commissioner Steve Montes and Commissioner Artemio Villegas.

**INVOCATION:** 

Sammie Neely, Mount Zion MBC

#### **PLEDGE OF ALLEGIANCE:**

#### **APPROVAL OF AGENDA:**

#### **PUBLIC COMMENT:**

The first fifteen minutes of the meeting are reserved for members of the public to address the Board of Commissioners on items which are within the subject matter jurisdiction of the Housing Authority. Speakers shall be limited to three (3) minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold their comment until that item is called. Comments regarding items listed for "Public Hearing" on the agenda, should be held until the Public Hearing is opened. The Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to a public comment at this time.

A. WORKSHOPS: NONE.

#### B. CONSENT CALENDAR:

Matters listed under the Consent Calendar are considered routine and will be considered by one motion and a single vote. There will be no separate discussion of each of these items. If any Commissioner or member of the public wishes to discuss a matter listed on the Consent Calendar, they can request that such an item be removed from the Consent Calendar and such item will be considered separately.

- B-1 APPROVAL OF AUGUST 09, 2023, REGULAR BOARD MEETING MINUTES
- B-2 APPROVAL OF AUGUST 21, 2023, SPECIAL BOARD MEETING MINUTES
- B-3 APPROVAL OF REGISTER AUDITED DEMANDS AUGUST 2023
- C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:
  - C-1 RESOLUTION No. 1265 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE ADDITION OF HOUSING AUTHORITY INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO AS SIGNER ON THE HOUSING AUTHORITY'S CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

#### D. WRITTEN COMMUNICATIONS: Marisela Lopez, Executive Administrative Assistant

#### E. <u>ADMINISTRATIVE REPORTS</u>: Blanca Mendoza-Navarro, Interim Executive Director

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

	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec
Section 8				Section								
Households	733	755	735	741	750	750	760	775				
Assisted YTD Lease	/33	755	/35	741	750	758	768	775				
Up projection	91%	94%	91%	92%	93%	94%	96%	96%				
MTD HAP Expenses	\$385,910	\$346,843	\$363,455	\$482,737	\$493,348	427,119	432,060	459,201				
Waiting List	842	842	842	842	842	842	842	842				
Public Housing				Public Ho	using							
Vacancies	4	2	1	0	0	2	3	3				
Waiting List	2810	2910	2910	2910	3207	3225	3236	2909				
Unit Turnover	46	31	29	0	0	7	1	34				
Farm Labor				Farm La	bor							
Vacancies	0	0	1	0	0	1	0	0				
Waiting List	16	23	18	18	17	18	16	16				
Unit Turnover	0	0 .	0	0	0	10	1	0				
Maintenanc e				MAINTEN	ANCE							
Public Housing				Public Ho	using							
Open Work Orders	21	14	4	9	22	10	6	15				
Average days	11	10	5	3	15.7	14.6	3.64	5.8				
Farm Labor				Farm La	bor							
Open Work Orders	12	15	3	0	10	8	3	0				
Average days	39	19.5	5	0	9	17.4	3.7	2.8				

#### F. EXECUTIVE DIRECTOR REPORT: Blanca Mendoza-Navarro, Interim Executive Director

#### G. <u>COMMISSIONER REPORTS</u>:

#### H. <u>CLOSED SESSION</u>: Attorney Emilio J. Huerta

The Board of Commissioners will adjourn into closed session to discuss the following items.

- Grievance of Guillermo Ruelas, and other Employee personnel matters pursuant to CA Govt. Code Section 54957(b)(1).
- H-2: Interim Executive Director Blanca Mendoza- Navarro's salary pursuant to CA Govt. Code Section 54957(b)(1).
- Potential litigation pursuant to CA Govt. Code Section 54956.9(d)(4) H-3:

#### I. ADJOURNMENT:

The next Regular Monthly Meeting will be Wednesday, October 11, 2023, at 6 p.m., at the City of Madera, Council Chambers.

#### Certificate of Posting

I, Marisela Lopez, declare under penalty of perjury the laws of the State of California, that I am an employee of the Housing Authority of the City of Madera, and that I posted the above September 01, 2023 Agenda for the Regular Meeting of the Housing Authority of the City of Madera's Board of Commissioners, near the front entrance of the office of Housing Authority located at 205 North G Street, Madera, CA 93637, on the Housing Authority's Website, and at the front entrance of the Madera City Hall, located at 205 W. 4th Street, Madera, CA 93637, at or about \_\_2:30\_p.m..

Executed this 1st day of September 2023.

Marisela Lopez, Executive Administrative Assistant Housing Authority of the City of Madera

## **B.** CONSENT CALENDAR

B-1	APPROVAL OF AUGUST 09, 2023, REGULAR
	BOARD MEETING MINUTES
B-2	APPROVAL OF AUGUST 21, SPECIAL BOARD MEETING MINUTES
B-3	APPROVAL OF REGISTER AUDITED DEMANDS AUGUST 2023

# **B-1** APPROVAL OF AUGUST 09, 2023, REGULAR BOARD MEETING MINUTES

#### Housing Authority of the City of Madera





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#### MINUTES OF THE AUGUST 9, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

#### **CALL TO ORDER:**

The August 9, 2023, Regular Meeting of the Housing Authority for the City of Madera was called to order by Commissioner Santos Garcia at 6:04 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 made simultaneously accessible via Zoom.

#### **COMMISSIONERS PRESENT:**

Chairperson Elsa Mejia	(In Person at the City of Madera Council Chambers joined meeting at 6:27 p.m.)
Vice-Chairperson Anita Evans	(Participated via Zoom pursuant to CA Govt. Codes
	§§ 54953 (F)(2)(A)(ii))
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	(Participated via Zoom pursuant to CA Govt. Codes
Commissioner Santos Garcia	§§ 54953 (F)(2)(A)(i)) (In Person at the City of Madera Council Chambers)

#### **COMMISSIONERS ABSENT:**

None.

#### **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)

#### MOTION TO APPROVE VICE-CHAIR ANITA EVANS VIA ZOOM PARTICIPATION:

Attorney Huerta requested that there be a motion to approve Vice- Chairperson Anita Evans to participate via Zoom pursuant to CA Govt. Code § 54953 (F)(2)(A)(ii)).

Commissioner S. Garcia moved to approve Vice-Chairperson A. Evans to participate via Zoom pursuant to CA Govt. Code § 54953 (F)(2)(A)(ii)) – Remote participation due to medical reasons.. Commissioner S. Montes seconded the motion. The motion passed unanimously.

