

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, October 11, 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: Fred Thurman, New Life Assembly of Madera

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 enacted 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 an item will be considered separately.

B-1 APPROVAL OF SEPTEMBER 13, 2023, REGULAR BOARD MEETING MINUTES

B-2 APPROVAL OF REGISTER AUDITED DEMANDS SEPTEMBER 2023

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

C-1 RESOLUTION No. 1266 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE DISPOSAL OF NON-WORKING APPLICANCES FROM THE PUBLIC HOUSING AND FARM LABOR PROGRAMS.

C-2 RESOLUTION No. 1267 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM DIRECTOR TO EXECUTE AND SUBMIT ELECTRONICALLY THE ANNUAL OPERATING BUDGET FORMS FOR FY 2024 PUBLIC OPERATING SUBSIDY FUNDING.

C-3 RESOLUTION No. 1268 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE ADDING FINANCE SERVICE MANAGER, ALEX ESTRADA AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

C-4 RESOLUTION No. 1269 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA AND FINANCIAL SERVICE MANAGER ALEX ESTRADA AS DESIGNATED PERSONS WITH CHECK SIGNING AUTHORITY FOR LOCAL AGENCY INVESTMENT ACCOUNT.

C-5 RESOLUTION No. 1270 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, TO INCREASE EMPLOYER CONTRIBUTIONS FOR HEALTH BENEFITS COMMENCING IN JANUARY 2024.

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	743			
YTD Lease Up projection	91%	94%	91%	92%	93%	94%	96%	96%	92%			
MTD HAP Expenses	\$385,910	\$346,843	\$363,455	\$482,737	\$493,348	427,119	432,060	459,201	418,297			
Waiting List	842	842	842	842	842	842	842	842	842			
Public Housing	Public Housing											
Vacancies	4	2	1	0	0	2	3	3	4			
Waiting List	2810	2910	2910	2910	3207	3225	3236	2909	1906			
Unit Turnover	46	31	29	0	0	7	1	34	3			
Farm Labor	Farm Labor											
Vacancies	0	0	1	0	0	1	0	1	0			
Waiting List	16	23	18	18	17	18	16	16	15			
Unit Turnover	0	0	0	0	0	10	1	0	1			
Maintenance	MAINTENANCE											

Public Housing	Public Housing											
Open Work Orders	21	14	4	9	22	10	6	15	10			
Average days	11	10	5	3	15.7	14.6	3.64	5.8	5.5			
Farm Labor	Farm Labor											
Open Work Orders	12	15	3	0	10	8	3	0	3			
Average days	39	19.5	5	0	9	17.4	3.7	2.8	4.6			

E-2: Discussion Item (s)

- a. Attorney Contract
- b. 2024 Cost of Living Adjustment

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: 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: Claim of Stephany Fernandez, potential litigation pursuant to CA Govt. Code Section 54956.9(d)(4)

I. **ADJOURNMENT:**

The next Regular Monthly Meeting will be Wednesday, November 08, 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 **October 06, 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 8:45 a.m..

Executed this 6th day of October 2023.

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

Commissioner Steve Montes and
Commissioner Artemio Villegas.

INVOCATION: Fred Thurman, New Life Assembly of Madera

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

PUBLIC COMMENT:

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A. **WORKSHOPS:** NONE.

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Executed this 6th day of October 2023.



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

B: CONSENT CALENDAR:

B-1 APPROVAL OF SEPTEMBER 13, 2023, REGULAR BOARD MEETING MINUTES

B-2 APPROVAL OF REGISTER AUDITED DEMANDS SEPTEMBER 2023

**B-1: APPROVAL OF SEPTEMBER 13, 2023,
REGULAR BOARD MEETING MINUTES**

Housing Authority of the City of Madera



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MINUTES OF THE SEPTEMBER 13, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The September 13, 2023, Regular Meeting of the Housing Authority for the City of Madera was called to order by Vice-Chairperson Anita Evans at 6: 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	(Participated via Zoom pursuant to CA Govt. Codes §§ 54953 (F)(2)(A)(ii))
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 Santos Garcia	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

Commissioner Jose Rodriguez

GUESTS/STAFF PRESENT:

HACM Interim Executive Director Blanca Mendoza-Navarro (Participated via Zoom)
HACM Executive Secretary Marisela Lopez (In Person)
HACM Legal Counsel Emilio J. Huerta (In Person)

MOTION TO APPROVE CHAIRPERSON ELSA MEJIA VIA ZOOM PARTICIPATION:

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

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

AYES: (5) Vice-Chairperson Anita Evans
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas

ABSENT: (1) Commissioner Jose Rodriguez

ABSTAIN: (1) Chairperson Elsa Mejia

Attorney Huerta advised that CA Govt. Codes § 54953 requires each Commissioner participating remotely to 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 of age or older present in the room from where they are participating remotely.

