

# 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](http://www.maderaha.org)

## REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### Notice and Agenda

6:00 PM  
Wednesday, November 08, 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](http://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](mailto: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:** Vice-Chairperson Anita Evans

**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 OCT. 11, 2023, REGULAR BOARD MEETING MINUTES.

B-2 APPROVAL OF THE OCT. 24, 2023, SPECIAL BOARD MEETING MINUTES.

B-3 APPROVAL OF REGISTER AUDITED DEMANDS OCTOBER 2023.

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

C-1 RESOLUTION No. 1274 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING ADDING THE INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA, VICE CHAIRPERSON ANITA EVANS AND FINANCE SERVICE MANAGER ALEX ESTRADA AS AUTHORIZED SIGNERS ON THE HOUSING AUTHORITY'S CITIZEN BANK ACCOUNT NOS. 5108152, 5108020, AND 5107067.

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
<b>Section 8</b>	<b>Section 8</b>											
Households Assisted	733	755	735	741	750	758	768	775	743	723		
YTD Lease Up projection	91%	94%	91%	92%	93%	94%	96%	96%	92%	89%		
MTD HAP Expenses	\$385,910	\$346,843	\$363,455	\$482,737	\$493,348	427,119	432,060	459,201	418,297	443,918		
Waiting List	842	842	842	842	842	842	842	842	842	842		
<b>Public Housing</b>	<b>Public Housing</b>											
Vacancies	4	2	1	0	0	2	3	3	4	3		
Waiting List	2810	2910	2910	2910	3207	3225	3236	2909	2906	2866		
Unit Turnover	46	31	29	0	0	7	1	34	3	3		
<b>Farm Labor</b>	<b>Farm Labor</b>											
Vacancies	0	0	1	0	0	1	0	1	0	0		
Waiting List	16	23	18	18	17	18	16	16	15	15		
Unit Turnover	0	0	0	0	0	10	1	0	1	0		
<b>Maintenance</b>	<b>MAINTENANCE</b>											
<b>Public Housing</b>	<b>Public Housing</b>											
Open Work Orders	21	14	4	9	22	10	6	15	10	7		
Average days	11	10	5	3	15.7	14.6	3.64	5.8	5.5	5.2		
<b>Farm Labor</b>	<b>Farm Labor</b>											
Open Work Orders	12	15	3	0	10	8	3	0	3	2		
Average days	39	19.5	5	0	9	17.4	3.7	2.8	4.6	3.4		

**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).

**I. ADJOURNMENT:**


The next Regular Monthly Meeting will be Wednesday, December 13, 2023, at 6 p.m., at the City of Madera, Council Chambers.

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**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 **November 03, 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. 4<sup>th</sup> Street, Madera, CA 93637, at or about 8:30 a.m..

Executed this 3rd day of November 2023.

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

**B. CONSENT CALENDAR:**

**B-1 APPROVAL OF OCT. 11, 2023, REGULAR BOARD MEETING MINUTES**

**B-2 APPROVAL OF THE OCT. 24, 2023, SPECIAL BOARD MEETING MINUTES**

**B-3 APPROVAL OF REGISTER AUDITED DEMANDS OCTOBER 2023**

**B-1 APPROVAL OF OCT. 11, 2023, REGULAR BOARD  
MEETING MINUTES**

# Housing Authority of the City of Madera



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## MINUTES OF THE OCTOBER 11, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### CALL TO ORDER:

The October 11, 2023, Regular Meeting of the Housing Authority for the City of Madera was called to order by Chairperson Elsa Mejia at 6:01 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)
Commissioner Jose Rodriguez	(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:

Vice-Chairperson Anita Evans

### GUESTS/STAFF PRESENT:

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

### INVOCATION:

Fred Thurman from the New Life Assembly of Madera gave the invocation.

**PLEDGE OF ALLEGIANCE**

Executive Administrative Assistant Marisela Lopez led the Pledge of Allegiance.

**PUBLIC COMMENT:**

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

The Board tabled any discussion for the next meeting.

**MOTION TO APPROVE MEETING AGENDA:**

Commissioner S. Montes moved to approve the October 11, 2023, proposed meeting agenda, as amended, and posted on October 06, 2023. Commissioner S. Garcia seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**PUBLIC COMMENT:**

There were no comments from the public in attendance or 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.

There were no comments from the public in attendance nor via Zoom.

**Motion to Approve Consent Calendar**

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



AYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

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 # 1266 authorizing the disposal of non-working appliances from the Public Housing and Farm Labor programs.**

Maintenance Manager, Jared Garza presented proposed Resolution # 1266. Maintenance Manager, Jared Garza, reported that HACM needs to have five refrigerators, three stoves and four water heaters disposed of. They are currently being stored at the maintenance shop at 600 S. Lake St.

Commissioner J. Rodriguez asked what happens to these items? Are they left out for the public, or are they disposed of in a proper place?

The Maintenance Manager, Jared Garza replied they are disposed of in a proper place, where they get recycled at no cost to us.

There was no public comment.

Commissioner C. Gallegos moved to approve Item C-1, proposed Resolution #1266. Commissioner S. Garcia seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**C-2: Motion to Approve Proposed Resolution # 1267 authorizing the Interim Director to execute and submit electronically the annual operating budget forms for FY 2024 public operating subsidy funding.**

Interim Executive Director, Blanca Mendoza-Navarro presented proposed Resolution # 1267.

Interim Executive Director, Blanca Mendoza-Navarro reported that this is an annual request. HUD provides operating subsidy grants to the public housing agencies, and it is based on an annual allocation or anticipated allocation by Congress. It is based on our housing stock inventory, and we currently have 244 units of public housing, which are broken down by two different amps 128 in the CAL. 0690001 and then the other amp CAL. 69002. HACM anticipates receiving \$738,166 for the calendar year 2024.

There was no public comment.

