

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 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 11th day of October 2023.

By: 
Marisela Lopez
Housing Authority of the City of Madera