Chairperson E. Mejia affirmed that she is in the room by herself.

INVOCATION:

Vice-Chair Anita Evans gave the invocation.

PLEDGE OF ALLEGIANCE

Commissioner C. Gallegos led the Pledge of Allegiance.

PUBLIC COMMENT:

There were comments from the public via Zoom a current employee from the Housing Authority of the City of Madera inquired about a cost of living salary adjustment for employees.

The Board did not have any comment in response.

MOTION TO APPROVE MEETING AGENDA:

Commissioner S. Montes moved to approve the September 11, 2023, proposed meeting agenda, as amended, and posted on September 1, 2023. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

- AYES: (4) Chairperson Elsa Mejia
Commissioner Cece Gallegos,
Commissioner Steve Montes, and
Commissioner Artemio Villegas
- NAYS: (2) Vice- Chairperson A. Evans, Commissioner S. Garcia
- ABSENT: (1) Commissioner Jose Rodriguez

PUBLIC COMMENT:

There were comments from the public in attendance via Zoom.

A. WORKSHOPS:

NONE.

B. CONSENT CALENDAR:

Matters listed under the Consent Calendar are considered routine and were enacted by a single motion and single vote. There was no separate discussion of any of the listed items.

B-1 Approval of Register of Audited Demands September 2023.

B-2 Approval of September 13, 2023, Regular Board Meeting Minutes.

Motion to Approve Consent Calendar

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

- AYES: (5) Chairperson Elsa Mejia
Vice-Chairperson Anita Evans
Commissioner Cece Gallegos
Commissioner Steve Montes, and
Commissioner Artemio Villegas

NOES: (1) Commissioner Santo Garcia

ABSENT: (1) Commissioner Jose Rodriguez

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 # 1265 authorizing the addition of Housing Authority Interim Executive Director Blanca Mendoza-Navarro as signer on the Housing Authority Citizen Business Bank and Wells Fargo Bank accounts.

Legal Counsel Emilio J. Huerta presented proposed Resolution # 1265. Legal Counsel Emilio J. Huerta reported that we need someone to sign the checks on behalf of HACM. He asked the Board of Commissioners to approve proposed resolution # 1265.

There was no public comment.

Commissioner C. Gallegos moved to approve Item C-1, proposed Resolution #1265. Commissioner S. Montes seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Cece Gallegos,
Commissioner Steve Montes, and
Commissioner Artemio Villegas

NAYS: (1) Commissioner Santos Garcia

ABSENT: (1) Commissioner Jose Rodriguez

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

Blanca Mendoza-Navarro, Interim Executive Director provided the following administrative reports.

E-1: Monthly Housing Activity Report:

This section was overseen. No, reporting on this agenda item.

No public comment.

F. EXECUTIVE DIRECTOR REPORT:

Blanca Mendoza-Navarro, Interim Executive Director provide the following reports:

1. Re the HUD Troubled Performance Notification of August 14, 2023, Ms. Mendoza-Navarro reported we are working HACM's response and plan to send it out at the beginning of next week. The financials have not been submitted or audits for 2022. Some certifications and inspections are also behind, and this is also hurting our scoring for our Sec. 8 Department. HUD has offered technical assistance.
2. Ms. Mendoza-Navarro reported that we are focusing on leasing up. We do have 10 additional vouchers that have been completed.
3. Ms. Mendoza-Navarro reported that she attended the Yardie Conference. She received Aspire training. She met with other users and agencies for any challenges they have come across.
4. Ms. Mendoza-Navarro reported Consulting services have begun with ISterling.

