

# 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, December 13, 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&omn=89312949015>

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:** John Pursell, Believer's Church

**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 NOVEMBER 08, 2023, REGULAR BOARD MEETING MINUTES.**

**B-2 APPROVAL OF NOVEMBER 28, 2023, SPECIAL BOARD MEETING MINUTES.**

**B-3 APPROVAL OF REGISTER AUDITED DEMANDS NOVEMBER 2023.**

**B-4 RESOLUTION No. 1277 APPROVAL OF CALNET RENEWAL AGREEMENT.**

**B-5 RESOLUTION No. 1278 APPROVAL OF THE JOINT CERTIFICATION AGREEMENT BETWEEN FRESNO HOUSING AUTHORITY AND HACM TO PERFORM OPERATING COST ADJUSTMENT FACTOR (OCAF).**

**B-6 RESOLUTION No. 1279 APPROVAL OF INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO AND FINANCIAL MANAGER ALEX ESTRADA AS PLAN SPONSOR CONTACTS FOR THE 457(B) PLAN FOR MISSION SQUARE. REMOVAL OF RENEE WRIGHT AND MIRNA JIMENEZ AS SPONSOR CONTACTS.**

**B-7 APPROVAL OF PUBLIC HOUSING AND HCV UTILITY ALLOWANCE SCHEDULE (INFORMATIONAL ONLY)**

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

**C-1 RESOLUTION No. 1280 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE PARTICIPATION IN THE STATE OF CALIFORNIA’S PURCHASE CARD PROGRAM. (CAL CARD)**

**C-2 AGREEMENT FOR THE POSTING OF THE EXECUTIVE DIRECTOR POSITION OR GO OUT FOR BID FOR A CONSULTING FIRM.**

**C-3 AGREEMENT FOR THE ELECTION OF THE NEW BOARD CHAIRPERSON AND VICE-CHAIRPERSON.**

**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	702	
YTD Lease Up projection	91%	94%	91%	92%	93%	94%	96%	96%	92%	89%	87%	
MTD HAP Expenses	\$385,910	\$346,843	\$363,455	\$482,737	\$493,348	427,119	432,060	459,201	418,297	443,918	444,969	
Waiting List	842	842	842	842	842	842	842	842	842	842	761	
<b>Public Housing</b>	<b>Public Housing</b>											
Vacancies	4	2	1	0	0	2	3	3	4	3	3	
Waiting List	2810	2910	2910	2910	3207	3225	3236	2909	2906	2866	2875	2903
Unit Turnover	46	31	29	0	0	7	1	34	3	3	1	
<b>Farm Labor</b>	<b>Farm Labor</b>											
Vacancies	0	0	1	0	0	1	0	1	0	0	2	
Waiting List	16	23	18	18	17	18	16	16	15	15	15	

Unit Turnover	0	0	0	0	0	10	1	0	1	0		
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	21	14	4	9	22	10	6	15	10	7	9	
Average days	11	10	5	3	15.7	14.6	3.64	5.8	5.5	5.2	4.27	
Farm Labor	Farm Labor											
Open Work Orders	12	15	3	0	10	8	3	0	3	2	2	
Average days	39	19.5	5	0	9	17.4	3.7	2.8	4.6	3.4	5.3	

**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:** Discussion on Phillis Channg v. West Coast USA Properties LLC


**I. ADJOURNMENT:**

The next Regular Monthly Meeting will be Wednesday, January 10, 2024, 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 **December 08, 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 4:45 p.m..

Executed this 08 day of December 2023.

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