Commissioner J. Rodriguez moved to approve Item C-2, proposed Resolution #1267.  
Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**C-3: Motion to Approve Proposed Resolution # 1268 authorizing adding Finance Service Manager, Alex Estrada as designated person as signer for Citizen Business Bank and Wells Fargo Bank accounts.**

Interim Executive Director, Blanca Mendoza-Navarro presented proposed Resolution # 1268.

Interim Executive Director, Blanca Mendoza-Navarro reported this resolution is for adding our new Financial Services Manager, Alex Estrada, as signer for Citizen Business Bank and Wells Fargo Bank accounts.

Commissioner C. Gallegos reported and welcomed Alex aboard. He worked in the city in the Grants program department.

Chairperson E. Mejia had the pleasure of meeting Alex at the Housing Authority today. She is happy to have somebody come back.

There was no public comment.

Commissioner S. Montes moved to approve Item C-3, proposed Resolution #1268. Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**C-4: Motion to Approve Proposed Resolution # 1269 authorizing the 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. (LAIF)**

Interim Executive Director, Blanca Mendoza-Navarro presented proposed Resolution # 1269.

Interim Executive Director, Blanca Mendoza-Navarro reported that this is in combination with adding Alex Estrada as an authorized signer. It will also approve Interim Executive Director, Blanca Mendoza-Navarro and Chairperson Mejia as signer to be able to sign on the LAIF accounts.

There was no public comment.

Commissioner J. Rodriguez moved to approve Item C-4, proposed Resolution #1269. Commissioner S. Montes seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**C-5: Motion to Approve Proposed Resolution # 1270 authorizing the Interim Executive Director Blanca Mendoza-Navarro, to increase employer contributions for health benefits commencing in January 2024**

Financial Manager, Alex Estrada presented proposed Resolution # 1270 via Zoom/presentation.

Financial Manager, Alex Estrada reported that HACM makes employee contributions towards the employee's medical premiums to help as part of employee's medical benefits, to help alleviate the cost of their monthly medical expenses. Currently, HACM contributes \$600 for employee only coverage. \$1,200 for an employee, plus one dependent, and for a family coverage is \$1,600. The remainder of the premium can vary, depending on the medical coverage that employee selects. To be eligible, the employee must elect medical coverage. Dental and Vision benefits alone would not be eligible for this monthly medical contribution. Medical premiums have increased for 2024. The three most selected medical plans are Kaiser, PERS Gold and United Healthcare Alliance. For Kaiser medical insurance there is a 20% increase for 2024. What HACM staff is proposing is that the contributions be increased to \$750, \$1,500, and \$1,900. This will allow the agency to remain competitive and attract new staff and most important retain our current staff. The fiscal impact would be estimated to be \$32,400, an annual increase to the agencies, expense. HACM currently has thirteen staff members on medical benefits. This will be an approximate \$32,000 annual increase.

Commissioner J. Rodriguez asked questions regarding the numbers on the graph via PowerPoint. What is the difference between what we had last year? He asked.

Financial Manager, Alex Estrada reported the fiscal impact will be on the agency based on what we were spending last year.

Commissioner S. Montes reported that 150 x's eight is \$1,200, but that is a month. Then you have to times that by twelve. That is where you get that increased contribution.

Commissioner S. Garcia asked if this has been proposed to the employees.

Interim Executive Director, Blanca Mendoza-Navarro said not yet. We did tell them we would be looking at this, but not how much. So, employees can make better decisions. Open enrollment ends this Friday, so we are trying to get this in front of the Board, so that we can see how we can help them out.

Commissioner S. Garcia said at the end of the day the employees will appreciate this. We are looking in the right direction for our employees because he knows employers are losing staff. He thinks this is great moving forward.

Interim Executive Director, Blanca Mendoza-Navarro reported that there is one position that they will not be filling and that is going to be the Finance Supervisor. That is because Alex is on board. So, with the staff that we have, we both have made the decision that not having a Finance supervisor in the position would alleviate this impact.

Commissioner C. Gallegos asked what the window for open enrollment is, and if the employees had enough time to look at the medical plans. Is it possible to get an extension to give them a little more time to research to see if they want to go from Kaiser to Blue Shield, because there are a lot of things that go into those hospitals, ambulances cost etc.

Commissioner J. Rodriguez said that he is not a Kaiser, but he knows Kaiser seems to be the favorite. He would like someone to answer what services they provide that make them so attractive? He is asking because during the strikes he is assuming that there is something going on

there. Why do our residents of Madera that are employed here do not use our community hospitals? Kaiser is the preferred health care provider as it encompasses all the services.

Interim Executive Director, Blanca Mendoza-Navarro reported that with other cities they are looking at the same increases across the board. HACM is with Cal PERS, so it puts HACM in a situation where we really cannot go shop anywhere else, because no other broker will speak to HACM because we are part of Cal PERS. Also, because we are a small agency, it is hard to step away from Cal PERS. We did not have the staff to be able to research that information. We are a small agency, and it might not benefit us. We are stuck with increasing rates.

Commissioner J. Rodriguez reported that he understands that Kaiser would be the medical plan he would elect, because it encompasses all medical services. He said if the hospital would open back up that he would encourage the employees to continue to utilize our services locally, and we can provide competitive services to be able to make it affordable. So, we can prevent another closure in the future because there is not enough private insurance coming into the hospitals.

There was no public comment.

Commissioner S. Montes moved to approve Item C-5, proposed Resolution #1270. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Santos Garcia,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Vice-Chairperson Anita Evans

**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:**

Interim Executive Director, Blanca Mendoza-Navarro reported that the numbers for the households helping in Section 8 have decreased a little. She reported that a lot of this is, that they are at the stage where they no longer need our assistance or there are other circumstances where that the numbers have dropped. We are currently leased up at 92% on the waiting list. We are at 842 applications. This was a previous question. The numbers are not moving for the HCV

department because we have not opened our waiting lists in a while. The numbers are stagnant. We are working through the ones that we already pulled once those are reconciled and if they continue to be canceled, then that number will drop significantly, then we will be doing a poll.

