

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

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. 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 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
Section 8	Section 8											
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	
Public Housing	Public Housing											
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	
Farm Labor	Farm Labor											
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 Chang 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. 4th 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

B: Consent Calendar Items

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 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE APPROVAL OF THE JOINT CERTIFICATION AGREEMENT BETWEEN FRESNO HOUSING AUTHORITY AND HACM TO PERFORM OPERATING COST ADJUSTMENT FACTOR (OCAF).

B-6 RESOLUTION No. 1279 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO AND FINANCIAL MANAGER ALEX ESTRADA AS AUTHORIZED PERSONS FOR THE 457(B) PLAN FOR MISSION SQUARE.

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

B-1 APPROVAL OF NOVEMBER 08, 2023 REGULAR BOARD MEETING MINUTES.

Housing Authority of the City of Madera



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MINUTES OF THE NOVEMBER 08, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The November 08, 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, and pursuant to California AB 361, AB 2449, CA Govt. Codes §§ 54953 and 54954.2, the meeting was also held simultaneously 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)
Vice-Chairperson Anita Evans	(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 Steve Montes

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)
HACM Financial Manager Alex Estrada (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Maintenance Employee Thomas Gonzales (In Person)

INVOCATION:

The invocation was given by Vice-Chairperson Anita Evans.

PLEDGE OF ALLEGIANCE

Commissioner C. Gallegos led the Pledge of Allegiance.

PUBLIC COMMENT:

There were no comments from the public in attendance or via Zoom.

MOTION TO APPROVE MEETING AGENDA:

Commissioner J. Rodriguez moved to approve the November 08, 2023, proposed meeting agenda, as amended, and posted on November 03, 2023. Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

YAYES: (6) Chairperson Elsa Mejia
Commissioner Cece Gallegos,
Vice-Chairperson Anita Evans,
Commissioner Santos Garcia,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Commissioner Steve Montes

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 were considered routine and were enacted by a single vote. There was no separate discussion regarding any of the listed items.

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.

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

Motion to Approve Consent Calendar

Vice Chairperson A. Evans moved to approve the above-listed consent calendar items. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia
Commissioner Cece Gallegos,
Vice-Chairperson Anita Evans,
Commissioner Santos Garcia,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Commissioner Steve Montes

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

C-1: Motion to Approve Proposed Resolution # 1274 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 Accounts No. 5108152, 5108020 and 5107067.

Interim Executive Director Blanca Mendoza-Navarro presented proposed Resolution # 1274. Previous resolutions 1265, and 1268, discussed who was going to be removed and who was going to be added. The bank is now requesting that everything be on one resolution. Resolution # 1274 also sought the removal of Sally Bompreszi, Renee Wright, and Betty Gonzales as authorized signers. This resolution will add Interim Executive Director Blanca Mendoza-Navarro, Chairperson Elsa Mejia, Vice Chairperson Anita Evans, and Finance Manager Alex Estrada as authorized signers for the Housing Authority’s Citizen’s Bank accounts. There is no financial impact for this resolution.

There was no public comment.

Commissioner S. Garica moved to approve Item C-1, proposed Resolution #1274. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously:

AYES: (6) Chairperson Elsa Mejia
Commissioner Cece Gallegos,
Vice-Chairperson Anita Evans,
Commissioner Santos Garcia,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (1) Commissioner Steve Montes

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 there has not been any movement in our Section 8 voucher process. 250 applications will be pulled next week. HACM will conclude the cleanup process of the waiting list tomorrow then we will be able to pull 250 vouchers and we will be holding interviews the first week of December. Our numbers do need to be leased up. We want to have those vouchers in place for our public housing. We currently have 3 vacancies. There are various bedroom sizes. As the date of the agenda, we do not have any vacancies in Farm Labor, but as of 11/03/2023 we have one that we are trying to fill. With this program it is a bit difficult to house because we must have them in the Farm Labor program for them to be eligible. The work orders we have an average of closed dates of 5.2 days and then the farm labor average is 3.5 days.

Commissioner J. Rodriguez asked where you mentioned that Section 8 has a waiting list. Is this because you have vacancies in section 8?

Interim Executive Director, Blanca Mendoza-Navarro responded there are currently 804 vouchers that HUD has authorized. We have currently leased about 645 that are available. We must go through the waiting list. It's time to pull people off the waiting list. Once we reach a certain number, we will reopen the list. Currently the waiting list is closed.

Commissioner J. Rodriguez asked how many outstanding vouchers between 625 and 804 are for the last couple of months. Did HUD allow or allocated more vouchers?