AYES: (5) Commissioner Cece Gallegos,

Commissioner Steve Montes, Commissioner Santos Garcia, Commissioner Jose Rodriguez and Commissioner Artemio Villegas

ABSENT: (1) Chairperson Elsa Mejia

ABSTAIN: (1) Vice-Chairperson Anita Evans

Attorney Huerta advised that CA Govt. Codes § 54953 requires each Commissioner that is participating remotely shall publicly disclose that there is no other individual of the age of 18 years or older present in the room from which they are participating. Each Commissioner will publicly affirm that there are no other individuals who are of the age of 18 years, or older present in the room from where they are participating remotely.

Vice-Chairperson A. Evans affirmed that she is in the room by herself, and Stanley is in the other room that he will not be in the room unless he peaks his head in.

Commissioner J. Rodriguez reported that he was in the room by himself and no one under the age of 18 was in the room with him.

Commissioner S. Garcia passed on the gavel to Vice-Chairperson A. Evan chaired the meeting from this point forward.

#### **INVOCATION:**

Vice-Chair Anita Evans gave the invocation.

#### PLEDGE OF ALLEGIANCE

Commissioner Santos Garcia led the Pledge of Allegiance.

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

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

Attorney Huerta requested that Item C-5 be pulled from the Agenda, as such item is to approve contracting with counsel in respect of the Moore's lawsuit and the paperwork to support this agenda. Vice-Chairperson A. Evans moved to approve the agenda without item C-5 from the meeting Agenda and amend the meeting Agenda posted on August 03, 2023. Commissioner S. Montes seconded the motion. The motion passed unanimously:

AYES: (5) Vice-Chairperson Anita Evans,

Commissioner Cece Gallegos, Commissioner Steve Montes, Commissioner Jose Rodriguez and Commissioner Artemio Villegas

NAYS: (1) Commissioner Santos Garcia

ABSENT: (1) Chairperson Elsa Mejia

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

#### A. WORKSHOPS:

Discussion of Proposed distribution of Bylaws

Commissioner S. Montes reiterated that there's no action being taken today on the workshop, this is only to receive information.

Vice Chair Evans passed the gavel to Chairperson Mejia.

Attorney Emilio Huerta updated Chairperson Mejia on the Workshop discussion of the proposed distribution of Bylaws.

#### B. <u>CONSENT CALENDAR:</u>

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 July 2023.
- **B-2** Approval of July 12, 2023, Regular Board Meeting Minutes.

Renee Wright Executive Director reported that there is a correction on the minutes for July 12, 2023, on item "C-1" Wright stated that there is typographical error regarding the amount of

\$36,000 it should reflect \$3,600 and that the statement should read "in previous years, this contract cost the Agency \$3,600." Wright stated also that there is a typographical error regarding the entity "EED" and that the statement should read "Ms. Avila reported that EDD is used to determine income eligibility of prospective and renewal tenants' applications."

#### **Motion to Approve Consent Calendar Items**

Commissioner S. Garcia moved to approve the July 12, 2023, Regular Board Meeting Minutes with the correction to item C-1 as requested by Renee Wright Executive Director. Commissioner S. Montes seconded the motion. The motion passed unanimously:

AYES:

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

ABSENT: (0)

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 # 1255 authorizing the Language Interpretation Contract with language Interpretation Services Inc.

Blanca Mendoza-Navarro Housing Programs Compliance Manager presented proposed Resolution # 1255. Ms. Mendoza-Navaro reported public agencies are obligated to ensure person with limited English proficiencies have equal access to public programs in accordance with executive order 1316. Primary languages have been identified as English and Spanish.

Commissioner S. Gallegos reported that it is so needed, and to see all the different languages that they can cover is amazing.

Commissioner S. Montes inquired if we have compensation for bilingual pay for our employees currently?

Blanca Mendoza-Navarro Housing Programs Compliance Manager said "No".

There was no public comment.

Commissioner S. Garcia moved to approve Item C-1, proposed Resolution #1255. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES:

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

## C-2: Motion to Approve Proposed Resolution # 1260, Authorizing the Cost-of Living Fee adjustment for Attorneys Aleshire & Wynder, LLP

Emilio Huerta, Legal Counsel presented proposed Resolution # 1260. Aleshire & Wynder, LLP has been retained with regards to the Equal Employment opportunity commission complaint filed by the Executive Director Renee Wright. There is a Standing contract services agreement with Aleshire & Wynder, LLP as discussed for need for services. The Standing agreement was entered on October 20, 2021, the agreement for the fee schedule for senior counsel was \$275 per hour they have requested to increase the billable rate of \$295 an hour. They have categorized it as a cost-of-living adjustment.

There was no public comment.

Commissioner S. Montes asked if there was if any of the other partner rates affected.

Emilio Huerta, Legal Counsel said "No".

Commissioner S. Garcia moved to approve Item C-2, proposed Resolution #1260. Commissioner S. Montes seconded the motion. The motion passed unanimously:

AYES:

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

## C-3: Motion to Approve Proposed Resolution # 1261 Authorizing a contract with Tech Heroes, Inc. for Technology Services.

Renee Wright, Executive Director presented proposed Resolution #1261.

Ms. Wright reported that we currently have a contract with Data Path which services are \$2,875 a month and that does not include any extra equipment that we may purchase. Tech Heros is \$2,425 a BID was received by BCT services and that one is \$2,573. 25. The reason why we went out to BID is because we haven't been getting the full services that Data Path has promised. It took two years just to do the firewall installation. It's been an ongoing late service with them.

There was no public comment.

Emilio Huerta, Legal Counsel asked Executive Director Renee Wright that he wants to make sure that we're in compliance with our procurement policies and request for proposals. Did this service go out to BID and are we in compliance with our existing policies?

Renee Wright Executive Director responded Yes; we are. It is a small RFP because it's under \$5,000. So yes, we got three BIDS, and all of them are fully in scope. They are part of the consortium. We went under their procurement policy as well.

Commissioner Montes had a question what was the cost of the last agreement? Was it with Data Path? What were the charges before?

Renee Wright, Executive Director responded that's the price they were charging us before.

Commissioner C. Gallegos moved to approve Item C-3, proposed Resolution #1261. Commissioner S. Montes seconded the motion. The motion passed unanimously:

`AYES:

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

## C-4: Motion to Approve Proposed Resolution # 1262 approving the Yardi Aspire Training proposal for HACM Staff.

Renee Wright, Executive Director presented proposed Resolution #1262.