5. Ms. Mendoza-Navarro reported Yardi Voyager ASPIRE contract will provide on-boarding training program for all the agency's positions.
6. Ms. Mendoza-Navarro reported that we are continuing to interview to get the positions filled. An offer was made today for a Financial Manager.

Commissioner S. Garcia had a question regarding receiving the packets late. The last board meeting packet was received yesterday. He wants to know what steps she will be taking to get the packets on time.

Ms. Mendoza-Navarro reported there were so many moving parts. She was out on a training conference and her staff was on vacation. She will make sure that she does get it out on the Friday before the meeting, so Board members have plenty of time to review it. She would also like to let the Board know that when they receive the packet, if they want to schedule some time to meet with her and have a standing meeting, she will make herself available. Her goal is to have the packet together by the Friday before the meeting.

Commissioner S. Garcia said she can expect that if they receive the packet on time.

Commissioner S. Montes had a point of clarification that the agenda was posted, it was just not emailed to the board members individually.

Legal Counsel Emilio J. Huerta reported that the agenda was posted on September 01, 2023. He explained that the Brown Act, Govt. Code Section 54.9.54.2, only requires the posting of the agenda. Legal Counsel Emilio J. Huerta made copies available to all Board members. The Legislature did not incorporate within the brown Act, that sitting electeds also get a copy of the agenda. Therefore, we did comply with the Brown Act in posting the agenda and it's still posted to this day up in the window outside City Hall, Housing Authority of the City of Madera, and our website. We also initiated the practice of posting the Board Meeting Packet on to our website.

Commissioner S. Montes point of clarification the agenda did go out; the public did have access to it. We do have the weekend to review it.

Commissioner C. Gallegos reported that previous staff directors have not given the agenda to them on time, but they have been posted so commissioners can go to the website and pull the agenda off the website.

There was no public comment.

G. COMMISSIONER REPORTS:

1. Vice-Chairperson Commissioner Evans would like to ask if the position of the Executive Director has been posted yet?

Legal Counsel Emilio J. Huerta reported "No, to my knowledge, that's part of the Interim Executive Director job to report on this at the next meeting".

Vice-Chairperson Commissioner Evans had another question reference to the position of the attorney, Emilio J. Huerta. Is the contract up? She would like these two items to be agenized. There was a vote on agenizing these two items. Six yay's and 1 absent.

2. Commissioner Gallegos thanked the Administrative Assistant for keeping minutes up to date. She asked everybody to hang in there with all the changes and everything happening. She appreciates all that employees are doing. .
3. Commissioner Montes would like to add at least some information regarding the public comment regarding the COLA.
4. Commissioner Garcia had nothing to report.
5. Commissioner Rodriguez Absent.
6. Commissioner Villegas had nothing to report.
7. Chairperson Commissioner Mejia thanked Blanca Mendoza-Navarro, Interim Executive Director, HACM Executive Secretary Marisela Lopez and staff for doing what they are doing to keep the ship going.

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:** 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)

At 7:00 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported:

1. That the HACM Board of Commissioners had a discussion regarding Miss Stephanie Fernandez regarding resolution.
2. The grievance filed by Guillermo Ruelas there was authority to extend an offer for settlement.
3. There was a discussion regarding the salary of Interim Director Ms. Blanca Mendoza-Navarro. There was an agreement to extend an offer to Ms. Mendoza-Navarro and have that come back for final approval.

I. ADJOURNMENT:

Vice-Chairperson A. Evans announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, October 11, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:07 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing September 13, 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 October 11, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this ____ day of October 2023.

