

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 www.maderaha.org. 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 mlopez@maderaha.org 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. **ADMINISTRATIVE REPORTS:** 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 8											
Households Assisted	733	755	735	741	750	758	768	775				
YTD Lease 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 Housing											
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 Labor											
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				
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
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 Labor											
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. **COMMISSIONER REPORTS:**

H. **CLOSED SESSION:** Attorney Emilio J. Huerta

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

H-1: 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).

H-3: Potential litigation pursuant to CA Govt. Code Section 54956.9(d)(4)

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
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 §§ 54953 (F)(2)(A)(i))
Commissioner Santos Garcia	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

None.

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. 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 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-Navarro 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,

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. 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. 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 16th through the 18th.
3. Ms. Wright reported that the housing choice voucher training is scheduled for next week, with technical assistance from August 16th through the 18th. 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. CLOSED SESSION:

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.

By: _____
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



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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-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: (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

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. ADMINISTRATIVE REPORTS: 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. CLOSED SESSION:

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 adjourned the meeting 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.

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

B-3 APPROVAL OF REGISTER AUDITED DEMANDS
AUGUST 2023

Payment Register

Housing Authority of the City of Madera

Period: From 08/2023 to 08/2023

Check #	Check Control	Bank Code	Payee Code	Payee Name	Check Date	Payment Method	Amount	Notes
46059	K-2363	refund	ADP00	ADP, INC.	8/10/2023	Check	110.00	Monthly ADP Processing Fee
46060	K-2364	refund	aguo0	AGUILAR, DANIELE L.	8/10/2023	Check	4,976.80	Monthly HR Consulting Fee
46061	K-2365	refund	ara0001	Araiza de Gonzalez	8/10/2023	Check	300.00	Tenant Refund
46062	K-2366	refund	at06	AT&T CALNET	8/10/2023	Check	503.54	Monthly Phone Service
46063	K-2367	refund	ben00	BENJAMIN, NICHOLAS	8/10/2023	Check	230.71	Monthly Retiree Reimbursement
46064	K-2368	refund	chajl	CHAMBERS HEATING AND AIR CONDITIONING	8/10/2023	Check	3,465.00	HVAC Repairs
46065	K-2369	refund	com0h	COMCAST	8/10/2023	Check	678.85	Monthly Phone/Internet Service
46067	K-2370	refund	CWS01	CORBIN WILLITS SYSTEM INC	8/10/2023	Check	755.50	Monthly Financial Software
