

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

SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

Notice and Agenda

6:00 PM
Tuesday, October 24, 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:

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.

NONE.

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

C-1 RESOLUTION No. 1271 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE THE CONTINUING RESOLUTION IN LIEU OF FISCAL YEAR (FY) 2022-2023 BUDGET ADOPTION AND AUTHORIZATION OF 60-DAY EXTENTION TO PREPARE AND PRESENT THE FISCAL YEAR 2023-2024 BUDGET

C-2 RESOLUTION No. 1272 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING CONSULTING INDEPENDENT AUDIT SERVICES.

C-3 RESOLUTION No. 1273 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING CONSULTING INDEPENDENT ACCOUNTING SERVICES.

D. WRITTEN COMMUNICATIONS: Marisela Lopez, Executive Administrative Assistant

E. **ADMINISTRATIVE REPORTS:** None.

F. **EXECUTIVE DIRECTOR REPORT:** None.

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 23, 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 9:30 a.m..

Executed this 23rd day of October 2023.



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

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

- C-1 RESOLUTION No. 1271 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO AUTHORIZE THE CONTINUING RESOLUTION IN LIEU OF FISCAL YEAR (FY) 2022-2023 BUDGET ADOPTION AND AUTHORIZATION OF 60-DAY EXTENTION TO PREPARE AND PRESENT THE FISCAL YEAR 2023-2024 BUDGET**

- C-2 RESOLUTION No. 1272 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING CONSULTING INDEPENDENT AUDIT SERVICES.**

- C-3 RESOLUTION No. 1273 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING CONSULTING INDEPENDENT ACCOUNTING SERVICES.**

**C-1 RESOLUTION No. 1271 OF THE HOUSING AUTHORITY OF
THE CITY OF MADERA TO AUTHORIZE THE
CONTINUING RESOLUTION IN LIEU OF FISCAL YEAR
(FY) 2022-2023 BUDGET ADOPTION AND AUTHORIZATION
OF 60-DAY EXTENTION TO PREPARE AND PRESENT THE
FISCAL YEAR 2023-2024 BUDGET**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: October 24, 2023

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 19, 2023

SUBJECT: RESOLUTION #1271 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE CONTINUING RESOLUTION IN LIEU OF FISCAL YEAR 2022-2023 BUDGET ADOPTION AND AUTHORIZATION OF 60-DAY EXTENTION TO PREPARE AND PRESENT THE FISCAL YEAR 2023-2024 BUDGET.

EXECUTIVE SUMMARY:

HACM staff have seen a significant turnover in the finance department over the past year along with the software conversion. As a result of this turnover and software conversion key staff and functions have resulted in the delay of preparing and submitting the fiscal year (FY) 2023-2024 budget. HACM staff may adopt a Continued Resolution to make sure HACM meets payroll and contractual obligations to continue to provide services.

HACM staff is recommending the Board adopt a Continuing Resolution and grant staff a 60-day extension to complete the preparation of the FY 2023-2024 budget.

If approved, a budget would need to be approved by the Board on or before December 31, 2023.

RECOMMENDATION:

Staff recommends the Board of Commissioners adopt a continuing Resolution in lieu of FY 2022-2023 budget adoption and authorization of 60-day extension to prepare and present the FY 2023-2024 budget.



**C-2 RESOLUTION No. 1272 OF THE HOUSING
AUTHORITY OF THE CITY OF MADERA
AUTHORIZING CONSULTING INDEPENDENT
AUDIT SERVICES.**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: October 24, 2023

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 19, 2023

SUBJECT: RESOLUTION #1272 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO
CONSIDER APPROVING THE CONSULTING INDEPENDENT AUDIT SERVICES

EXECUTIVE SUMMARY:

The purpose of this memo is to request approval from the Board of Commissioners to approve the contract with Smith Marion & Co., to provide Independent Audit Services for the annual Financial Audits to be submitted to HUD for the Housing Authority of the City of Madera (HACM). The audits must be performed in accordance with Generally Accepted Auditing Principles (GAAP), the standards applicable by the Comptroller General of the United States, OMB Circular A-133, Audits of States, and other applicable industry audit guides.

HACM staff has made numerous attempts to communicate with Keller & Associates, the previously approved auditor, with no success. HACM needs to procure an auditor to complete the outstanding and upcoming fiscal year audits.