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

**B-2: APPROVAL OF REGISTER AUDITED DEMANDS SEPTEMBER
2023**

Payment Register Housing Authority of the City of Madera

Period: From 09/2023 to 09/2023

Check #	Control	Check	Bank Code	Payee Code	Payee Name	Check Date	Payment Method	Amount	Notes
46131	K-2651	revfund		aff01	AFFORDABLE HOUSING NETWORK	9/6/2023	Check	750.00	
46132	K-2652	revfund		att06	AT&T CALNET	9/6/2023	Check	281.82	
46133	K-2653	revfund		ben00	BENJAMIN, NICHOLAS	9/6/2023	Check	230.71	
46134	K-2654	revfund		cas0019	Castillo	9/6/2023	Check	402.04	
46135	K-2655	revfund		cha91	CHAMBERS HEATING AND AIR CONDITIONING	9/6/2023	Check	3,215.00	
46136	K-2656	revfund		DIA01	DIAMOND COMMUNICATION, INC	9/6/2023	Check	204.00	
46137	K-2657	revfund		EG801	E. G. BABCOCK COMPANY	9/6/2023	Check	1,302.63	
46138	K-2658	revfund		hd500	HD SUPPLY FACILITIES MAINTENANCE	9/6/2023	Check	1,464.17	
46139	K-2659	revfund		hom04	HOME DEPOT CREDIT SERVICE	9/6/2023	Check	2,049.23	
46140	K-2660	revfund		low00	LOWE'S COMMERCIAL SERVICE	9/6/2023	Check	763.77	
46141	K-2661	revfund		men00	Blanca Mendoza-Navarro	9/6/2023	Check	268.00	
46142	K-2662	revfund		men0037	Mendoza De Velasco	9/6/2023	Check	400.00	
46143	K-2663	revfund		met00	METROPOLITAN LIFE INSURANCE COMPANY	9/6/2023	Check	786.83	
46144	K-2664	revfund		mis01	MISSION UNIFORM SERVICE 3	9/6/2023	Check	71.40	
46145	K-2665	revfund		mis02	MISSIONSQUARE-303376	9/6/2023	Check	2,841.79	
46146	K-2666	revfund		nav04	NAVIA BENEFIT SOLUTIONS,	9/6/2023	Check	100.00	
46147	K-2667	revfund		off02	ODP BUSINESS SOLUTIONS, LLC	9/6/2023	Check	1,091.22	
46148	K-2668	revfund		pera4	PERJIMETER PEST CONTROL	9/6/2023	Check	420.00	
46149	K-2669	revfund		pge01	P. G. & E.	9/6/2023	Check	14,164.88	
46150	K-2670	revfund		pro04	PROTZMAN ENTERPRISES	9/6/2023	Check	340.00	
46151	K-2671	revfund		rvd02	RVD HEATING & AIR AND SON	9/6/2023	Check	7,885.00	
46152	K-2672	revfund		spe00	SPECIALTY LANDSCAPE, INC.	9/6/2023	Check	9,990.00	
46153	K-2673	revfund		sta02	STANDARD INSURANCE CO.	9/6/2023	Check	814.35	
46154	K-2674	revfund		tor0000042	Torres	9/6/2023	Check	682.16	
46155	K-2675	revfund		TMO00	T-MOBILE USA INC.	9/6/2023	Check	657.30	
46156	K-2676	revfund		WES05	WESTERN AG & TURF, INC.	9/6/2023	Check	24.82	
46157	K-2677	revfund		sot00	SOTO, ROSEELYN	9/6/2023	Check	6,560.11	
46158	K-2678	revfund		sot00	SOTO, ROSEELYN	9/6/2023	Check	-6,560.11	Wrong check date
46159	K-2681	revfund		ore00	Eva Sandra Ortega	9/7/2023	Check	6,560.11	
46159	K-2682	revfund		ore00	Eva Sandra Ortega	9/12/2023	Check	1,410.23	
46160	K-2683	revfund		ore00	Eva Sandra Ortega	9/12/2023	Check	-1,410.23	Printed incorrectly
46161	K-2684	revfund		ore00	Eva Sandra Ortega	9/13/2023	Check	1,410.23	
46161	K-2685	revfund		ore00	Eva Sandra Ortega	9/13/2023	Check	695.73	
46162	K-2686	revfund		ore00	Eva Sandra Ortega	9/13/2023	Check	-695.73	Printed incorrectly
46162	K-2687	revfund		ore00	Eva Sandra Ortega	9/13/2023	Check	695.73	
46163	K-2688	revfund		ore00	Eva Sandra Ortega	9/13/2023	Check	-695.73	Printed incorrectly
46164	K-2689	revfund		rue00	Ruelas, Guillermo Luis	9/20/2023	Check	6,008.99	
46164	K-2690	revfund		rue00	Ruelas, Guillermo Luis	9/20/2023	Check	-6,008.99	Printed incorrectly
46165	K-2691	revfund		rue00	Ruelas, Guillermo Luis	9/20/2023	Check	6,008.99	