For our public housing we currently have four vacancies, we have two deposits, and we are continuing to get applications for our families. We are also working through those waiting lists. We are sending out letters to "save my spot." There are online applications now, if they are still interested in the program or if their application is still active. There is a feature on our website that they can go in and do a save my spot.

For Farm Labor, we are currently at 100% still occupied. We have a few applications these are the ones that are harder to house because we have criteria they have to meet.

For work orders we have ten outstanding work orders. Average closed date of 5.5 days. These are for our Farm Labor. We have three open work orders with an average closure of 4.6 average days.

There was no public comment.

## **E-2 Discussion Items:**

- A. The attorney contract board members requested to see what our current attorney's contract end date is. There is no end date to the attorney contract. The contract was executed on October of 2021 and there is no set term. It is basically the client may discharge the firm at any time by written notice effective when the firm receives it. For the next steps, the Interim Executive Director will need directions on what the Board would like to see on this item.

Commissioner S. Garcia reported that this would be something that would need to be agenized.

Legal Counsel Emilio J. Huerta reiterated that Interim Executive Director Blanca Mendoza-Navarro would like some clarity and direction as to RFP the attorney contract. When Interim Executive Director Blanca Mendoza-Navarro is ready they will set it out for RFP. Legal counsel Emilio J. Huerta encourages it.

Legal Counsel Emilio J. Huerta and Commissioner S. Montes had a brief discussion on the purpose of RFP and performance review for elected Legal Counsel.

Commissioner J. Rodriguez reiterated that Board members at any time have the right to continue with the agreement or end it.

Chairperson E. Mejia reported that it was before her time when Legal Counsel was appointed and is curious as to why the process was hurried or what kind of crisis HACM was facing.

Legal Counsel Emilio J. Huerta said he could not comment on that because he did not know what was going on. He was made to believe that there was some sense of urgency.

Chairperson E. Mejia asked about the RFP for the Executive Director position. How will it work?

Interim Executive Director, Blanca Mendoza-Navarro reported that she does not know if it is common or not but that the Board would like the new Executive Director to make that decision as far as the attorney, and because that is the person that will be working with the attorney. She feels it would be better to have an Executive Director first, and then go out to RFP for Legal Counsel.

No public comment.

**B: Cost-of-living adjustment**

Interim Executive Director, Blanca Mendoza-Navarro reported Alex had worked on this to see what the numbers would look like. They did research and went far back to 2017 and it has been pretty much across the board at 2.5 percent. They located as far as where did those numbers come from based on two varied factors which is know the CPI and look at other agencies. They ran some numbers. This is only for discussion and will be brought back at the November Board meeting and with a retro back tot October 1<sup>st</sup>. Interim Executive Director, Blanca Mendoza-Navarro recommends three proposals which are 3%, 4% and 5%. Alex will present those percents.

Commissioner C. Gallegos asked if we have given it for the past two years.

Interim Executive Director, Blanca Mendoza-Navarro reported Yes.

Financial Services Manager, Alex Estrada reported that it was done for two years and then not for two years. He ran a few numbers, a few of the figures on what the fiscal impact might look like based on the different percentage increases. Example with a 3% we are looking at a fiscal impact of \$46,500, 4% it would be \$62,000 and at 5% it would be \$77,500. These figures do include not just the stats, not just the salary increases, but also the additional benefit percentage increases that come along with the increase in wages. We need some input from the board and some guidance on a decision around a COLA increase for staff.

Commissioner S. Montes asked if we will be comparing to other agencies. The impact to the Organization helps make better decisions.

Financial Services Manager, Alex Estrada reported that there was an overall classification study. The Madera Housing Authority was approximately 35% below the labor market median. Total inflation has gone approximately 26% compared to our 10 COLA increases over the last 4 years.

Commissioner C. Gallegos reported that she would like the Financial Services Manager, Alex Estrada, to bring back to the Commissioners some type of spreadsheet of the Housing Authority employees. The minimum wage is going up and its looks like fast food restaurants are going up to \$20 per hour we want to retain our employees. She wants to make sure they stay with us we need to look at the numbers that they are getting paid for the work that they are doing for us. Where is the funding coming from for this cost of living? Before the funding came from investments that we had made in the interest of that we were able to use o pay for the increases of the cost of living.

Financial Services Manager, Alex Estrada reported in discussions with Interim Executive Director, Blanca Mendoza-Navarro the Finance Supervisor position will not be filled. Some of the funding will come from that salary for additional expenses.

Commissioner J. Rodriguez reported that he would like to see some numbers on a spreadsheet for the next Board meeting. Keeping our employees in a good environment and where they feel comfortable would be great. He wants to see through the next five years without having budget issues.

Financial Services Manager, Alex Estrada reported that he would like some direction around certain percentages, so he can provide those numbers.

Commissioner J. Rodriguez asked Interim Executive Director, Blanca Mendoza-Navarro How essential is the Finance Supervisor position for us, especially if this agency plans on growing.

Interim Executive Director, Blanca Mendoza-Navarro reported that it is not based on the decision that you are making today. It is something that in order to retain or attract staff, that is, going to be able to perform well. We must bring in someone at a little higher rate than hire two people. The finance supervisor position will be eliminated.

Chairperson E. Mejia asked how the work load will be redistributed if the position is eliminated.

Interim Executive Director, Blanca Mendoza-Navarro reported that with our new software system Yardi it eliminates a lot of process time.

Commissioner S. Montes requested doing numbers for 3%, 4% and 5% so that there are options rather than saying give us back the 5%?

Interim Executive Director, Blanca Mendoza-Navarro reported salary scales and our compensations do need to be looked at. This will be looked at in the future.

Commissioner J. Rodriguez reiterated what Commissioner S. Montes said about competitive rates. He would like to bring this topic back to the table and make sure that they have some comparable data to be able to justify, for example if the position is behind 4% and if there can be some adjustments verses across the board.