HACM staff reached out to other Housing Authorities of comparable size and determined that the Housing Authority of Kings County (HAKC) recently completed and RFP for auditing services. After reviewing HACM's needs, staff will "piggyback" off the awarded contract to Smith Marion & Co. by the HAKC. This process is acceptable by HUD's procurement standards.

A copy of the RFP HAKC and Smith Marion & Co's proposal and timeline has been provided for your review.

RECOMMENDATION:

Staff recommends the Board of Commissioners adopts a resolution authorizing Blanca Mendoza-Navarro, Interim Executive Director, to enter contract negotiations and execute the contract for the Independent Audit Services for the Agency's annual audits with Smith Marion & Co. in the amount not to exceed \$195,000 over the five-year contract period.

FISCAL IMPACT:

The total fiscal impact of the proposed contract for the Independent Audit services is projected at approximately \$39,000 annually over the five-year contract period for a total not to exceed \$195,000 over the five-year contract period.



Attestation (required)	Entity	Proposed Fees				
		FY22	FY23	FY24	FY25	FY26
Audit of financials in accordance with GAAP.	MHA	\$ 17,500	\$ 17,938	\$ 18,386	\$ 18,846	\$ 19,317
Audit in accordance with <i>Government Auditing Standards</i> .	MHA	1,850	1,896	1,944	1,992	2,042
Audit in accordance with <i>OMB Uniform Guidance</i> (includes one Major Program, each additional Major Program will be a minimum additional \$1,500).	MHA	2,750	2,819	2,889	2,961	3,035
FASPHA - Audited REAC data input and IPA certification.	MHA	1,025	1,051	1,077	1,104	1,131
Data Input and certification for annual SF-SAC filing.	MHA	513	526	539	552	566
Subtotal		23,638	24,229	24,835	25,456	26,092
Non-Attest Services (proposed)						
FASPHA - Unaudited REAC data input and filing.	MHA	1,850	1,850	1,896	1,944	1,992
Preparation of financial statements and note disclosures in their entirety.	MHA	2,250	2,306	2,364	2,423	2,484
Preparation of financial statements and note disclosures in their entirety.	HCD (Farm Labor Projects)	2,250	2,306	2,364	2,423	2,484
Preparation of financial statements and note disclosures in their entirety.	OMS (Migrant Projects)	2,250	2,306	2,364	2,423	2,484
Subtotal		8,600	8,769	8,988	9,213	9,443
Total before expedite fees		32,238	32,998	33,823	34,668	35,535
Expedite fees*		1,750	NA	NA	NA	NA
TOTAL		\$ 33,988	\$ 32,998	\$ 33,823	\$ 34,668	\$ 35,535

* We anticipate incurring additional costs in order to have the resources available to complete the audit in an unusually short timeframe.

Other Services (if required)	Entity	FY22	FY23	FY24	FY25	FY26
Calculation and preparation of journal entries to book adjustment for GASB 68 pension. Preparation of required note disclosures and required supplemental information schedules.	MHA	\$ 1,500	\$ 1,538	\$ 1,576	\$ 1,615	\$ 1,656
Calculation and preparation of journal entries to book adjustment for GASB 87 leases. Preparation of required note disclosures and required supplemental information schedules.	MHA	\$ 1,500	\$ 1,538	\$ 1,576	\$ 1,616	\$ 1,656
Calculation and preparation of journal entries to book adjustment for GASB 96 SBITA. Preparation of required note disclosures and required supplemental information schedules.	MHA	NA	\$ 1,538	\$ 1,576	\$ 1,616	\$ 1,656

Additional fees: Any out-of-pocket travel costs incurred to attend meetings with the Board will be billed for separately. If additional services needed are identified to be outside the scope of the above services we will immediately inform management and discuss additional pricing prior to providing these services.