Grand Total 65,876.18

Payment Register
Housing Authority of the City of Madera

Period: From 09/2023 to 09/2023

Check #	Check Control	Bank Code	Payee Code	Payee Name	Check Date	Payment Method	Amount	Notes
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Grand Total

131,752.36

RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:

- C-1 RESOLUTION No. 1266 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE DISPOSAL OF NON-WORKING APPLICANCES FROM THE PUBLIC HOUSING AND FARM LABOR PROGRAMS.**

- C-2 RESOLUTION No. 1267 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM DIRECTOR TO EXECUTE AND SUBMIT ELECTRONICALLY THE ANNUAL OPERATING BUDGET FORMS FOR FY 2024 PUBLIC OPERATING SUBSIDY FUNDING.**

- C-3 RESOLUTION No. 1268 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE ADDING FINANCE SERVICE MANAGER, ALEX ESTRADA AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.**

- C-4 RESOLUTION No. 1269 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA AND FINANCIAL SERVICE MANAGER ALEX ESTRADA AS DESIGNATED PERSONS WITH CHECK SIGNING AUTHORITY FOR LAIF INVESTMENT ACCOUNT.**

- C-5 RESOLUTION No. 1270 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, TO INCREASE EMPLOYER CONTRIBUTIONS FOR HEALTH BENEFITS COMMENCING IN JANUARY 2024.**



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 11, 2023

AGENDA ITEM: C-1

FROM: Jared Garza, Maintenance Services
Manager

AUTHOR: Jared Garza, Maintenance Services Manager

DATE: October 03, 2023

SUBJECT: RESOLUTION #1266 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE DISPOSAL OF NON-WORKING APPLIANCES FROM THE PUBLIC HOUSING AND FARM LABOR PROGRAMS.

EXECUTIVE SUMMARY:

The Board of Commissioners will consider a resolution approving the disposal of non-working appliances from the Public Housing and Farm Labor Programs.

RECOMMENDATION:

Staff recommends the Board adopt the Resolution approving the disposal of non-working appliances, consisting of 5 refrigerators, 3 stoves and 4 water heaters, please see attached list. Said appliances are currently stored at the 600 S. Lake St. maintenance shop.

FISCAL IMPACT:

The cost will be \$0.00.



RESOLUTION NO. 1266

RESOLUTION #1266 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE EXECUTIVE DIRECTOR TO DISPOSE OF NON-WORKING APPLIANCES FROM THE PUBLIC HOUSING AND FARM LABOR PROGRAMS.

A. **WHEREAS**, the Housing Authority for the City of Madera (“Housing Authority”) has a mandate to preserve the real property dwellings owned and maintained by the Housing Authority;

B. **WHEREAS**, Housing Authority staff has recommended that the Executive Director authorize staff to dispose of 5 refrigerators, 3 stoves and 4 water heaters previously installed at the Housing Authority’s Public Housing and Farm Labor Housing;

C. **WHEREAS**, such equipment is currently stored at the Housing Authority’s Maintenance Shop;

D. **WHEREAS**, there is no cost to dispose of such equipment.

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. Authorizing the Executive Director to Direct Staff to Dispose of 5 refrigerators, 3 stoves and 4 water heaters previously installed at the Housing Authority’s Public Housing and Farm Labor Housing locations. After full deliberation and consideration, the Board of Commissioners herein authorizes the Executive Director of direct Housing Authority staff to dispose of 5 refrigerators, 3 stoves and 4 water heaters previously installed at the Housing Authority’s Public Housing and Farm Labor Housing locations.

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 11th day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elsa Mejia, Chairperson

ATTEST:

Blanca Mendoza-Navarro
Interim Executive Director

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 October 11th, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Marisela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, General Counsel

C-2: RESOLUTION No. 1267 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM DIRECTOR TO EXECUTE AND SUBMIT ELECTRONICALLY THE ANNUAL OPERATING BUDGET FORMS FOR FY 2024 PUBLIC OPERATING SUBSIDY FUNDING.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 11, 2023

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 03, 2023

SUBJECT: RESOLUTION #1267 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA (HACM) AUTHORIZING INTERIM DIRECTOR TO EXECUTE AND SUBMIT ELECTRONICALLY THE ANNUAL OPERATING BUDGET FORMS FOR FY2024 PUBLIC OPERATING SUBSIDY FUNDING.