Financial Services Manager, Alex Estrada reported that he can look at the job classifications. He will research and look at the City of Madera for reference.

**F. EXECUTIVE DIRECTOR REPORT:**

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

1. The HUD response is due on Friday. She has been working with HUD TA they have helped her prepare a plan for the financial component of it and will be submitting that to HUD by the new deadline.
2. Ms. Mendoza-Navarro reported that we are focusing on leasing up. We do have ten additional vouchers that have been completed.



3. Ms. Mendoza-Navarro reported that with the HCV program she continues to focus on lease up. The numbers are increasing. Two families were leased up last month.
4. Ms. Mendoza-Navarro reported annual inspections are being conducted by ISterling. They will be submitting them to the HUD system which will bring up our numbers for the overall scores that HACM needs for HUD.
5. Ms. Mendoza-Navarro reported Yardi Voyager ASPIRE training is continuing to move forward. The list of courses has been sent out to the Managers. Implementation will be in November 2023.
6. Ms. Mendoza-Navarro reported that one of the partnerships we have is CIVIC which are doing the entrepreneurial program at the Kennedy community center. They have fifteen participants. Also, the Women's Entrepreneurs Association was there. They will hold a graduation ceremony at the Kennedy center the date will be provided in the future.
7. Ms. Mendoza-Navarro reported there are four new hires. Maria Canseco comes as an intern from Career Nexxus, and she decided to apply for the position. Jacqueline Velasquez, she is the Occupancy Specialist II. She is a rehire. Sharde' Wilson is our Accounting Tech. II she comes to us from a temp. agency, Ultimate staffing as a direct hire because of her qualifications. Alex Estrada is our Financial Manager his background is in auditing.

Commissioner S. Garcia thanked Blanca for providing the Board members with the agenda and the packet in a timely manner.

There were no public comments.

**G. COMMISSIONER REPORTS:**

1. Commissioner Gallegos thanked Blanca and HACM staff for all they do. The weather is shifting, be careful out there.
2. Commissioner Montes thanked everyone for everything. He is glad HACM is staffed.
3. Commissioner Garcia had nothing to report.
4. Commissioner Rodriguez wanted to congratulate the new members at the Housing Authority. He sent shout outs to all who attended the Laguette.
5. Commissioner Villegas thanked Blanca for doing an excellent job. He also thanked Alex Estrada for coming on board.
6. Chairperson Commissioner Mejia thanked everyone at the HACM and is grateful for all the work that we do. She attended the Laguette. About 30,000 people attended throughout the day.

**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:** 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)

At 8:07 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported:

1. That the HACM Board of Commissioners had a discussion regarding Miss Stephany Fernandez regarding an offer to resolve her claim.
2. 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. The Commissioners appointed Commissioner Garcia, Mejia and Montes as an Adhoc Committee to meet with Ms. Blanca Mendoza-Navarro regarding her salary demands.

**I. ADJOURNMENT:**

Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, November 08, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 8:05 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing October 11, 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 November 08, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this \_\_\_\_ day of November 2023.

By: \_\_\_\_\_  
Marisela Lopez  
Housing Authority of the City of Madera

**B-2 APPROVAL OF THE OCT. 24, 2023, SPECIAL BOARD  
MEETING MINUTES**

# 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](http://www.maderaha.org)

## MINUTES OF THE OCTOBER 24, 2023

### SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

#### **CALL TO ORDER:**

The October 24, 2023, Special Meeting of the Housing Authority for the City of Madera was called to order by Chairperson Elsa Mejia at 6:01 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)
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 Jose Rodriguez	(In Person at the City of Madera Council Chambers)

#### **COMMISSIONERS ABSENT:**

Vice Chairperson Anita Evans  
Commissioner Santos Garcia  
Commissioner Cece Gallegos

#### **GUESTS/STAFF PRESENT:**

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

#### **INVOCATION:**

None.

**PLEDGE OF ALLEGIANCE**

Commissioner Steve Montes led the Pledge of Allegiance.

**PUBLIC COMMENT:** There were no comments from the public in attendance nor via Zoom.

**MOTION TO APPROVE MEETING AGENDA:**

Emilio J. Huerta Legal Counsel requested that item H of the to be removed from the agenda. The item regarding Stephany Fernandez was already resolved at the last regular meeting. There is currently no update on the other items in section H.

Commissioner J. Rodriguez moved to approve the October 24, 2023, proposed meeting agenda, with the removal of item H as amended, and posted on October 23, 2023. Commissioner S. Montes seconded the motion.

There was no public comment.

The motion passed unanimously:

AYES: (4) Chairperson Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (3) Vice-Chairperson A. Evans  
Commissioner C. Gallegos  
Commissioner S. Garcia

A. **WORKSHOPS:** None.

B. **CONSENT CALENDAR:** None.

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

**C-1: Motion To Approve Proposed Resolution # 1271 of the Housing Authority of the City of Madera to authorize a continuing resolution in lieu of adoption of a Fiscal Year 2022-2023 budget and authorization of 60-day extension to prepare and present the 2023-2024 budget.**

Blanca Mendoza-Navarro Interim Executive Director presented proposed Resolution # 1271. Mrs. Mendoza-Navarro reported HACM has seen a significant turnover in the finance department. Over the past year. As a result of the turnover and the new implementation of the software, conversion key staff members and function have been delayed in preparing and submitting the financial fiscal year budget 2023- 2024.

Commissioner J. Rodriguez asked if this extension puts us in any predicament with HUD because of our new deadline?

Blanca Mendoza-Navarro Interim Executive Director responded HACM had a call with HUD TA and they are aware they are OK with the extension.

There was no public comment.