Renee Wright reported it's our onboarding training system. This system will bring for every position a training mechanism for every detail of the use of the program. It's a monthly fee that will increase \$509.16 and an annual fee of \$6,111. This training will be for all the agency positions.

Commissioner Montes asked if this one will not be subject to RFP?

Renee Wright, Executive Director said "No".

Commissioner Rodriguez reported if Aspire were also based on its features it would help the employee know the role and the position of our agency. Providing them with certain plans at their pace to learn. Please elaborate.

Renee Wright, Executive Director reported it basically outlines the details of their job from start to finish.

Commissioner Rodriguez reported if we feed stuff into the Yardi software on specifics for the position and or requirements?

Renee Wright, Executive Director reported we look at the job description and then implement what their job description is into the Yardi role.

There was no public comment.

Commissioner S. Mones moved to approve Item C-4, proposed Resolution #1262. Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

AYES:

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

#### D. <u>WRITTEN COMMUNICATIONS</u>:

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. She said in section 8 department another ten vouchers were leased. There were six move outs. That has gone up from 758 to 768. We now have 96% of them leased. Three vacancies.

In Public Housing applications are in process. Our Farm Labor remains at 100%. We have sixteen on the wait list. Work orders are still sown. There are six that are open, and they are being closed at an average of 3.64 days.

Commissioner Montes has a question regarding the wait list.

Renee Wright, Executive Director, answered his question by saying that 300 were pulled from the list and the agency is still going through those 300.

No public comment.

#### F. EXECUTIVE DIRECTOR REPORT:

Renee Wright, Executive Director provide the following reports:

1. Sixteen new vouchers were issued from the housing choice voucher program. Ms. Wright reported there are ten new contracts. Briefings for the month of August are to come. The goal

is to have the next 90 days to go through the next 38 vouchers remaining in the program to lease up.

- 2. Public housing will be starting on the kitchen and bathroom remodels in early September. the housing choice voucher training is scheduled for next week, with the technical assistance from August 16<sup>th</sup> through the 18<sup>th</sup>.
- 3. Ms. Wright reported that the housing choice voucher training is scheduled for next week, with technical assistance from August 16<sup>th</sup> through the 18<sup>th</sup>. Yardi Voyager Aspire contract we are super excited. Pomona Ranch season opened July 03, 2023. We have 47 people currently. I just found out we are all leased up.
- 4. Ms. Wright reported Consulting services will begin next week for the ISterling Inc. Housing Choice Voucher Bi-annual inspections.
- 5. Ms. Wright reported Yardi Voyager ASPIRE contract will provide the on-boarding training program for all the agency's positions.
- 6. Ms. Wright reported that the opening of Pomona Ranch was on July 03, 2023. We had learned that all units are leased up. HACM is currently working with Madera South High School to bring the Little Free library to our Pomona Ranch site. Child Evangelism Fellowship, Inc. came out for a 3-day club and provided families with food, games, and resources. Central Valley Opportunity Center (CVOC) will be providing rental assistance for some of our families.

Commissioner Gallegos had a question regarding giving books away.

Renee Wright Executive Director said "No, we weren't giving books away". We have the high school coming out to do free books. Pomona Ranch is the only location that this service is being provided to.

There was no public comment.

#### G. COMMISSIONER REPORTS:

- 1. Vice-Chairperson Commissioner Evans had nothing to report.
- 2. Commissioner Gallegos had nothing to report.
- 3. Commissioner Montes had nothing to report.
- 4. Commissioner Garcia reported that he was at the backpack giveaway and school supply giveaway at Pomona Ranch. Madera Unified School District did a great job through their migrant worker partnership. Congress women Esmeralda Soria gave hundreds of backpacks. They also got Community and County out there to provide education resources to the community. Big Brothers and Big Sisters also had an event. He attended 5 backpacks give aways. Carlos Godines gave free haircuts to kids at Congress women's Esmeralda Soria event.

- 5. Commissioner Rodriguez reported Vice Chair Evans, Commissioner Garcia and himself met at the round table with Congress women Esmeralda Soria regarding the need for additional funding for our Community Food Bank. If anyone or this commission has any additional relationships with any of your State Senators or assembly members. They are asking that they continue to ask and support our food bank that feeds most of our residents here. He wants an update on the Non-profit organization. How soon can they start anticipating possibly acting on the projects.
- 6. Commissioner Villegas reported he attended the Ford dealer backpack give away. There was a food give away at the Islamic Temple.
- 7. Chairperson Commissioner Mejia had nothing to report.

#### H. <u>CLOSED SESSION</u>:

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

- H-1: Employee personnel matters pursuant to CA Govt. Code Section 54957(b)(1).
- H-2: Executive Director's Annual Performance Evaluation, Salary Review, and Renewal of Employment Contract pursuant to CA Govt. Code Section 54957(b)(1).
- H-3: Potential litigation pursuant to CA Govt. Code Section 54956.9(d)(4)

At 8:06 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported:

1. That the HACM Board of Commissioners has made a decision that has authorized Ms. Allison Flowers, from the law firm of Aleshire & Wynder LLP to be retained as an independent investigator for the purposes of investigating with the Equal Employment Opportunity Commission (EEOC) complaint filed by Executive Director Renee Wright on July 19, 2023.

#### I. ADJOURNMENT:

Chairperson Commissioner Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, September 13, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was	adjourned the	meeting at 8:09	p.m.

#### CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing August 9, 2023, 2023, 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 September 13, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this day of September 13, 2023.		
	Ву:	
		Marisela Lopez Housing Authority of the City of Madera

# **B-2** APPROVAL OF AUGUST 21, SPECIAL BOARD MEETING MINUTES

#### 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 AUGUST 21, 2023 SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

#### **CALL TO ORDER:**

The August 21, 2023, Special Meeting of the Housing Authority for the City of Madera was called to order by Vice Chairperson Anita Evans 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 made simultaneously accessible via Zoom.

#### **COMMISSIONERS PRESENT:**

Vice Chairmanna Anita Faran	(I. D
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)
Commissioner Santos Garcia	(In Person at the City of Madera Council Chambers)

#### **COMMISSIONERS ABSENT:**

Chairperson Elsa Mejia

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

HACM Executive Secretary Marisela Lopez (In Person) HACM Legal Counsel Emilio J. Huerta (In Person)

#### **INVOCATION:**

Pastor Sammie Neely gave the invocation.

#### PLEDGE OF ALLEGIANCE

Legal Counsel Emilio J. Huerta led the Pledge of Allegiance.