Additional Consulting: If additional consulting is required our rate is \$150 per hour. We can discuss consulting fee ceilings for a particular service that if reached we will notify you and

	Proposed Timeline (estimates)				
	FY22	FY23	FY24	FY25	FY26
Attestation (required)					
Audit request list and engagement letter	ASAP	ASAP	10/1/2024	10/1/2025	10/1/2026
Planning of audit	ASAP	2/15/2024	11/15/2024	11/15/2025	11/15/2026
Unaudited REAC Submission	ASAP	ASAP	11/15/2024	11/15/2025	11/15/2026
Audit testing (remote)	ASAP	3/1/2024	12/1/2024	12/1/2025	12/1/2026
On-site audit visit and testing (if necessary)	12/11/2023	3/15/2024	1/15/2025	1/15/2026	1/15/2027
Draft HA financial statements	1/1/2024	4/15/2024	1/31/2025	1/31/2026	1/31/2027
Draft HCD financial statements	1/1/2024	4/15/2024	1/31/2025	1/31/2026	1/31/2027
Draft OMS financial statements	1/1/2024	4/15/2024	1/31/2025	1/31/2026	1/31/2027
Final HA financial statements	1/15/2024	4/30/2024	2/15/2025	2/15/2026	2/15/2027
Final HCD financial statements	1/15/2024	4/30/2024	2/15/2025	2/15/2026	2/15/2027
Final OMS financial statements	1/15/2024	4/30/2024	2/15/2025	2/15/2026	2/15/2027
Audited REAC Submission	1/15/2024	4/30/2024	3/1/2025	3/1/2026	3/1/2027
SF-SAC Submission	1/15/2024	4/30/2024	3/1/2025	3/1/2026	3/1/2027

**C-3 RESOLUTION No. 1273 OF THE HOUSING
AUTHORITY OF THE CITY OF MADERA
AUTHORIZING CONSULTING INDEPENDENT
ACCOUNTING SERVICES.**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: October 24, 2023

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: October 19, 2023

SUBJECT: RESOLUTION #1273 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO
CONSIDER APPROVING THE CONSULTING INDEPENDENT ACCOUNTING SERVICES

EXECUTIVE SUMMARY:

The purpose of this memo is to request approval from the Board of Commissioners to approve the Interim Executive Director to contract with BDO PHA Finance for the Agency's accounting services. The Independent Accounting Services would provide ongoing financial needs such as preparing for HUD audits and required financial submission, preparing annual budgets, along with monthly reporting needs such as bank reconciliation, and continual balance sheet reviews for the Housing Authority of the City of Madera (HACM).

HACM staff is contracted with HUD Technical Assistance's team and BDO PHA Finance was recommended as one of the qualified firms that could help HACM with its financial needs.

BDO PHA Finance contracts with other Public Housing Authorities. HACM staff reached out to other Housing Authorities of comparable size and determined that the Housing Authority of Fayette County (FAYCHA) completed an RFP for accounting services. After reviewing HACM's needs, staff will "piggyback" off the awarded contract to BDO PHA Finance by the FAYCHA. This process is acceptable by HUD's procurement standards.

RECOMMENDATION:

Staff recommends the Board of Commissioners adopts a resolution authorizing Blanca Mendoza-Navarro, Interim Executive Director, to enter contract negotiations and execute the contract for the Independent Accounting Services for the Agency's accounting needs with BDO PHA Finance in the amount not to exceed \$60,000 annually, this cost includes approximately \$20,000 for year-end close and FDS submission and \$2,500/month for monthly services.

FISCAL IMPACT:

The total fiscal impact of the proposed contract for the Independent Accounting services is projected at approximately \$60,000 annually, this cost is expected to be reduced.



Blanca Mendoza-Navarro

From: Nick Auriemma <NAuriemma@bdo.com>
Sent: Friday, October 20, 2023 2:29 PM
To: Blanca Mendoza-Navarro
Cc: Alex Estrada
Subject: RE: Request for Quote/List of other PHAs

Hi Blanca,

Thank you for reaching out to us and providing the info about the Authority's portfolio. The scope of work would be the main determinant of what our quote would be and we usually break that out based on year-end work and/or monthly work.

For a year-end close we take the trial balances, verify the balance sheet and major income statement items against supporting documentation, make any necessary adjustments to bring amounts into agreement, build and submit the FDS, and then provide the support to the auditors. Based on your portfolio this would be expected to be \$15k-\$20k depending on the quantity of adjustments needed.

For ongoing monthly work including bank recs, report preparation, and continual balance sheet review we'd be about \$2,500/month.