Commissioner S. Montes moved to approve Item C-1, proposed Resolution #1271. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES:	(4)	Chairperson Elsa Mejia, Commissioner Steve Montes, Commissioner Jose Rodriguez and Commissioner Artemio Villegas
NAYS:	(0)	
ABSENT:	(3)	Vice-Chairperson A. Evans Commissioner C. Gallegos Commissioner S. Garcia

**C-2: Motion To Approve Proposed Resolution # 1272, Authorizing the Interim Executive Director to negotiate and enter a contract for independent audit services with Smith, Marion & Company in the amount not to exceed \$195,000.**

Blanca Mendoza-Navarro Interim Executive Director presented proposed Resolution # 1272. authorizing the audit services with Smith, Marion & Company in the amount of \$195,000.

Blanca Mendoza-Navarro Interim Executive Director reported HACM needs to submit the audits to HUD for fiscal year 2022. Staff has tried to contact Keller and Associates and have been unsuccessful. They were previously approved to assist in audits. Smith, Marion & Company is recommended by the consortia. King's County housing authority had the same issue trying to get a hold of Keller and Associates. The amount should not exceed \$195,000 within five years. They are willing to start as soon as possible to meet HUD's demands.

Commissioner J. Rodriguez asked if it was \$39,000.

Blanca Mendoza-Navarro Interim Executive Director reported that it is \$34,000- \$35,000 per year from what we know now.

Alex Estrada Financial Services Manager reported the average is about \$39,000 per year this also includes \$1,750 in expedite fees. This is the fee to expedite the 2022 audit that HUD is requesting.

There was no public comment.

Commissioner S. Montes moved to approve Item C-2, proposed Resolution #1272. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES: (4) Chairperson Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (3) Vice-Chairperson A. Evans  
Commissioner C. Gallegos  
Commissioner S. Garcia

**C-3: Motion To Approve Proposed Resolution # 1273, Authorizing the consulting independent accounting services of BDO USA.**

Blanca Mendoza-Navarro Interim Executive Director reported the item is for the agency accounting services. HUD TA suggested that HACM contract with a fee accountant, which are companies that help public housing agencies with accounting services from submitting budgets to reporting documents. She is proposing to have at least a two-year contract with them. They will also be assisting with the Yardi conversion. She reached out to Fayette County, and we will be piggyback off their contract. The fee will be \$20,000. They will be able to assist with bank reconciliations. There will be a monthly fee of \$2,500 totaling for the next two years \$60,000 this includes \$20,000 for year end and then \$30,000, \$40,000 for monthly submission.

Commissioner S. Montes reported that the previous contract was within our consortium and this one is not, so we can piggyback off any housing authority nationwide.

Blanca Mendoza-Navarro Interim Executive Director reported yes as long as there the same size of housing authority. She spoke to Mike Gifford the Housing Marketing guru of HUD. She asked him how to get services to assist HACM. Recruitment continues but the candidates are not qualified for the position.

Commissioner J. Rodriguez reported he met Mike Gifford in the Housing Authority in Arizona. He stressed to always get three proposals. He wants to make sure that \$60,000 is enough to cover that annually.

Alex Estrada Financial Services Manager reported that its \$20,000 is going to be for year end plus \$2,500 is going to be from now on. So, we might not need the monthly service for more than a year or so. It can be tapered off as things get caught up.

There was no public comment.

Commissioner S. Montes moved to approve Item C-3, proposed Resolution #1273. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously:

AYES: (4) Chairperson Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Jose Rodriguez and  
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (3) Vice-Chairperson A. Evans  
Commissioner C. Gallegos  
Commissioner S. Garcia

**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS: None.**

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

**G. COMMISSIONER REPORTS:**

1. Commissioner S. Montes apologizes that he failed to schedule the ADHOC Committee Meeting regarding setting the salary for the Interim Executive Director.
2. Commissioner Rodriguez had nothing to report.
3. Commissioner Villegas had nothing to report.
4. Chairperson E. Mejia had nothing to report.

**H. CLOSED SESSION:**

This item was removed from the agenda.

**I. ADJOURNMENT:**

Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, November 08, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 6:20 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing October 24, 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 November 08, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this \_\_\_\_ day of November, 2023.