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

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

Commissioner Rodriguez moved to approve the August 21, 2023, proposed meeting agenda, as amended, and posted on August 16, 2023. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES: (5) Vice-Chairperson Anita Evans,

Commissioner Cece Gallegos, Commissioner Steve Montes, Commissioner Santos Garcia Commissioner Jose Rodriguez and Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Chairperson Elsa Mejia

- A. WORKSHOPS: None.
- B. CONSENT CALENDAR: None.
- C. RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

C-1: Motion To Approve Proposed Resolution # 1263 Authorizing The Contract With Lubin-Olson For Legal Services Regarding Madera Opportunities For Resident Enrichment And Services, Inc. (MORES)

Emilio J. Huerta Legal Counsel presented proposed Resolution # 1263. Mr. Huerta reported Lubin-Olson is being retained as the law firm to represent the Housing Authority of the City of Madera in the filing of the lawsuit against MORES for the recovery of funds that are owed to the Housing Authority for services rendered to MORES in connection with the management of Yosemite Manor property and other properties. Recovery of funds that we're unjustly taken by MORES that are owed, or funds that are owed to the Housing Authority. It will assert our position as the true ownership entity of Yosemite Manor and the other tax credit projects.

Commissioner Garcia asked if there were two commissioners that were previously on the MORES Board should they excuse themselves?

Emilio J. Huerta Legal Counsel responded no, since they are no longer members of the MORES Board of Directors and were members on behalf of the Housing Authority in a volunteer capacity.

Commissioner Montes reported that the financial Cost is \$0. He would like an anticipated cost.

Emilio J. Huerta Legal Counsel responded a budget for this case will be discussed in Closed Session, not today but there was a budget presented last time. There are different stages and would provide information at the next meeting in Closed Session.

Commissioner Rodriguez reported that he wants to be transparent about going through a process of maybe trying to identify others with lesser costs for services?

Emilio J. Huerta Legal Counsel responded that he did not engage in other attorneys. He selected this firm because he has worked with them in the past and due to their tax credit experience.

Commissioner Garcia reported that if I am wrong the MORES Board illegally took money from the Housing Authority for their benefit and that's why we are suing.

Emilio J. Huerta Legal Counsel responded they took money. They owe us money, we have invoices. Half a million is what is owed.

There was no public comment.

Commissioner Gallegos moved to approve Item C-1, proposed Resolution #1263. Commissioner Montes seconded the motion. The motion passed unanimously:

AYES:

Vice-Chairperson Anita Evans,
 Commissioner Cece Gallegos,
 Commissioner Steve Montes,
 Commissioner Santos Garcia and
 Commissioner Artemio Villegas
 Commissioner Jose Rodriguez

NAYS:

(0)

(1)

ABSENT:

Chairperson Elsa Mejia

C-2: Motion To Approve Proposed Resolution # 1264, Authorizing The Addition Of Housing Authority Chair Elsa Mejia And Removing Former Housing Authority Executive Director Renee A. Wright, Commissioner Santos Garcia, And Commissioner Artemio Villegas As Authorized Signers On The Housing Authority's Citizen Bank Accounts And Wells Fargo's Bank Accounts.

Emilio Huerta, Legal Counsel presented proposed Resolution # 1264. authorizing the addition of Housing Authority Chair Elsa Mejia and removing former Housing Authority Executive Director Renee A. Wright, Commissioner Santos Garcia, and Commissioner Artemio Villegas as authorized signers on the Housing Authority's Citizen Bank Accounts and Wells Fargo bank accounts.

There was no public comment.

Commissioner Rodriguez moved to approve Item C-2, proposed Resolution #1264. Commissioner Montes seconded the motion. The motion passed unanimously:

AYES:

(6) Vice-Chairperson Anita Evans,

Commissioner Cece Gallegos, Commissioner Steve Montes, Commissioner Santos Garcia and Commissioner Artemio Villegas Commissioner Jose Rodriguez

NAYS:

(0)

ABSENT:

(1) Chairperson Elsa Mejia

#### D. WRITTEN COMMUNICATIONS:

No written communications were received.

- E. <u>ADMINISTRATIVE REPORTS</u>: None.
- F. **EXECUTIVE DIRECTOR REPORT:** None.

#### G. COMMISSIONER REPORTS:

- 1. Vice-Chairperson Commissioner Evans reported its such a blessing to see every one of you. She would like for us to keep God first and allow him to speak for us.
- 2. Commissioner Gallegos had nothing to report.
- 3. Commissioner Montes had nothing to report.
- 4. Commissioner Garcia reported that these are trying times in our organization. We will move forward with this and come out better in the future.
- 5. Commissioner Rodriguez had nothing to report.
- 6. Commissioner Villegas had nothing to report.

#### H. <u>CLOSED SESSION</u>:

The Board of Commissioners temporarily adjourned from Open Session and met in Closed Session with legal counsel Emilio J. Huerta to discuss the following items:

H-1: Resignation of HACM Executive Director Renee Wright and Employee personnel matters pursuant to CA Govt. Code Section 54957(b)(1).

H-2: Potential litigation pursuant to CA Govt. Code Section 54956.9(d)(4)

At 7:15 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported:

- 1. That the HACM Board of Commissioners discussed the resignation of Ms. Wright. The Board also voted to promote HACM Housing Compliance Manager Ms. Blanca Mendoza-Navarro as the Interim Executive Director until the publication process and recruitment of a permanent Director of the Housing Authority is completed. A salary, adjustment for Ms. Mendoza-Navarro will be discussed during the next Closed Session meeting.
- 2. Also discussed was the grievance filed by former employee, Guillermo Ruelas.

#### I. ADJOURNMENT:

Vice Chairperson A. Evans announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, September 13, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was ac	ljourned the meet	ing at 7:17 p.m.	

#### CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing August 21, 2023, 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 September 13, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this day of September 13, 2023.	
	Ву:
	Marisela Lopez
	Housing Authority of the City of Madera

# B-3 APPROVAL OF REGISTER AUDITED DEMANDS AUGUST 2023

Perform	K-2383 rewriting K-2384 revfund K-2385 rewfund K-2386 rewfund K-2387 rewfund K-2388 rewfund K-2389 rewfund K-2391 rewfund K-2392 rewfund K-2393 rewfund K-2393 rewfund K-2394 rewfund K-2396 rewfund K-2400 rewfund	mad03 mad04 mad46 met00 mis01 mis02 nav04 off02 oms01 pera4 pge01 qua07 rot01 qua07 rot01 spe00 sta02 tim01 TMO00 van00	CITY OF MADERA CITY SERVICES  MADERA FLEET SERVICES  PUBLIC WORKS FAIRMEAD LANDFILL  METROPOLITAN LIFE INSURANCE COMPANY  MISSION UNIFORM SERVICE 3  MISSIONSQUARE-303376  NAVIA BENEFIT SOLUTIONS, LLC  OMS DEPT. OF HOUSING & COMM. DEVELOPMENT PERIMETER PEST CONTROL  P. G. & E.  QUADIENT FINANCE USA, INC  ROTH STAFFING COMPANIES, L.P.  SPECIALTY LANDSCAPE, INC.  STANDARD INSURANCE CO.  TIM R. TRULL ELECITIC, IN  T-MOBILE USA INC.  VAN DE POL ENTERPRISES  WELLS FARGO BUSINESS CARD-6688  WOOD  Wright, Renee  Wright, Renee  Wright, Renee  Wright, Renee  ATH PLACE CARPET AND LINOLEUM, INC.  ALESHIRE & WYNDER, LLP  ATRI	8/10/2023 8/10/2023	Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges 790.36 Employee Vision/Dental Insurance 71.40 Weekly Maintenance Uniform Service 57,174.00 Re-Issue Employee ICMA Retirement Contributions Dec.22 - Jun.23 100.00 Monthly Section 125 Administration Fee 81.01 Office Supplies 400.00 Monthly Income Due to OMS Jun.23 580.00 Monthly Postage Meter Refill 2,304.00 Temporary Worker 9,990.00 Monthly Landscaping Services 681.59 Employee Life/Disability Insurance 1,980.00 Electrical Repairs 657.30 Monthly Cell Phone Charges 913.81 Bi-Monthly Fuel Charges 936.03 Job Advertisement/Refreshments Board Meeting 429.47 Tenant Refund 9,006.84 Final Paycheck Adjustment 4,457.37 Replace Carpet 6,015.00 Legal Fees 31.43 Monthly Phone Charges
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Pentand   aparon   Apollocky, DANICHE   DANI		mad03 mad04 mad46 met00 mis01 mis02 nav04 off02 oms01 pera4	CITY OF MADERA CITY SERVICES  MADERA FLEET SERVICES  PUBLIC WORKS FAIRMEAD LANDFILL  METROPOLITAN LIFE INSURANCE COMPANY  MISSION UNIFORM SERVICE 3  MISSIONSQUARE-303376  NAVIA BENEFIT SOLUTIONS,  ODP BUSINESS SOLUTIONS, LLC  OMS DEPT. OF HOUSING & COMM. DEVELOPMENT  PERIMETER PEST CONTROL  P. G. & E.	8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023	Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges 790.36 Employee Vision/Dental Insurance 71.40 Weekly Maintenance Uniform Service 57,174.00 Re-Issue Employee ICMA Retirement Contributions Dec.22 - Jun.23 100.00 Monthly Section 125 Administration Fee 81.01 Office Supplies 400.00 Monthly Income Due to OMS Jun.23 580.00 Monthly Section 125 Administration Fee 7,059.39 Monthly PGRE Service
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TEPTUTO         ASQUALAN, DANCELE DE PROCESA         PARAMETER DE P		mad03 mad04 mad46 met00 mis01 mis02 nav04 off02	CITY OF MADERA CITY SERVICES  MADERA FLEET SERVICES  PUBLIC WORKS FAIRMEAD LANDFILL  METROPOLITAN LIFE INSURANCE COMPANY  MISSION UNIFORM SERVICE 3  MISSIONSQUARE-303376  NAVIA BENEFIT SOLUTIONS,  ODP BUSINESS SOLUTIONS, LLC	8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023	Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges 790.36 Employee Vision/Dental Insurance 71.40 Weekly Maintenance Uniform Service 57,174.00 Re-Issue Employee ICMA Retirement Contributions Dec.22 - Jun.23 100.00 Monthly Section 1.25 Administration Fee 81.01 Office Supplies
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Febrund         Sayubar         Avaluars, Demonstrate         8/10/2023         Check           revfund         att06         ATRIT CAURET         8/10/2023         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           revfund         cha99         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         cha91         CORBIN WILLITS SYSTEM INC         8/10/2023         Check           revfund         DATO1         DATA PATH FRESNO, LLC         8/10/2023         Check           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check           revfund         ha500         DL SIGN SYSTEMS         8/10/2023         Check           revfund         ha501         GENERAL BUILDERS SUPPLY         8/10/2023         Check           revfund         ha600         HD SUPPLY FACILITIES MAINTENANCE         8/10/2023         Check           revfund         ha601         INSGIGHT EMPLOYEE ASSISTANCE         8/10/2023         Check           revfund         ma002         CITY OF MADERA         8/10/2023         Ch		mad03 mad04 mad46 met00 mis01	CITY OF MADERA CITY SERVICES  MADERA FLEET SERVICES  PUBLIC WORKS FAIRMEAD LANDFILL  METROPOLITAN LIFE INSURANCE COMPANY  MISSION UNIFORM SERVICE 3	8/10/2023 8/10/2023 8/10/2023 8/10/2023 8/10/2023	Check Check Check Check Check Check Check Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges 790.36 Employee Vision/Dental Insurance 71.40 Weekly Waintenance Uniform Service
rewfund         agout Application		mad03 mad04 mad46 met00	CITY OF MADERA CITY SERVICES MADERA FLEET SERVICES PUBLIC WORKS FAIRMEAD LANDFILL METROPOLITAN LIFE INSURANCE COMPANY	8/10/2023 8/10/2023 8/10/2023 8/10/2023	Check Check Check Check Check Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges 790.36 Employee Vision/Dental Insurance
FEORITIO         ASSOLIAN, DANCELL         CONTROL           FEVRUND         ANDOO1         ANDOO1         ANDOO1         ANDOO1         ANDOO1         ANDOO1         ANDOO1         ANDOO1         STOON         \$107023         Check           FEVRUND         BENDAMIN, NICHOLAS         \$107023         Check         Check         FEVRUND         Check         FEVRUND         Check         FEVRUND         Check         Check         FEVRU		mad03 mad04 mad46	CITY OF MADERA CITY SERVICES MADERA FLEET SERVICES PUBLIC WORKS FAIRMEAD LANDFILL	8/10/2023 8/10/2023 8/10/2023	Check Check Check Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs 31.95 Disposal Charges
Februard         ASJULAN, JAMESTE L         ASJULANS         ASJULANS         ASJULANS         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check         Check           revfund         cha99         CCHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         CMS01         CORBIN WILLITS SYSTEM INC         8/10/2023         Check           revfund         disco         DL SIGN SYSTEMS         8/10/2023         Check           revfund         disco         DL SIGN SYSTEMS         8/10/2023         Check           revfund         disco         DL SIGN SYSTEMS         8/10/2023         Check           revfund         hdsco         DL SIGN SYSTEMS         8/10/2023         Check           revfund         hdsco         HD SUPPLY FACILITIES MAINTENANCE         8/10/2023         Check           revfund         hom04         HOME DEPOT CREDIT SERVICE         8/10/2023         Check           revfund         hom05         LOWE'S COMMERCIAL SERVICE         8/10/2023 <td< td=""><td></td><td>mad03 mad04</td><td>CITY OF MADERA CITY SERVICES MADERA FLEET SERVICES</td><td>8/10/2023 8/10/2023</td><td>Check Check Check</td><td>48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs</td></td<>		mad03 mad04	CITY OF MADERA CITY SERVICES MADERA FLEET SERVICES	8/10/2023 8/10/2023	Check Check Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services 1,894.90 Agency Vehicle Repairs
Februard         ASJULAN, JAMESTE L.         ASJULANS L.         ASJ	K-2382 revfund	mad03	CITY OF MADERA CITY SERVICES	8/10/2023	Check	48,284.90 Monthly Water/Sewer/Disposal Charges 37,525.45 Monthly Police Services
revitud         aguou         ASQUEAR, AMARCIE L.         8/10/2023         Check           revfund         ara0001         Araliza de Gonzalez         8/10/2023         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           revfund         cha9l         CHAMBERS HEATING AND AIR CONDITTONING         8/10/2023         Check           revfund         com0h         COMCAST         8/10/2023         Check           revfund         DATO1         DATA PATH FRESNO, LLC         8/10/2023         Check           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check           revfund         hds00         HD SUPPLY FACILITIES MAINTENANCE         8/10/2023         Check           revfund         hdm04         HOME DEPOT CREDIT SERVICE         8/10/2023         Check           revfund         ins01         INSIGHT EMPLOYEE ASSISTANCE PROGRAM         8/10/2023         Check           revfund         imm00         LOWES COMMERCIAL SERVICE         8/10/2023         Check           revfund         mad02         CITY OF MADERA         WILLITY BILLING         8/10/	K-2381 revfund			•	Check	48,284.90 Monthly Water/Sewer/Disposal Charges
