

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 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.

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. 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,

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. 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:

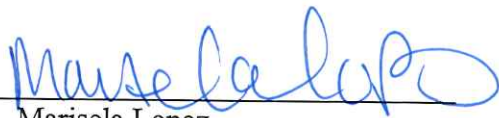
Chairperson Commissioner Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, September 13, 2023, at 6 p.m., in the City of Madera Council Chambers.

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 13th day of September 13, 2023.

By: 

Marisela Lopez
Housing Authority of the City of Madera