

# Housing Authority of the City of Madera



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## 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 8<sup>th</sup> day of November, 2023.

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