46068	K-2371	refund	DAT01	DATA PATH FRESNO, LLC	8/10/2023	Check	3,529.02	Monthly Managed IT Services
46069	K-2372	refund	dis00	DL SIGN SYSTEMS	8/10/2023	Check	679.96	Property Signs
46070	K-2373	refund	GBS01	GENERAL BUILDERS SUPPLY	8/10/2023	Check	33.86	Maintenance Supplies
46071	K-2374	refund	gon01	Gonzalez, Lidia	8/10/2023	Check	1,522.57	Final Paycheck
46072	K-2375	refund	hd600	HD SUPPLY FACILITIES MAINTENANCE	8/10/2023	Check	834.22	Maintenance Supplies
46073	K-2376	refund	homo4	HOME DEPOT CREDIT SERVICE	8/10/2023	Check	1,563.49	Maintenance Supplies
46074	K-2377	refund	ins01	INSIGHT EMPLOYEE ASSISTANCE PROGRAM	8/10/2023	Check	42.75	Employee Assistance Program
46075	K-2378	refund	low00	LOWE'S COMMERCIAL SERVICE	8/10/2023	Check	823.05	Maintenance Supplies
46076	K-2379	refund	MAD01	CITY OF MADERA	8/10/2023	Check	55.08	Annual Landscape Maintenance
46077	K-2380	refund	mad02	CITY OF MADERA UTILITY BILLING	8/10/2023	Check	48,284.90	Monthly Water/Sewer/Disposal Charges
46078	K-2381	refund	mad03	CITY OF MADERA CITY SERVICES	8/10/2023	Check	37,525.45	Monthly Police Services
46079	K-2382	refund	mad04	MADERA FLEET SERVICES	8/10/2023	Check	1,894.90	Agency Vehicle Repairs
46080	K-2383	refund	mad46	PUBLIC WORKS FAIRWEAD LANDFILL	8/10/2023	Check	31.95	Disposal Charges
46081	K-2384	refund	met00	METROPOLITAN LIFE INSURANCE COMPANY	8/10/2023	Check	790.36	Employee Vision/Dental Insurance
46082	K-2385	refund	ms01	MISSION UNIFORM SERVICE 3	8/10/2023	Check	71.40	Weekly Maintenance Uniform Service
46083	K-2386	refund	ms02	MISSIONSQUARE-30376	8/10/2023	Check	57,174.00	Re-Issue Employee ICMA Retirement Contributions Dec.22 - Jun.23
46084	K-2387	refund	nav04	NAVYA BENNETT SOLUTIONS,	8/10/2023	Check	100.00	Monthly Section 125 Administration Fee
46085	K-2388	refund	of02	ODP BUSINESS SOLUTIONS, LLC	8/10/2023	Check	81.01	Office Supplies
46086	K-2389	refund	ons01	ONS DEPT. OF HOUSING & COMM. DEVELOPMENT	8/10/2023	Check	400.00	Monthly Income Due to ONS Jun.23
46087	K-2390	refund	para4	PERIMETER PEST CONTROL	8/10/2023	Check	580.00	Monthly Section 125 Administration Fee
46088	K-2391	refund	para01	P. G. & E.	8/10/2023	Check	7,059.39	Monthly PG&E Service
46089	K-2392	refund	quad07	QUADRENT FINANCE USA, INC	8/10/2023	Check	1,500.00	Monthly Postage Meter Refill
46090	K-2393	refund	rad01	ROTH STARTING COMPANIES, LP,	8/10/2023	Check	2,304.00	Temporary Worker
46091	K-2394	refund	spe00	SPECIALTY LANDSCAPE, INC.	8/10/2023	Check	9,990.00	Monthly Landscaping Services
46092	K-2395	refund	sta02	STANDARD INSURANCE CO.	8/10/2023	Check	681.59	Employee Life/Disability Insurance
46093	K-2396	refund	tim01	TIM R. TRULL ELECTRIC, IN	8/10/2023	Check	1,980.00	Electrical Repairs
46094	K-2397	refund	tno000	T-MOBILE USA INC.	8/10/2023	Check	657.30	Monthly Cell Phone Charges
46095	K-2398	refund	van00	VAN DE POL ENTERPRISES	8/10/2023	Check	913.81	Bi-Monthly Fuel Charges
46096	K-2399	refund	wel25	WELLS FARGO BUSINESS CARD-6688	8/10/2023	Check	336.03	Job Advertisement/Refreshments Board Meeting
46097	K-2400	refund	woc00004	Wood	8/10/2023	Check	429.47	Tenant Refund
46098	K-2405	refund	wri00	Wright, Renee	8/17/2023	Check	9,006.84	Final Paycheck
46099	K-2407	refund	wri00	Wright, Renee	8/21/2023	Check	268.36	Final Paycheck Adjustment
46100	K-2408	refund	47R01	47TH PLACE CARPET AND LINOLEUM, INC.	8/24/2023	Check	4,457.37	Replace Carpet
46101	K-2409	refund	ale00	ALESHIRE & WYNDER, LLP	8/24/2023	Check	6,015.00	Legal Fees
46102	K-2410	refund	at05	AT&T CALNET	8/24/2023	Check	219.38	Monthly Phone Charges