EXECUTIVE SUMMARY:

Each year, HUD provides operating subsidy grants for public housing at the project level on a calendar year basis. For CY 2024, funding for the Operating Fund Program is anticipated to be allocated by Congress through the Further Consolidated Appropriations Act. PHAs are required to electronically submit operating grant calculations for each Public Housing project identified in HUD's Inventory Management System-Public and Indian Housing (PIH) Information Center (IMS-PIC).

HACM has two (2) projects identified in HUD's PIC system, 128 units in CA069000001 and 116 units in CA069000002 for a total of 244 Public Housing units. HUD has estimated HACM will receive \$738,166 in Operating Subsidy for the total Public Housing units for the CY 2024.

The Operating Fund Program is a regulatory requirement and requires electronic submission from the Executive Director and the Board Chair no later than October 20, 2023, and must include the appropriate Board Resolution.

RECOMMENDATION:

Staff recommends the Board adopt the Resolution approving the Interim Director and Board Chair to execute and submit the Annual Operating Budget Form and related forms for FY2024 Public Operating Subsidy Funding.

FISCAL IMPACT:

Public Housing Operating Fund projected at \$738,166 for CY 2024.



RESOLUTION NO. 1267

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO INTERIM DIRECTOR TO EXECUTE AND ELECTRONICALLY SUBMIT THE HOUSING AUTHORITY'S ANNUAL OPERATING BUDGET FOR FY2024 PUBLIC OPERATING SUBSIDY FUNDING.

A. **WHEREAS**, the Housing Authority for the City of Madera ("Housing Authority") was established to promote and preserve affordable housing for low income tenants throughout the County of Madera;

B. **WHEREAS**, each year, HUD through the Operating Fund Program provides operating subsidy grants for public housing at the project level on a calendar year basis;

C. **WHEREAS**, for fiscal year 2024, the HUD Operating Fund Program is anticipated to be allocated by Congress through the Further Consolidated Appropriations Act, wherein in order to apply and receive Operating Fund Program funding, public housing agencies are required to electronically submit operating grant calculations for each Public Housing Project identified in HUD's Inventory Management System-Public and Indian Housing (PIH) Information Center (IMS-PIC);

D. **WHEREAS**, the Housing Authority has two (2) projects identified in HUD's PIC system, 128 units in CA069000001 and 116 units in CA069000002 for a total of 244 Public Housing Units;

E. **WHEREAS**, HUD has estimated that the Housing Authority can receive as much as \$738,166 in Operating Fund Program Subsidy for the 244 Public Housing units for the FY 2024; and

F. **WHEREAS**, the Operating Fund Program requires electronic submission from the Executive Director and the Board Chair no later than October 20, 2023, and must include the appropriate Board authorizing resolution.

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. Authorizing the Interim Executive Director and Board Chair to Execute and Submit to HUD an Application to HUD for Public Operating Subsidy Funding With Copies of the Housing Authority's 2024 Annual Operating Budget and Related Forms. After full deliberation and consideration, the Board of Commissioners herein authorizes the Interim Executive Director of the Housing Authority and Board Chair to execute and electronically submit to HUD an application to HUD for Public Operating Subsidy Funding with copies of the Housing Authority's 2024 Annual Operating Budget and related forms.

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 11th day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elsa Mejia, Chairperson

ATTEST:

Blanca Mendoza-Navarro
Interim Executive Director

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 October 11th, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Marisela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, General Counsel

RESO. No. 1268 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE ADDING FINANCE SERVICE MANAGER, ALEX ESTRADA AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK 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: October 11, 2023

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 05, 2023

SUBJECT: RESOLUTION # 1268 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE ADDING FINANCE SERVICE MANAGER, ALEX ESTRADA 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 FINANCE SERVICE MANAGER, ALEX ESTRADA 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 FINANCE SERVICE MANAGER, ALEX ESTRADA AS DESIGNATED PERSON AS SIGNERS FOR CITIZEN BUSINESS BANK AND WELLS FARGO BANK ACCOUNTS.