Interim Executive Director, Blanca Mendoza-Navarro responded HUD has authorized the City of Madera this number came up to 804.

Commissioner S. Garcia asked that there is a facility out at Pomona Ranch named CAPMC do you know how many spots we have out there? Where does the list come from.

Interim Executive Director, Blanca Mendoza-Navarro responded it's from the childcare? She will provide that information at the next meeting. Currently at Pomona Ranch we are currently leased up. We are down about 40 occupied units. Families are starting to move out. December 22, 2023, will be the last day they will be there. There are 30-40 that are occupied.

There was no public comment.

F. EXECUTIVE DIRECTOR REPORT:

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

1. The HUD extension was requested for the fiscal year 2023. The extension is through January 29th, 2024. HACM is on track to submit both at the same time. Smith Marion, which is the auditor, will be at HACM in the first week of December. Our fee accountant, staff has been working with BDO; they are a wealth of knowledge. They have assisted with VMS reporting. They will be assisting with a couple of items that need to be submitted by November 20th which is part of the operating fund and filling out HUD 52;7;23 and HUD 52;7;22 forms, these forms have to do with the operating subsidy for public housing and the utility expense. These are the items that need to be submitted by November 20th.
2. Ms. Mendoza-Navarro reported annual inspections are being conducted by Isterling. We are 315 inspections behind. Isterling contract ends at the end of December.
3. Ms. Mendoza-Navarro reported the HUD Housing Choice vouchers. We have HUD TA assisting staff that will be here next week. Files will be reviewed by HUD TA. They will also assist with the CMAC numbers. This is the program that determines our funding.
4. Ms. Mendoza-Navarro reported Yardi Voyager ASPIRE training we are finalize our learning plans, and I am hoping to get a demo to present it to you. The roll out date is November 28, 2023
5. Ms. Mendoza-Navarro reported that we are still working closely with Isterling on our inspections, and we are also working with our HR consultant, Danene. Her primary focus is on ensuring that our ADP system is working properly and exploring other options ADP has to offer. Working with the benefits programs and benefit elections. Danene, Alex, and I have been working diligently on that the ADP program staffing as the date of this report we are interviewing. We have extended an offer for Account Tech. II. This puts Alex Estrada fully staffed in the Finance Department. Also, the FSS/ROSS coordinator is currently pending the background investigation. Hopefully by the next meeting we will have her on board and a Housing Program Compliance Manager. This position is a temp. to hire position. This is my previous position. That position is contingent on what happens with the Executive Director position. The Housing Inspector position we have a second interview on Monday. I believe I have hired eight people since I started as Interim Executive Director. We are building this agency to succeed.
6. Ms. Mendoza-Navarro reported that Alex and her are gathering information regarding the COLA and the salary compensation. This is more of an extensive project. With audits and bank reconciliation this is something we are going to have to RFP for salary compensation because it's a 2.5 or 3% COLA increase will not give us these numbers. The studies will give us a bigger picture of keeping staff and being able to compensate them properly. If it's a COLA increase this will be back dated to October 01, 2023. We are expecting more from our staff. The invitation for graduation has been sent out for the Rural Immigration Entrepreneur.

Commission S. Garcia asked regarding COLA in his experience has the CPI been looked at?

Ms. Mendoza-Navarro reported that she did not find any information on how that was determined. Alex has prepared a spreadsheet with all that information we did a whole range from 2.5 to 5%. We could use the CPI but is that going to be enough.

Financial Services Manager Alex Estrada reported that the compensation study is going to allow us to analyze the positions. We will analyze which staff needs to be adjusted and the compensation study will help.

Commissioner J. Rodriguez asked if we were having a discussion on COLA's because he did not see the item on the agenda.

There were no public comments.

G. COMMISSIONER REPORTS:

1. Vice Chairperson Evans reported that there is a Veterans breakfast in the Meadows club house. They will be honoring 25 veterans' day.
2. Commissioner Gallegos thanked Blanca and HACM staff for hanging in there. If we need help, they are here for HACM.
3. Commissioner Montes Absent.
4. Commissioner Garcia honored Veterans and spoke about the Saturday event in honoring Veterans. Six veterans will be honored.
5. Commissioner Rodriguez thanked all veterans for their service.
6. Commissioner Villegas thanked all HACM staffing and to keep moving forward.
7. Chairperson Commissioner Mejia had nothing to report.

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).