By: \_\_\_\_\_  
Marisela Lopez  
Housing Authority of the City of Madera

**B-3 APPROVAL OF REGISTER AUDITED DEMANDS  
OCTOBER 2023**

### Payment Summary

Bank=revfund AND mm/yy=09/2023-09/2023 AND Check Date=10/01/2023-10/31/2023 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount
revfund - WF Revolving Fund	46166	47101 - 47TH PLACE CARPET AND LINOLEUM, INC.	10/9/2023	09-2023	7,257.72
revfund - WF Revolving Fund	46167	agu00 - AGUILAR, DANENE L.	10/9/2023	09-2023	18,054.24
revfund - WF Revolving Fund	46168	ALE00 - ALESHIRE & WYNDER, LLP	10/9/2023	09-2023	11,192.79
revfund - WF Revolving Fund	46169	bct00 - BCT CONSULTING, INC.	10/9/2023	09-2023	1,310.00
revfund - WF Revolving Fund	46170	chw01 - C.H.W.C.A.	10/9/2023	09-2023	13,350.00
revfund - WF Revolving Fund	46171	con0c - CONCENTRA MEDICAL CENTERS	10/9/2023	09-2023	164.00
revfund - WF Revolving Fund	46172	DAT01 - DATA PATH FRESNO, LLC	10/9/2023	09-2023	3,529.02
revfund - WF Revolving Fund	46173	GBS01 - GENERAL BUILDERS SUPPLY	10/9/2023	09-2023	20.60
revfund - WF Revolving Fund	46174	gec01 - GE Appliances, A Haier Company	10/9/2023	09-2023	72.39
revfund - WF Revolving Fund	46175	hds00 - HD SUPPLY FACILITIES MAINTENANCE	10/9/2023	09-2023	1,122.10
revfund - WF Revolving Fund	46176	hom04 - HOME DEPOT CREDIT SERVICE	10/9/2023	09-2023	1,830.73
revfund - WF Revolving Fund	46177	hue01 - LAW OFFICE OF EMILIO J. HUERTA	10/9/2023	09-2023	16,867.50
revfund - WF Revolving Fund	46178	ist00 - Isterling	10/9/2023	09-2023	9,171.80
revfund - WF Revolving Fund	46179	low00 - LOWE'S COMMERCIAL SERVICE	10/9/2023	09-2023	735.32
revfund - WF Revolving Fund	46180	rnc001 - RMC Enterprises, Inc	10/9/2023	09-2023	97,500.00
revfund - WF Revolving Fund	46181	yar00 - YARDI SYSTEMS, INC.	10/9/2023	09-2023	4,254.98
revfund - WF Revolving Fund	46182	agu00 - AGUILAR, DANENE L.	10/12/2023	09-2023	12,904.19
revfund - WF Revolving Fund	46183	bct00 - BCT CONSULTING, INC.	10/12/2023	09-2023	750.00
revfund - WF Revolving Fund	46184	cha9l - CHAMBERS HEATING AND AIR CONDITIONING	10/12/2023	09-2023	6,680.00
revfund - WF Revolving Fund	46185	DIA01 - DIAMOND COMMUNICATION,INC	10/12/2023	09-2023	204.00
revfund - WF Revolving Fund	46186	hds00 - HD SUPPLY FACILITIES MAINTENANCE	10/12/2023	09-2023	472.33
revfund - WF Revolving Fund	46187	mad03 - CITY OF MADERA CITY SERVICES	10/12/2023	09-2023	7,916.67
revfund - WF Revolving Fund	46188	mad04 - MADERA FLEET SERVICES	10/12/2023	09-2023	1,272.50
revfund - WF Revolving Fund	46189	map00 - MAPA PLUMBING SERVICES	10/12/2023	09-2023	150.00
revfund - WF Revolving Fund	46190	mis01 - MISSION UNIFORM SERVICE 3	10/12/2023	09-2023	285.60
revfund - WF Revolving Fund	46191	nav04 - NAVIA BENEFIT SOLUTIONS,	10/12/2023	09-2023	100.00
revfund - WF Revolving Fund	46192	off02 - ODP BUSINESS SOLUTIONS, LLC	10/12/2023	09-2023	345.98
revfund - WF Revolving Fund	46193	PEC01 - PECK'S PRINTERY	10/12/2023	09-2023	308.51
revfund - WF Revolving Fund	46194	PLA03 - REXEL USA, INC.	10/12/2023	09-2023	118.08
revfund - WF Revolving Fund	46195	pre06 - PRESTIGE CUSTOM GLASS	10/12/2023	09-2023	1,208.40

**Payment Summary**

Bank=revfund AND mm/yy=09/2023-09/2023 AND Check Date=10/01/2023-10/31/2023 AND All Checks=Yes AND Include Voids=All Checks

revfund - WF Revolving Fund	46196	qua06 - QUADIENT LEASING USA, INC	10/12/2023	09-2023	681.69
revfund - WF Revolving Fund	46197	qua07 - QUADIENT FINANCE USA, INC	10/12/2023	09-2023	1,000.00
revfund - WF Revolving Fund	46198	RIC05 - RICOH USA, INC.	10/12/2023	09-2023	2,411.96
revfund - WF Revolving Fund	46199	rot01 - ROTH STAFFING COMPANIES, L.P.	10/12/2023	09-2023	4,480.00
revfund - WF Revolving Fund	46200	sie05 - SIERRA HR PARTNERS	10/12/2023	09-2023	285.00
revfund - WF Revolving Fund	46201	smo01 - SMOG EXPRESS	10/12/2023	09-2023	238.96
revfund - WF Revolving Fund	46202	spe00 - SPECIALTY LANDSCAPE, INC.	10/12/2023	09-2023	9,990.00
revfund - WF Revolving Fund	46203	TEC06 - TECH HEROES, INC.	10/12/2023	09-2023	2,425.00
revfund - WF Revolving Fund	46204	tim01 - TIM R. TRULL ELECTRIC, IN	10/12/2023	09-2023	175.00
revfund - WF Revolving Fund	46205	VIL00 - VILLA GARDENING SERVICE,	10/12/2023	09-2023	5,200.00
revfund - WF Revolving Fund	46206	wel25 - WELLS FARGO BUSINESS CARD-6688	10/12/2023	09-2023	1,836.18
revfund - WF Revolving Fund	46207	yar00 - YARDI SYSTEMS, INC.	10/12/2023	09-2023	1,200.00
revfund - WF Revolving Fund	46208	322 - Bliss	10/19/2023	09-2023	747.00
revfund - WF Revolving Fund	46209	ADP00 - ADP, INC.	10/19/2023	09-2023	90.00
revfund - WF Revolving Fund	46210	atf03 - AT&T	10/19/2023	09-2023	41.43
revfund - WF Revolving Fund	46211	atf06 - AT&T CALNET	10/19/2023	09-2023	619.88
revfund - WF Revolving Fund	46212	bct00 - BCT CONSULTING, INC.	10/19/2023	09-2023	455.00
revfund - WF Revolving Fund	46213	ben00 - BENJAMIN, NICHOLAS	10/19/2023	09-2023	230.71
revfund - WF Revolving Fund	46214	cen19 - CENTRAL VALLEY SPORTS STITCH & INK	10/19/2023	09-2023	187.50
revfund - WF Revolving Fund	46215	com0h - COMCAST	10/19/2023	09-2023	678.85
revfund - WF Revolving Fund	46216	con0c - CONCENTRA MEDICAL CENTERS	10/19/2023	09-2023	164.00
revfund - WF Revolving Fund	46217	CWS01 - CORBIN WILLITS SYSTEM INC	10/19/2023	09-2023	755.50
revfund - WF Revolving Fund	46218	DIA01 - DIAMOND COMMUNICATION,INC	10/19/2023	09-2023	515.11
revfund - WF Revolving Fund	46219	GBS01 - GENERAL BUILDERS SUPPLY	10/19/2023	09-2023	10.20
revfund - WF Revolving Fund	46220	gec01 - GE Appliances, A Haier Company	10/19/2023	09-2023	36.73
revfund - WF Revolving Fund	46221	hds00 - HD SUPPLY FACILITIES MAINTENANCE	10/19/2023	09-2023	572.72
revfund - WF Revolving Fund	46222	hom04 - HOME DEPOT CREDIT SERVICE	10/19/2023	09-2023	1,613.21
revfund - WF Revolving Fund	46223	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	10/19/2023	09-2023	38.25
revfund - WF Revolving Fund	46224	ist00 - Isterling	10/19/2023	09-2023	1,302.00
revfund - WF Revolving Fund	46225	JOH04 - JOHNSON CONTROLS FIRE PRO	10/19/2023	09-2023	1,548.60
revfund - WF Revolving Fund	46226	low00 - LOWES COMMERCIAL SERVICE	10/19/2023	09-2023	1,617.44
revfund - WF Revolving Fund	46227	mad02 - CITY OF MADERA UTILITY BILLING	10/19/2023	09-2023	45,014.34