FISCAL IMPACT:

\$0



RESOLUTION NO. 1268

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE ADDITION OF THE HOUSING AUTHORITY'S FINANCE SERVICE MANAGER, ALEX ESTRADA AS AUTHORIZED SIGNER 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 new Finance Service Manager – Mr. Alex Estrada as authorized designated signers on such accounts; and

C. **WHEREAS**, adding the Housing Authority's Finance Service Manager – Mr. Alex Estrada as an authorized designated signer 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 Finance Service Manager – Mr. Alex Estrada 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 Finance Service Manager – Mr. Alex Estrada as an authorized designated signer on the Housing Authority's 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 11th day of October 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 October 11, 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

RESOLUTION #1269 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA AND FINANCIAL SERVICE MANAGER ALEX ESTRADA AS DESIGNATED PERSONS WITH CHECK SIGNING AUTHORITY FOR LAIF INVESTMENT ACCOUNT.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 11, 2023

AGENDA ITEM: C-4

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: 10/05/2023

SUBJECT: RESOLUTION #1269 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA AND FINANCIAL SERVICE MANAGER ALEX ESTRADA AS DESIGNATED PERSONS WITH CHECK SIGNING AUTHORITY FOR LAIF INVESTMENT ACCOUNT.

EXECUTIVE SUMMARY:

Due to the hiring of Financial Service Manager, Alex Estrada, it is necessary to change the current signers on LAIF investment account.

RECOMMENDATION:

The staff recommends the Board of Commissioners adopt the attached Resolution approving the designated person with check signing authority for LAIF investment account.

FISCAL IMPACT:

No fiscal impact





**California State Treasurer's Office
Local Agency Investment Fund (LAIF)
Authorization for Transfer of Funds**

Effective Date
10/11/2023

Agency Name
Housing Authority of the City of Madera

LAIF Account #
25-20-002

Agency's LAIF Resolution # 1269 or Resolution Date _____

ONLY the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. **This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.**

Name	Title
Blanca Mendoza-Navarro	Interim Executive Director
Elsa Mejia	Chairperson

Two authorized signatures required. Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature

Print Name

Title

Telephone

Signature

Print Name

Title

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Blanca Mendoza-Navarro	blanca@maderaha.org
Elsa Mejia	emejia@madera.gov

Please email the completed form for review to laif@treasurer.ca.gov and allow 2 days for the review. **DO NOT** mail the original form until you receive a response from LAIF that the form is acceptable.

Mail the approved form to: CA State Treasurer's Office
Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001

RESOLUTION NO. 1269

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE NAMING CHAIRPERSON ELSA MEJIA, INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, AND FINANCIAL SERVICE MANAGER ALEX ESTRADA AS DESIGNATED PERSONS WITH CHECK SIGNING AUTHORITY FOR THE HOUSING AUTHORITY'S STATE OF CALIFORNIA'S LOCAL AGENCY INVESTMENT FUND (LAIF) ACCOUNT.

A. **WHEREAS**, the Housing Authority of the City of Madera (the "Housing Authority"), maintains a Local Agency Investment Fund Account with the State of California;

B. **WHEREAS**, the Housing Authority would like to add as designated authorized signers to the LAIF account, the Housing Authority's Board Chairperson Ms. Elsa Mejia, Interim Executive Director Ms. Blanca Mendoza Navarro, and Finance Service Manager Mr. Alex Estrada; and

C. **WHEREAS**, adding the Housing Authority's Board Chairperson Ms. Elsa Mejia, Interim Executive Director Ms. Blanca Mendoza Navarro, and Finance Service Manager Mr. Alex Estrada as designated authorized signers on the Housing Authority's LAIF account 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 Board Chairperson Ms. Elsa Mejia, Interim Executive Director Ms. Blanca Mendoza Navarro, and Finance Service Manager Mr. Alex Estrada as designated authorized signers on the Housing Authority's Local Agency Investment Fund Account. The Housing Authority's Board of Commissioners has considered and herein authorizes adding Board Chairperson Ms. Elsa Mejia, Interim Executive Director Ms. Blanca Mendoza Navarro, and Finance Service Manager Mr. Alex Estrada as designated authorized signers on the Housing Authority's Local Agency Investment Fund Account.