At 7:30 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported:

1. There was a discussion regarding the salary of Interim Director Ms. Blanca Mendoza-Navarro. The Commissioners unanimously took action to approve the increase in salary for the Interim Executive Director Blanca Mendoza-Navarro to an annual salary of \$110,000 with the condition that her performance be reevaluated in 60 days and with a recommendation that he

Interim Executive Director posts and undertake efforts to recruit a permanent Executive Director for the agency no later than 6 months from today's date.

I. ADJOURNMENT:

Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, December 13, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:33 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing November 08, 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 28, 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 NOVEMBER 28, 2023 SPECIAL BOARD MEETING MINUTES.

Housing Authority of the City of Madera



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MINUTES OF THE NOVEMBER 28, 2023 SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The November 28, 2023, Special Meeting of the Housing Authority for the City of Madera was called to order by Chairperson Elsa Mejia at 6:00 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)
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 Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers, Arrived subsequent to the start of the meeting)

COMMISSIONERS ABSENT:

Commissioner Santos Garcia

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)
HACM Financial Manager Alex Estrada (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Maintenance Employee Thomas Gonzales (In Person)
HACM Housing Manager Lucia Avila (In Person)

INVOCATION:

Vice chair Anita Evans led the invocation.

PLEDGE OF ALLEGIANCE

Commissioner C. Gallegos led the Pledge of Allegiance.

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

MOTION TO APPROVE MEETING AGENDA:

Commissioner C. Gallegos moved to approve the November 28, 2023, proposed meeting agenda, posted on November 21, 2023. Vice-Chairperson A. Evans seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Elsa Mejia
Vice-Chairperson Anita Evans
Commissioner Cece Gallegos,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

ABSENT: (2) Commissioner Santos Garcia
Commissioner Steve Montes

ABSTAIN: (0)

No public comment.

A. **WORKSHOPS:** None.

B. **CONSENT CALENDAR:** None.

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

C-1: Motion To Approve Proposed Resolution No. 1275 of the Housing Authority of the City of Madera authorizing the Interim Executive Director to submit the Section-8 Management Assessment Program (SEMAP) certification to the U.S. Department of Housing and Urban Development.

Blanca Mendoza-Navarro Interim Executive Director presented proposed Resolution No. 1275. Mrs. Mendoza-Navarro reported that HACM needs to submit the SEMAP which is like a report card of the Section 8 programs and HCV programs. There are 14 indicators that are scored upon and due to staffing issues and the high turnover and not having the inspections completed. The score was not good. The temporary Compliance Manager will be assessing every quarter and

reviewing the program to make sure that we are doing what is required and completing the inspections. Some indicators were that we did not score very well. There indicators were 3,5,6,9,12, 13 these are due to inspections not being completed on time. HACM received a score of 44% which considers us a troubled agency. HUD foresees HACM is going to be doing better.

There was no public comment.

Vice Chairperson A. Evans moved to approve Item C-1, proposed Resolution No. 1275. Commissioner C. Gallegos seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Elsa Mejia
Vice-Chairperson Anita Evans
Commissioner Cece Gallegos,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

ABSENT: (2) Commissioner Santos Garcia
Commissioner Steve Montes

ABSTAIN: (0)

C-2: Motion To Approve Proposed Resolution No. 1276 of the Housing Authority of the City of Madera to consider authorizing the Operating Budget Fiscal Year 2023/2024.

Blanca Mendoza-Navarro Interim Executive Director presented proposed Resolution # 1276. Mrs. Mendoza-Navarro reported that on October 24 the Board approved an extension to a resolution for the fiscal year 2023-2024 budget for 60 days after the fiscal year end of September 30, 2023. It was necessary to contract the services of finance consultants to work with our Finance Manager Alex specifically on the budget. The services were within the Interim Executive Director's purchasing authority, so it was not brought to the Board. Consultant services were obtained from Joy Canfield who has worked with the City of Madera before. Blanca Mendoza-Navarro Interim Executive Director expressed her gratitude for both Joy and Alex.

Blanca Mendoza-Navarro Interim Executive Director gave a brief overview of the HUD funding and how it works for HCV voucher and the project-based vouchers. The difference between the two is that the tenant-based voucher is basically a certificate that someone can go and take to any apartment complex or house that is written up for rental and is available to receive the assistance. The Project based voucher is more of a partnership with the private management company and landlords where we contract "X" amount of apartments that are set aside for Project Base Vouchers and the subsidy stays with the unit not with the resident. There are 54 units through our VASH program which is for our Veterans a Fair Supportive Housing Program. The Emergency Housing Vouchers (EHV) are used in partnership with departments such as the Department of Social Services, and those are based on a referral system. The HCV program is closed. VASH and EHV are through referrals. The programs are owned and managed by the Housing Authority of the City of Madera. They are units that HACM receives rental income primarily from the tenants' rents. HACM does receive operating subsidies from the public housing program under HUD and then HACM receives management fees for Pomona ranch and some capital funds for Farm labor. To cover basic rents that are also known as contact rents for the FSS program. They are the

resident opportunity programs. These programs service the residents and participants and become more self-sufficient. Funds received for this program go towards the program to fund the program and staff the program. The relinquished funds are funds that are charged through our other programs such as office spaces and management fees.