revitud         agutor         ANDITARY, DATECT         OF ADDRESS         PARTICIAL STATES         PARTICIA	K-2380 revfund	mad02	CITY OF MADERA UTILITY BILLING	8/10/2023	!	
Frentind         agueur         ASSULLAR, DATECTE IT         8/10/2023         Check           revfund         art060         ATRIT CALNET         8/10/2023         Check           revfund         akt06         ATRIT CALNET         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         cmm0h         COMCAST         8/10/2023         Check         3           revfund         CMS01         CORBIN WILLTIS SYSTEM INC         8/10/2023         Check         3           revfund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           revfund         disco         DL SIGN SYSTEMS         8/10/2023         Check         3           revfund         bm001         GENERAL BUILDERS SUPPLY         8/10/2023         Check         1           revfund         hm050<	K-2379 revfund	MADOI	CITY OF MADERA	8/10/2023	Check	55.08 Annual Landscape Maintenance
revitud         agutor         ASQUEAR, DATECTE DE         97,02023         Check           reviund         art0001         Araliza de Gonzalez         8/10/2023         Check           reviund         art06         ATRI CALNET         8/10/2023         Check           reviund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check         3           reviund         cmm0h         COMCAST         8/10/2023         Check         3           reviund         CMSQ1         CORBIN WILLITS SYSTEM INC         8/10/2023         Check         3           reviund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           reviund         disco         DL SIGN SYSTEMS         8/10/2023         Check         3           reviund		law00	LOWE'S COMMERCIAL SERVICE	8/10/2023	Check	823.05 Maintenance Supplies
revitud         agueur         Avoidance on Table of	K-2377 revfund	ins01	INSIGHT EMPLOYEE ASSISTANCE PROGRAM	8/10/2023	Check	42.75 Employee Assistance Program
revitud         agutor         ASULLAR, DATECT         97,072023         Check           revfund         art060         Artatza de Gonzalez         8/10/2023         Check           revfund         art06         ATRT CALNET         8/10/2023         Check           revfund         ben00         BENDAMIN, NICHOLAS         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         CMS01         CORBIN WILLITS SYSTEM INC         8/10/2023         Check         3           revfund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           revfund         dis00         DL SIGN SYSTEM INC         8/10/2023         Check         3           revfund         dis00         DL SIGN SYSTEMS         8/10/2023         Check         3           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check         3           revfund         g001         GENERAL BUILDERS SUPPLY         8/10/2023         Check         3           revfund         hds00         HD SUPPLY FACILITIES MAINTENANCE         8/10/2023         Check         1	K-2376 revfund	hom04	HOME DEPOT CREDIT SERVICE	8/10/2023	Check	1,563.49 Maintenance Supplies
revitud         agutu         Availant, Desirate         97,072023         Check           revfund         art06         ATRT CALNET         8/10/2023         Check           revfund         art06         ATRT CALNET         8/10/2023         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check         3           revfund         CWS01         CORBIN WILLITS SYSTEM INC         8/10/2023         Check         3           revfund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check         1	K-2375 revfund	hds00	HD SUPPLY FACILITIES MAINTENANCE	8/10/2023	Check	834.22 Maintenance Supplies
revitud         aguvu         Avallar, Daller L.         97,02023         Check           revfund         art0001         Araliza de Gonzalez         8/10/2023         Check           revfund         art06         AT&T CALNET         8/10/2023         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check           revfund         CMOCAST         8/10/2023         Check         3           revfund         CMS01         CORBIN WILLTS SYSTEM INC         8/10/2023         Check         3           revfund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check         3           revfund         GBS01         GENERAL BUILDERS SUPPLY         8/10/2023         Check         3	K-2374 revfund	gonûi	Gonzalez, Lidia	8/10/2023	Check	1,522.57 Final Paycheck
revitud         aguvu         Avallara, Dallera         8/10/2023         Check           revfund         arad001         Araliza de Gonzalez         8/10/2023         Check           revfund         akt06         AT&T CALNET         8/10/2023         Check           revfund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           revfund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check         3           revfund         CMS01         COMCAST         8/10/2023         Check         3           revfund         DATD1         DATA PATH FRESNO, LLC         8/10/2023         Check         3           revfund         diso0         DL SIGN SYSTEMS         8/10/2023         Check         3	K-2373 revfund	GBS01	GENERAL BUILDERS SUPPLY	8/10/2023	Check	33.86 Maintenance Supplies
reviund         aguou         Availant, Daller L.         97,07,2023         Check           reviund         arad001         Aralza de Gonzalez         8/10/2023         Check           reviund         att06         AT&T CALNET         8/10/2023         Check           reviund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           reviund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check         3           reviund         COWGAST         COWCAST         8/10/2023         Check         3           reviund         CWS01         CORBIN WILLITS SYSTEM INC         8/10/2023         Check         3           reviund         DATO1         DATA PATH FRESNO, LLC         8/10/2023         Check         3		dis00	DL SIGN SYSTEMS	8/10/2023	Check	679.96 Property Signs
reviund         aguru         Availant, Daviche L.         8/10/2023         Check           reviund         art06         AT&T CALNET         8/10/2023         Check           reviund         ben00         BENJAMIN, NICHOLAS         8/10/2023         Check           reviund         cha91         CHAMBERS HEATING AND AIR CONDITIONING         8/10/2023         Check         3           reviund         com0h         COMCAST         8/10/2023         Check         3           reviund         CWS01         CORBIN WILLITS SYSTEM INC         8/10/2023         Check         3		DATOI	DATA PATH FRESNO, LLC	8/10/2023	Check	3,529.02 Monthly Managed IT Services
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reviund aguru ASULLAK, DANICKE, 9/10/2023 Check reviund aradoo1 Araiza de Gonzalez 8/10/2023 Check reviund att06 AT&T CALNET 8/10/2023 Check reviund ben00 BENJAMIN, NICHOLAS 8/10/2023 Check reviund cha9i CHAMBERS HEATING AND AIR CONDITIONING 8/10/2023 Check 3.		com0h	COMCAST	8/10/2023	Check	678.85 Monthly Phone/Internet Service
reviund aguou Assuta-K, Davicine B. 8/10/2023 Check reviund att06 AT&T CALNET 8/10/2023 Check reviund ben00 BENJAMIN, NICHOLAS 8/10/2023 Check		cha9l	CHAMBERS HEATING AND AIR CONDITIONING	8/10/2023	Check	3,465.00 HVAC Repairs
revrund att06 ATBT CALNET 8/10/2023 Check		ben00	BENJAMIN, NICHOLAS	8/10/2023	Check	230.71 Monthly Retiree Reimbursement
reviund araboni Araiza de Gonzalez 8/10/2023 Check		att06	AT&T CALNET	8/10/2023	Check	503.54 Monthly Phone Service
רפעדנות ששטטט אשטנדאר, טאויבויכ ויי יו איז בינבט ביויכיא שיניעי	٠	ara0001		8/10/2023	Check	300.00 Tenant Refund
Check Parison ACITI AD DANENET 8/10/2023 Check	K-2364 revfund	agu00	DANENE L.	8/10/2023	Check	4,976.80 Monthly HR Consulting Fee
253 revfund ADP00 ADP, INC. 8/10/2023 Check 110.00 Monthly ADP Processing Fee	63	ADP00	ADP, INC.	8/10/2023	Check	110.00 Monthly ADP Processing Fee
	Control					
Bank Code Payee Code Payee Name Check Date Payment Method Amount Notes	Check # Check Bank Code	Payee Code	Payee Name		Payment Method	