The work we do is billed based on actual rates listed below, but above are estimates for what I think it would cost. I'm not sure what the procurement thresholds are but if this qualifies as small purchases we can send over an engagement letter or we can discuss the bidding or piggybacking options.

<u>Staff</u>	<u>Hourly Rate</u>
Partner	\$215
Director	\$195-\$200
Manager	\$150-\$190
Senior	\$110-\$145
Accountant	\$105

Let me know if you have time to talk on Monday and we can go through this in detail, but I wanted to provide a quick response and a basis for discussion. Look forward to talking with you!

Nick

Nick Auriemma, CPA, CFE
Principal
nauriemma@bdo.com

BDO
3 Executive Campus, Suite 250
Cherry Hill, NJ 08002
UNITED STATES
www.bdophafinance.com

From: Blanca Mendoza-Navarro <Blanca@maderaha.org>
Sent: Friday, October 20, 2023 4:12 PM
To: Nick Auriemma <NAuriemma@bdo.com>

Cc: Alex Estrada <Alex@maderahaorg.onmicrosoft.com>

Subject: Request for Quote/List of other PHAs

You don't often get email from blanca@maderaha.org. [Learn why this is important](#)

Attention: This email was sent from someone outside of BDO USA. Always use caution when opening attachments or clicking links from unknown senders or when receiving unexpected emails.

Good afternoon,

My name is Blanca Mendoza-Navarro, Interim Executive Director for the Housing Authority of the City of Madera (HACM). I am reaching out to you as you were recommended by Doug Englehart from Smith Marion & Co and Cydney Jones-Ratliff from Allecca Consulting. HACM is needing to contract services from a Fee Account too help with our Financial needs. I understand you contract with other PHAs; I would like to get a quote for services. Below is our portfolio. Our office is closed today; however, I am available via cell at (559) 942-6663 or email. I look forward to hearing from you soon, thank you.

Portfolio

HUD - PH – 244 units (2 amps)

HUD - HCV vouchers – 805 units (include special programs, VASH, EHV, PBV..)

USDA - Farm Labor - 100 units, 3 properties.

Office of Migrant Services – Season Migrant 50 units

Software program – Yardi Voyager 7, (03/23 conversion from MOM and Housing Pro/Happy)

Fiscal YR 9/30



Blanca Mendoza-Navarro | Interim Executive Director

Housing Authority of the City of Madera

205 North G Street, Madera, CA 93637

p. (559) 674-5695 ext 224| f. (559) 674-5701

blanca@maderaha.org

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RESOLUTION NO. 1273

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT FOR FINANCIAL MANAGEMENT AND ACCOUNTING SERVICES WITH BDO USA, P.C. (“BDO”).

A. **WHEREAS**, the Housing Authority of the City of Madera’s (the “Housing Authority”) is in need of accounting financial services;

B. **WHEREAS**, BDO is willing to provide ongoing financial needs such as preparing for HUD audits and required financial submission, preparing annual budgets, along with monthly reporting needs such as bank reconciliation, and continual balance sheet reviews for the Housing Authority ;

C. **WHEREAS**, Housing Authority staff has contracted with HUD’s Technical Assistance’s team;

D. **WHEREAS**, HUD has recommended BDO as a qualified firm that could be of assistance with the Housing Authority with regard to its financial management needs;

E. **WHEREAS**, BDO contracts with other Public Housing Authorities throughout the country;

F. **WHEREAS**, staff recommends that the Board of Commissioners adopt a resolution authorizing the Housing Authority’s Interim Executive Director Ms. Blanca Mendoza-Navarro to execute the contract for accounting services with BDO PHA Finance in the amount not to exceed \$60,000 annually, such cost encompassing approximately \$20,000 for year-end close, FDS submission, and \$2,500/month for monthly services; and

G. **WHEREAS**, the total fiscal impact of the proposed contract with BDO is projected to be approximately \$60,000 annually, this cost is expected to be reduced.

FORE, 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 Authorization to the Interim Executive Director to enter into a contract with BDO for financial accounting services. After full deliberation and consideration, the Housing Authority's Board of Commissioners herein grants the Interim Executive Director Ms. Blanca Mendoza-Navarro authority to negotiate and enter into a contract BDO for fiscal management and accounting services;

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 24th 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 23, 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