Financial Services Manager Alex Estrada gave a PowerPoint presentation on the numbers for our Operating Budget fiscal Year 2023/2024. (PowerPoint presentation can be found in the Board meeting packet posted on our website.)

Commissioner J. Rodriguez had a question regarding Farm Labor health insurance and benefits. There is a decrease in the 2024 fiscal year, but you see an increase in the PERS taxes is there a reason both are not jumping up.

Financial Services Manager Alex Estrada responded with regard to the PERS contribution. it also includes the agency's contribution of the salary which is 6.3% to employees for the 457 (B) plan. There is no increase for that percentage. Medical insurance decreased because earlier in the year employer contributions went up. Last year there were quite a few positions that were budgeted that the agency does not plan to fill.

Financial Contractor, Joy Canfield reported that she did the payroll costs on this in this fund. She seen there are several people who waived health insurance and that was another reason why the cost decreased in this area.

Commissioner J. Rodriguez had a question on legal fees. He asked if there were any legal fees that are tied to contracted services? If there was a request like that, what is the total fees for legal services does it have its own expense account?

Financial Services Manager Alex Estrada responded as in theory there shouldn't be any legal fees and contracted services outside of the legal fees this is based off 2022 actuals.

Commissioner C. Gallegos thanked Joy and Alex for the budget.

There was no public comment.

Commissioner C. Gallegos moved to approve Item C-2, proposed Resolution #1276.
Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES: (5) Chairperson Elsa Mejia
Vice-Chairperson Anita Evans
Commissioner Cece Gallegos,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

ABSENT: (1) Commissioner Santos Garcia

ABSTAIN: (1) Commissioner Steve Montes

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS: None.

F. EXECUTIVE DIRECTOR REPORT: None.

G. COMMISSIONER REPORTS:

1. Vice-Chairperson Commissioner A. Evans had nothing to report.
2. Commissioner C. Gallegos reported she attended the Rural Immigrant Entrepreneurs' graduation on behalf of the Commission.
3. Commissioner S. Montes had nothing to report.
4. Commissioner Rodriguez had nothing to report.
5. Commissioner Villegas had nothing to report.
6. Chairperson E. Mejia had nothing to report.

H. CLOSED SESSION:

None.

I. ADJOURNMENT:

Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, December 13, 2023, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 6:54 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing November 28, 2023, Special 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 December 13, 2023, where a quorum was present in accordance with the HACM Bylaws.

Executed on this ____ day of December 2023.