# Payment Register Housing Authority of the City of Madera

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	Control						
46103	K-2411	revfund	bct00	BCT CONSULTING, INC.	8/24/2023	Check	750.00 Monthly VoIP & Website Maintenance Services
46104	K-2412	revfund	cha9i	CHAMBERS HEATING AND AIR CONDITIONING	8/24/2023	Check	450.00 Monthly Phone Charges
46105	K-2413	reviund	CWS01	CORBIN WILLITS SYSTEM INC	8/24/2023	Check	755.50 Monthly Financial Software
46106	K-2414	revfund	DIA01	DIAMOND COMMUNICATION, INC	8/24/2023	Check	204.00 Monthly Security Charges
46107	K-2415	revfund	edd01	EMPLOYMENT DEVELOPMENT DEPARTMENT	8/24/2023	Check	151.25 Abstract Forms
46108	K-2416	revfund	ewi01	EWING IRRIGATION PRODUCTS, INC.	8/24/2023	Check	736.66 Maintenance Supplies
46109	K-2417	revfund	gec01	GE Appliances, A Haier Company	8/24/2023	Check	110.72 Maintenance Supplies
46110	K-2418	revfund	hom04	HOME DEPOT CREDIT SERVICE	8/24/2023	Check	28.06 Maintenance Supplies
46111	K-2419	reviund	hue01	LAW OFFICE OF EMILIO J. HUERTA	8/24/2023	Check	21,675.00 Legal Fees
46112	K-2420	reviund	jor01	DBA JORGENSEN CO.	8/24/2023	Check	1,430.74 Annual Fire Extinguisher Service
46113	K-2421	revfund	low00	LOWE'S COMMERCIAL SERVICE	8/24/2023	Check	1,724.32 Maintenance Supplies
46114	K-2422	revfund	mad03	CITY OF MADERA CITY SERVICES	8/24/2023	Check	7,916.67 Monthly Police Services
46115	K-2423	revfund	mad0m	MADERA TROPHY/CAL VALLEY PRINTING	8/24/2023	Check	273.44 Employee Inservice Plaques
46116	K-2424	revfund	map00	MAPA PLUMBING SERVICES	8/24/2023	Check	800.00 Plumbing Services
46117	K-2425	revfund	mi <b>ș</b> 01	MISSION UNIFORM SERVICE 3	8/24/2023	Check	285.50 Weekly Maintenance Uniform Service
46118	K-2426	revfund	natOl	NATIONAL CREDIT REPORTING	8/24/2023	Check	8,95 Tenant Background Checks
46119	K-2427	revfund	off02	ODP BUSINESS SOLUTIONS, LLC	8/24/2023	Check	62.77 Office Supplies
46120	K-2428	reviund	pera4	PERIMETER PEST CONTROL	8/24/2023	Check	125.00 Monthly Fumigation Charges
46121	K-2429	revfund	pge01	P. G. & E.	8/24/2023	Check	3,054,76 Monthly PG&E Service
46122	K-2430	revfund	pro04	PROTZMAN ENTERPRISES	8/24/2023	Check	302.00 Monthly Water Lab Charges
46123	K-2431	revfund	qua07	QUADIENT FINANCE USA, INC	8/24/2023	Check	1,000.00 Manthly Postage Meter Refill
46124	K-2432	revfund	red05	RED ROCK ENVIRONMENTAL GRP	8/24/2023	Check	1,264.04 Monthly Disposal Charges
46125	K-2433	revfund	RICOS	RICOH USA, INC.	8/24/2023	Check	2,378.74 Manthly Capier Expense
46126	K-2434	revfund	rot01	ROTH STAFFING COMPANIES, L.P.	8/24/2023	Check	3,328.00 Temporary Worker
46127	K-2435	revfund	ste02	STERICYCLE, INC.	8/24/2023	Check	340.70 Monthly Shredding Service
46128	K-2436	revfund	t0005138	Torres Sanchez	8/24/2023	Check	274.50 Tenant Refund
46129	K-2437	reviund	van00	VAN DE POL ENTERPRISES	8/24/2023	Check	566.57 Bi-Monthly Fuel Charges
46130			TOT O	WATER COMMECTION INC	8/24/2023	C)PC	1,530,00 Annual Backflow Preventers Service