**Payment Summary**

Bank=revfund AND mm/yy=09/2023-09/2023 AND Check Date=10/01/2023-10/31/2023 AND All Checks=Yes AND Include Voids=All Checks

revfund - WF Revolving Fund	46228	mad03 - CITY OF MADERA CITY SERVICES	10/19/2023	09-2023	7,916.67
revfund - WF Revolving Fund	46229	mat00 - METROPOLITAN LIFE INSURANCE COMPANY	10/19/2023	09-2023	1,236.78
revfund - WF Revolving Fund	46230	mis02 - MISSIONSQUARE-303376	10/19/2023	09-2023	0.00
revfund - WF Revolving Fund	46231	nat01 - NATIONAL CREDIT REPORTING	10/19/2023	09-2023	44.75
revfund - WF Revolving Fund	46232	off02 - ODP BUSINESS SOLUTIONS, LLC	10/19/2023	09-2023	1,431.95
revfund - WF Revolving Fund	46233	pec01 - PECKS PRINTERY	10/19/2023	09-2023	124.05
revfund - WF Revolving Fund	46234	per04 - PERIMETER PEST CONTROL	10/19/2023	09-2023	1,500.00
revfund - WF Revolving Fund	46235	pge01 - P. G. & E.	10/19/2023	09-2023	18,488.54
revfund - WF Revolving Fund	46236	pro04 - PROTZMAN ENTERPRISES	10/19/2023	09-2023	1,392.52
revfund - WF Revolving Fund	46237	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT SYSTEM	10/19/2023	09-2023	0.00
revfund - WF Revolving Fund	46238	qua07 - QUADIENT FINANCE USA, INC	10/19/2023	09-2023	656.00
revfund - WF Revolving Fund	46239	red05 - RED ROCK ENVIRONMENTAL GRP	10/19/2023	09-2023	1,264.04
revfund - WF Revolving Fund	46240	ric05 - RICOH USA, INC.	10/19/2023	09-2023	11.57
revfund - WF Revolving Fund	46241	rot01 - ROTH STAFFING COMPANIES, L.P.	10/19/2023	09-2023	11,872.00
revfund - WF Revolving Fund	46242	sie05 - SIERRA HR PARTNERS	10/19/2023	09-2023	1,165.75
revfund - WF Revolving Fund	46243	ste02 - STERCYCLE, INC.	10/19/2023	09-2023	854.05
revfund - WF Revolving Fund	46244	10005141 - Marquez	10/19/2023	09-2023	162.50
revfund - WF Revolving Fund	46245	10005171 - Verdugo	10/19/2023	09-2023	203.50
revfund - WF Revolving Fund	46246	10005175 - Perez	10/19/2023	09-2023	50.82
revfund - WF Revolving Fund	46247	10005182 - Garcia	10/19/2023	09-2023	75.00
revfund - WF Revolving Fund	46248	TMO00 - T-MOBILE USA INC.	10/19/2023	09-2023	657.30
revfund - WF Revolving Fund	46249	van00 - VAN DE POL ENTERPRISES	10/19/2023	09-2023	1,133.67
					<b>355,553.17</b>

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

**C-1 RESOLUTION No. 1274 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE CHANGE IN AUTHORIZED SIGNERS AND ONLINE ACCESS HOLDERS FOR CITIZENS BUSINESS BANK ACCOUNTS: 5108152, 5108020, AND 5107067.**



Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** November 8, 2023

**AGENDA ITEM:** C-1

**FROM:** Blanca Mendoza-Navarro, Interim  
Executive Director

**AUTHOR:** Blanca Mendoza-Navarro, Interim Executive  
Director

**DATE:** November 2, 2023

**SUBJECT:** RESOLUTION #1274 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE CHANGE IN AUTHORIZED SIGNERS AND ONLINE ACCESS HOLDERS FOR CITIZENS BUSINESS BANK ACCOUNTS: 5108152, 5108020, AND 5107067.

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**EXECUTIVE SUMMARY:**

The purpose of this memo is to request from the Board of Commissioners approval to remove online access for Sally Bompreszi, Renee Wright, and Betty Gonzalez from Citizens Business Bank Accounts: 5108152, 5108020, and 510767 and to add Interim Executive Director, Blanca Mendoza-Navarro and Finance Service Manager, Alex Estrada as designated online access holders to the aforementioned bank accounts.

HACM staff is also requesting to remove Renee Wright, and Betty Gonzalez as signers from Citizens Business Bank Accounts: 5108152, 5108020, and 510767 and add Interim Executive Director, Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans and Finance Service Manager, Alex Estrada from the aforementioned bank accounts. HACM staff reached out to Citizens Business Bank to access bank information and was unsuccessful as the bank requested one Board Resolution indicating the parties that needed to be removed and the parties to be added to the account. Authorized designated signers were previously approved with Resolutions #1265 and #1268.