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 11th day of October 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 October 11, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Marisela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

RESOLUTION #1270 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, TO INCREASE EMPLOYER CONTRIBUTIONS FOR HEALTH BENEFITS COMMENCING IN JANUARY 2024.



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 11, 2023

AGENDA ITEM: C-5

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: 10/05/2023

SUBJECT: RESOLUTION #1270 OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, TO INCREASE EMPLOYER CONTRIBUTIONS FOR HEALTH BENEFITS COMMENCING IN JANUARY 2024.

EXECUTIVE SUMMARY:

Due to the increasing cost of health insurance premiums effective January 2024, Staff is recommending an increase to the employer contributions beginning January 1, 2024. Staff has reviewed and determined the last time the contributions were reviewed and increased was in 2019 and with some premiums increasing up to 20%, Staff is recommending the following amounts.

	Employee	Employee Plus 1	Family
HACM Current Contribution	\$ 600.00	\$ 1,200.00	\$ 1,600.00
New Proposed Contribution	\$ 750.00	\$ 1,500.00	\$ 1,900.00

RECOMMENDATION:

The staff recommends the Board of Commissioners adopt the attached Resolution approving the increase to the employer contributions for health benefits beginning January 1, 2024.

FISCAL IMPACT:

The financial impact is approximately \$30,600. This amount may increase depending on staff enrollment.



RESOLUTION NO. 1270

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR MS. BLANCA MENDOZA-NAVARRO, TO INCREASE THE EMPLOYER CONTRIBUTIONS FOR EMPLOYEE HEALTH BENEFITS COMMENCING IN JANUARY 2024.

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), is of the opinion that maintaining adequate health benefits for its employees;

B. **WHEREAS**, due to increasing cost of health insurance premiums effective January 2024, Housing Authority staff is recommending an increase to the employer contributions beginning January 1, 2024;

C. **WHEREAS**, staff has reviewed and determined the last time that health insurance contributions were reviewed and increased was in 2019 and with some premiums increasing up to 20%;

D. **WHEREAS**, staff is recommending the following amounts:

	Employee	Employee Plus 1	Family
HACM Current Contribution	\$ 600.00	\$ 1,200.00	\$ 1,600.00
New Proposed Contribution	\$ 750.00	\$ 1,500.00	\$ 1,900.00

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 the Interim Executive Director Ms. Blanca Mendoza-Navarro, To Increase The Employer Contributions For Employee Health Benefits Commencing In January 2024. The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Interim Executive Director Ms. Blanca Mendoza-Navarro, To Increase The

Employer Contributions For Employee Health Benefits Commencing In January 2024.

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 11th day of October 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 October 11, 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: October 11, 2023

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 5, 2023

SUBJECT: COMMUNICATIONS, TRAININGS, AND AUDITS

1. **HUD RESPONSE** – An extension was requested and granted with a new date of October 13, 2023. I have been working with our HUD TA team to complete the HUD response and will have it sent by the new deadline date.
2. **AUDIT** – I have been in contact with the previous Auditor and current Auditor, we are pending a collaborative call to complete this process.
3. **HCV** – The Housing Choice Voucher program continues to focus on lease up, and our numbers continue to increase. We are currently processing two (2) new families with the hopes that they all make it through the screening process. Staff are inputting the HCV annual inspections and submitting them to HUD's PIC system.
4. **ASPIRE TRAINING** – We continue to move forward with completing the courses for staff. We are on target to get the Madera Housing Authority Aspire University implemented in November of 2023.
5. **CONSULTING RESOURCES** – iSterling consulting services is continuing with the HCV annual inspections. Staff continue to collaborate with the consultant to make sure the inspections are scheduled and completed in a timely manner.
6. **PARTNERSHIP** – CIIVC is our partner in the Entrepreneurial Program. I met with the CIIVIC staff, the Lending Partners, and participants. It was exciting to see and hear the participants. Save the Date for first part of November 2023 for their first graduating class.
7. **STAFFING** – I am excited to announce four (4) new additions to our HACM Team.
 - Maria Canseco – Occupancy Specialist II
 - Jacqueline Velazquez – Occupancy Specialist II
 - Sharde' Carder Wilson – Account Technician II
 - Alex Estrada – Finance Service Manager