Grand Total

264,416.33

C-1 RESOLUTION No. 1265 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE ADDITION OF HOUSING AUTHORITY INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO AS SIGNER ON THE HOUSING AUTHORITY'S CITIZEN BANK ACCOUNTS AND WELLS FARGO BANK ACCOUNTS.



#### Housing Authority of the City of Madera

#### **BOARD MEMORANDUM**

TO: Board of Commissioners

Housing Authority of the City of Madera

FROM: Emilio J. Huerta, Attorney

BOARD MEETING: September 13, 2023

**AGENDA ITEM:** C-1

AUTHOR: Emilio J. Huerta, Attorney

DATE: September 01, 2023

**SUBJECT:** RESOLUTION # 1265 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE ADDING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO; CHAIRPERSON ELSA MEJIA AND VICE CHAIRPERSON ANITA EVANS AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

#### **EXECUTIVE SUMMARY:**

THE BOARD OF COMMISSIONERS WILL CONSIDER A RESOLUTION AUTHORIZING ADDING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO; CHAIRPERSON ELSA MEJIA AND VICE CHAIRPERSON ANITA EVANS AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

#### **RECOMMENDATION:**

STAFF RECOMMENDS THE BOARD APPROVE THE ATTACHED RESOLUTION TO ADD INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO; CHAIRPERSON ELSA MEJIA AND VICE CHAIRPERSON ANITA EVANS AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

#### **FISCAL IMPACT:**

\$0





#### **RESOLUTION NO. 1265**

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE ADDITION OF HOUSING AUTHORITY INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO ALONG WITH CHAIR ELSA MEJIA, AND VICE CHAIR ANITA EVANS AS AUTHORIZED SIGNERS ON THE HOUSING AUTHORITY'S CITIZEN BUSINESSES BANK AND WELLS FARGO BANK ACCOUNTS.

- A. **WHEREAS**, the Housing Authority of the City of Madera (the "Housing Authority"), maintains one or more business accounts with Citizen Business Bank and Wells Fargo Bank;
- B. WHEREAS, the Housing Authority would like to add as designated authorized signers to such accounts the Housing Authority's Interim Executive Director, along with Board Chair Elsa Mejia and Vice Chair Anita Evans as authorized designated signers on such accounts; and
- C. WHEREAS, adding the Housing Authority's Interim Executive Director, along with Board Chair Elsa Mejia and Vice Chair Anita Evans as authorized designated signers on such accounts is necessary so as to permit the Housing Authority to carry-on its day-to-day business affairs.

# NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:

- Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
- Section 2. <u>Grant of Authority to Add the Housing Authority's Interim</u>

  <u>Executive Director, along with Board Chair Elsa Mejia and Vice Chair Anita Evans as authorized designated signers on the Citizen Business Bank and Wells Fargo Bank Accounts.</u> The Housing Authority's Board of Commissioners has considered and herein authorizes adding the Housing Authority's Interim Executive Director, along with Board Chair Elsa Mejia and Vice Chair Anita Evans as authorized designated signers on the Citizen Business Bank and Wells Fargo Bank Accounts.
- Section 3. <u>Effective Date of Resolution</u>. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTEI Authority of the City of Madera th vote:	D by the Board of Commissioners of the Housing his 13 <sup>th</sup> day of September 2023, by the following
AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
ATTEST:	Chairperson Elsa Mejia
Interim Executive Director Blanca Mendoza-Navarro	
attests or certifies, as a witness to	using Authority of the City of Madera herein a board meeting held on September 13, 2023, Foregoing information in this resolution is true and or amended.
	By: Maricela Lopez Clerk
Approved as to Legal Form:	
Emilio J. Huerta, Legal Counsel	

# F-1 EXECUTIVE REPORT



#### Housing Authority of the City of Madera

#### **BOARD MEMORANDUM**

TO: Board of Commissioners

Housing Authority of the City of Madera

BOARD MEETING: September 13, 2923

**AGENDA ITEM: F-1** 

FROM: Blanca Mendoza-Navarro, Interim

Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive

Director

DATE: September 11, 2023

**SUBJECT:** COMMUNICATIONS, TRAININGS, AND AUDITS

- 1. <u>HUD RESPONSE</u> I am currently working on the response to HUD. I have contacted the Director of HUD and Stanislaus to assist in the response. The 2022 audit has not been completed and this is one of the items that is hurting us.
- 2. <u>HCV</u> The Housing Choice Voucher program continues to focus on lease up, and our numbers continue to increase. We are currently processing ten (10) new families with the hopes that they all make it through the screening process.
- 3. YASC 2023 & ASPIRE TRAINING I attended the YASC 2023 Conference. This was a great conference; I was able to connect with other Agencies going through the implementation process or just starting. We are moving along with the Aspire training component of Yardi. We are looking at full implementation by November of 2023.
- **4.** <u>CONSULTING RESOURCES</u> ISterling consulting services are still under way for our annual HCV inspections. Staff are working with the consultant to make sure the inspections are scheduled and completed in a timely manner.
- 5. <u>STAFFING</u> We are working on interviews for the Finance Department (Account Tech. I, Account Tech. II, Account Tech. II, Accounting Supervisor and our Financial Manager positions) and our Occupancy Specialist II position.