**RECOMMENDATION:**

Staff recommends the Board of Commissioners adopts a resolution authorizing the removal of Sally Bompreszi, Renee Wright, and Betty Gonzalez authorized signers and access holders for Citizens Business Bank Accounts 5108152, 5108020, and 510767 and add Interim Executive Director, Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans and Finance Service Manager, Alex Estrada from the aforementioned bank accounts.

**FISCAL IMPACT:**

There is no Fiscal Impact for this item.



**RESOLUTION NO. 1274**

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA ADDING THE INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO, CHAIRPERSON ELSA MEJIA, VICE CHAIRPERSON ANITA EVANS AND FINANCE SERVICE MANAGER ALEX ESTRADA AS AUTHORIZED SIGNERS ON THE HOUSING AUTHORITY'S CITIZEN BANK ACCOUNT NOS. 5108152, 5108020, AND 5107067.**

A. **WHEREAS**, the Housing Authority of the City of Madera (the "Housing Authority"), maintains one or more business accounts (Acct. Nos: 5108152, 5108020, and 5107067), with Citizen Business Bank;

B. **WHEREAS**, the Housing Authority Board of Commissioners would like to add as designated authorized signers to such accounts, the Housing Authority's Interim Executive Director Ms. Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans and Finance Service Manager Alex Estrada as authorized designated signers on such accounts;

C. **WHEREAS**, adding the Housing Authority's Interim Executive Director Ms. Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans and Finance Service Manager Alex Estrada as authorized signers on such accounts is necessary so as to permit the Housing Authority to carry-on its day-to-day business affairs; and

D. **WHEREAS**, Housing Authority's Interim Executive Director Ms. Blanca Mendoza-Navarro also recommends that the Housing Authority's Board of Commissioners also remove former Housing Authority Executive Director Ms. Renee Wright, Sally Bompreszi, and former Housing Authority Finance Director Ms. Betty Gonzalez as authorized signers from the Housing Authority's Citizen Business Bank Account Nos. 5108152, 5108020, and 5107067.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Grant of Authority to Add the Housing Authority's Interim Executive Director Ms. Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice



Chairperson Anita Evans and Finance Service Manager Alex Estrada as authorized signers on the Housing Authority's Citizen Business Bank Accounts Housing Authority's Citizen Business Bank Account Nos. 5108152, 5108020, and 5107067. After full deliberation and consideration, the Housing Authority's Board of Commissioners herein authorizes adding the Housing Authority's Interim Executive Director Ms. Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans and Finance Service Manager Alex Estrada as authorized signers on the Housing Authority's Citizen Business Bank Account Nos. 5108152, 5108020, and 5107067.

Section 3. Removal of remove former Housing Authority Executive Director Ms. Renee Wright, Sally Bomprezzi, and former Housing Authority Finance Director Ms. Betty Gonzalez as authorized signers from the Housing Authority's Citizen Business Bank Account Nos. 5108152, 5108020, and 5107067. After full deliberation and consideration, the Housing Authority's Board of Commissioners herein authorizes the removal of former Housing Authority Executive Director Ms. Renee Wright, Sally Bomprezzi, and former Housing Authority Finance Director Ms. Betty Gonzalez as authorized signers from the Housing Authority's Citizen Business Bank Account Nos. 5108152, 5108020, and 5107067.

Section 4. 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 8<sup>th</sup> day of November 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Elsa Mejia, Chairperson

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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 November 8<sup>th</sup>, 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

**F. EXECUTIVE DIRECTOR REPORT**



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

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

**BOARD MEETING:** November 08, 2023

**AGENDA ITEM:** F-1

**FROM:** Blanca Mendoza-Navarro, Interim  
Executive Director

**AUTHOR:** Blanca Mendoza-Navarro, Interim Executive  
Director

**DATE:** November 3, 2023

**SUBJECT:** COMMUNICATIONS, TRAININGS, AND AUDITS

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1. **AUDIT** – Smith Marion (auditor), BDO (fee accountant), and HACM have been working diligently in preparing the FY2022 audit. HACM staff has submitted an extension for the FY2023 unaudited submission in the HUD system and received HUD approval for extension to January 29, 2024. Smith Marion will be on site the first week of December to complete the auditing process.
2. **FEE ACCOUNTANT** - Staff is working with BDO to complete the bank reconciliation within Yardi and ensure the beginning balances were brought over from the previous software system. BDO is assisting with ensuring proper reporting to the Voucher Management System (VMS) and understanding the reporting requirements to HUD for the Public Housing and HCV programs.
3. **HCV** – The Housing Choice Voucher staff will be completing an application pull of about 200 applicants within the next couple of weeks, this will help with our lease up efforts. Staff continue inputting the HCV annual inspections and submitting them to HUD’s PIC system. HUD TA will be on site the week of November 13<sup>th</sup> to complete sample file audit of the HCV program files and assist with Section Eight Management Assessment System (SEMAP).
4. **PUBLIC HOUSING** – Public Housing staff will be completing an application pull from the two-, three-, and four-bedroom waitlist in the next couple of weeks for upcoming vacancies and to maintain a ready to house pool. Staff have been working hard to maintain a 100% recertification reporting rate to HUD.
5. **ASPIRE TRAINING** – Staff is working on finalizing the learning plans for each department. We have an implementation date of November 28, 2023. I hope to share a demo of HACM’s University with the Board at the next meeting.
6. **CONSULTING RESOURCES** – Staff continue to work with Danene, HR Consultant, primarily ensuring ADP is correctly configured and see what other features it has to offer.
7. **STAFFING** – Staff is working on filling the Account Tech I/II, Housing Programs Compliance Manager (temp-to hire), and inspector positions. Staff is working with a couple of temporary agencies to obtain candidates and conduct interviews.
8. **OTHER** – Staff is working on gathering more information regarding the COLA and salary compensation study. Staff is looking at preparing an RFP for the salary compensation study.