Payment Register Housing Authority of the City of Madera

Period: From 08/2023 to 08/2023

Check #	Check Control	Bank Code	Payee Code	Payee Name	Check Date	Payment Method	Amount	Notes
46103	K-2411	refund	bt00	BCT CONSULTING, INC	8/24/2023	Check	750.00	Monthly VoIP & Website Maintenance Services
46104	K-2412	refund	ch91	CHAMBERS HEATING AND AIR CONDITIONING	8/24/2023	Check	450.00	Monthly Phone Charges
46105	K-2413	refund	CWS01	CORBIN WILLITS SYSTEM INC	8/24/2023	Check	755.50	Monthly Financial Software
46106	K-2414	refund	DIA01	DIAMOND COMMUNICATION,INC	8/24/2023	Check	204.00	Monthly Security Charges
46107	K-2415	refund	edd01	EMPLOYMENT DEVELOPMENT DEPARTMENT	8/24/2023	Check	151.25	Abstract Forms
46108	K-2416	refund	ewi01	EWING IRRIGATION PRODUCTS, INC.	8/24/2023	Check	736.66	Maintenance Supplies
46109	K-2417	refund	gec01	GE APPLIANCE, A Haier Company	8/24/2023	Check	110.72	Maintenance Supplies
46110	K-2418	refund	hnm04	HOME DEPOT CREDIT SERVICE	8/24/2023	Check	28.06	Maintenance Supplies
46111	K-2419	refund	hue01	LAW OFFICE OF EMILIO J. HUERTA	8/24/2023	Check	21,675.00	Legal Fees
46112	K-2420	refund	jav01	DBA JORGENSEN CO.	8/24/2023	Check	1,430.74	Annual Fire Extinguisher Service
46113	K-2421	refund	low00	LOWES COMMERCIAL SERVICE	8/24/2023	Check	1,724.32	Maintenance Supplies
46114	K-2422	refund	mad03	CITY OF MADERA CITY SERVICES	8/24/2023	Check	7,916.67	Monthly Police Services
46115	K-2423	refund	mad0m	MADERA TROPHY/CAL VALLEY PRINTING	8/24/2023	Check	273.44	Employee Inservice Plaques
46116	K-2424	refund	map00	MAPA PLUMBING SERVICES	8/24/2023	Check	800.00	Plumbing Services
46117	K-2425	refund	mis01	MISSION UNIFORM SERVICE 3	8/24/2023	Check	285.60	Weekly Maintenance Uniform Service
46118	K-2426	refund	nat01	NATIONAL CREDIT REPORTING	8/24/2023	Check	8.95	Tenant Background Checks
46119	K-2427	refund	oft02	ODP BUSINESS SOLUTIONS, LLC	8/24/2023	Check	62.77	Office Supplies
46120	K-2428	refund	para4	PERIMETER PEST CONTROL	8/24/2023	Check	125.00	Monthly Fumigation Charges
46121	K-2429	refund	pgp01	P. G. & E.	8/24/2023	Check	3,054.76	Monthly PG&E Service
46122	K-2430	refund	pro04	PROTZMAN ENTERPRISES	8/24/2023	Check	302.00	Monthly Water Lab Charges
46123	K-2431	refund	qua07	QUADRENT FINANCE USA, INC	8/24/2023	Check	1,000.00	Monthly Postage Meter Refill
46124	K-2432	refund	rad05	RED ROCK ENVIRONMENTAL GRP	8/24/2023	Check	1,264.04	Monthly Disposal Charges
46125	K-2433	refund	RIC05	RICOH USA, INC.	8/24/2023	Check	2,278.74	Monthly Copier Expense
46126	K-2434	refund	rot01	ROTH STAFFING COMPANIES, LP.	8/24/2023	Check	3,328.00	Temporary Worker
46127	K-2435	refund	stb02	STERICYCLE, INC.	8/24/2023	Check	340.70	Monthly Shredding Service
46128	K-2436	refund	t0005138	Torres Sanchez	8/24/2023	Check	274.50	Tenant Refund
46129	K-2437	refund	van00	VAN DE POL ENTERPRISES	8/24/2023	Check	566.57	Bi-Monthly Fuel Charges
46130	K-2438	refund	WAT02	WATER CONNECTION INC.	8/24/2023	Check	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

BOARD MEETING: September 13, 2023

AGENDA ITEM: C-1

FROM: Emilio J. Huerta, Attorney

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. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Grant of Authority to Add 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. 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. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of Madera this 13th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson Elsa Mejia

ATTEST:

Interim Executive Director
Blanca Mendoza-Navarro

Marisela Lopez, Clerk for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on September 13, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered 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, 2023

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. **HUD RESPONSE** – 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. **HCV** – 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. **CONSULTING RESOURCES** – 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. **STAFFING** – We are working on interviews for the Finance Department (Account Tech. I, Account Tech. II, Accounting Supervisor and our Financial Manager positions) and our Occupancy Specialist II position.