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

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

Payment Summary

Bank=revfund AND mm/yy=11/2023-11/2023 AND Check Date=11/01/2023-11/30/2023 AND ALL Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	46250	migliaw00 - Migliazzo Law, PC	11/07/2023	11/2023	1,650.00	
revfund - WF Revolving Fund	46251	sfer00 - Stephany Fernandez Cruz	11/07/2023	11/2023	13,350.00	
revfund - WF Revolving Fund	46252	ALE00 - ALESHIRE & WYNDER, LLP	11/09/2023	11/2023	4,082.53	
revfund - WF Revolving Fund	46253	ben00 - BENJAMIN, NICHOLAS	11/09/2023	11/2023	230.71	
revfund - WF Revolving Fund	46254	com0h - COMCAST	11/09/2023	11/2023	1,369.92	
revfund - WF Revolving Fund	46255	con0c - CONCENTRA MEDICAL CENTERS	11/09/2023	11/2023	164.00	
revfund - WF Revolving Fund	46256	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	11/09/2023	11/2023	33.75	
revfund - WF Revolving Fund	46257	ist00 - iSterling	11/09/2023	11/2023	9,570.60	
revfund - WF Revolving Fund	46258	mad02 - CITY OF MADERA UTILITY BILLING	11/09/2023	11/2023	64,320.79	
revfund - WF Revolving Fund	46259	mad03 - CITY OF MADERA CITY SERVICES	11/09/2023	11/2023	9,922.04	
revfund - WF Revolving Fund	46260	mcut001 - Cuin	11/09/2023	11/2023	47.83	
revfund - WF Revolving Fund	46261	men00 - Blanca Mendoza-Navarro	11/09/2023	11/2023	5,603.75	
revfund - WF Revolving Fund	46262	mis02 - MISSIONSQUARE-303376	11/09/2023	11/2023	11,883.72	
revfund - WF Revolving Fund	46263	nav04 - NAVIA BENEFIT SOLUTIONS,	11/09/2023	11/2023	100.00	
revfund - WF Revolving Fund	46264	nel00 - The NelRod Company	11/09/2023	11/2023	2,684.00	
revfund - WF Revolving Fund	46265	red05 - RED ROCK ENVIRONMENTAL GRP	11/09/2023	11/2023	1,264.04	
revfund - WF Revolving Fund	46266	rot01 - ROTH STAFFING COMPANIES, L.P.	11/09/2023	11/2023	1,280.00	
revfund - WF Revolving Fund	46267	sta02 - STANDARD INSURANCE CO.	11/09/2023	11/2023	1,633.16	
revfund - WF Revolving Fund	46268	swi001 - Wilson	11/09/2023	11/2023	299.42	
revfund - WF Revolving Fund	46269	igon001 - Gonzales	11/09/2023	11/2023	65.00	
revfund - WF Revolving Fund	46270	van00 - VAN DE POL ENTERPRISES	11/09/2023	11/2023	445.43	
revfund - WF Revolving Fund	46271	wel25 - WELLS FARGO BUSINESS CARD-6688	11/09/2023	11/2023	404.27	
revfund - WF Revolving Fund	46272	WES05 - WESTERN AG & TURF, INC.	11/09/2023	11/2023	71.32	
revfund - WF Revolving Fund	46273	t0000297 - Camacho Monge	11/09/2023	11/2023	593.70	
revfund - WF Revolving Fund	46274	ven0006 - Venancio Villegas	11/09/2023	11/2023	320.71	
revfund - WF Revolving Fund	46275	mar0059 - Martnez	11/09/2023	11/2023	406.00	
revfund - WF Revolving Fund	46276	att03 - AT&T	11/13/2023	11/2023	72.86	
revfund - WF Revolving Fund	46277	att06 - AT&T CALNET	11/13/2023	11/2023	422.93	
revfund - WF Revolving Fund	46278	pge01 - P. G. & E.	11/13/2023	11/2023	3,807.54	
revfund - WF Revolving Fund	46279	wel24 - WELLS FARGO BUSINESS CARD-7355	11/13/2023	11/2023	714.92	
revfund - WF Revolving Fund	46280	petty01 - Petty Cash	11/13/2023	11/2023	100.00	
revfund - WF Revolving Fund	46281	ADP00 - ADP, INC.	11/21/2023	11/2023	80.00	
revfund - WF Revolving Fund	46282	att06 - AT&T CALNET	11/21/2023	11/2023	581.41	
revfund - WF Revolving Fund	46283	DIA01 - DIAMOND COMMUNICATION,INC	11/21/2023	11/2023	204.00	
revfund - WF Revolving Fund	46284	hds00 - HD SUPPLY FACILITIES MAINTENANCE	11/21/2023	11/2023	107.38	
revfund - WF Revolving Fund	46285	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	11/21/2023	11/2023	38.25	
revfund - WF Revolving Fund	46286	low00 - LOWE'S COMMERCIAL SERVICE	11/21/2023	11/2023	122.79	
revfund - WF Revolving Fund	46287	mad02 - CITY OF MADERA UTILITY BILLING	11/21/2023	11/2023	23,183.20	
revfund - WF Revolving Fund	46288	mad46 - PUBLIC WORKS FAIRMead LANDFILL	11/21/2023	11/2023	106.23	
revfund - WF Revolving Fund	46289	map00 - MAPA PLUMBING SERVICES	11/21/2023	11/2023	8,650.00	
revfund - WF Revolving Fund	46290	met00 - METROPOLITAN LIFE INSURANCE COMPANY	11/21/2023	11/2023	660.41	

Payment Summary

Bank=revfund AND mm/yy=11/2023-11/2023 AND Check Date=11/01/2023-11/30/2023 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date
revfund - WF Revolving Fund	46291	nat01 - NATIONAL CREDIT REPORTING	11/21/2023	11/2023	26.85
revfund - WF Revolving Fund	46292	off02 - ODP BUSINESS SOLUTIONS, LLC	11/21/2023	11/2023	828.29
revfund - WF Revolving Fund	46293	pera4 - PERIMETER PEST CONTROL	11/21/2023	11/2023	505.00
revfund - WF Revolving Fund	46294	pge01 - P. G. & E.	11/21/2023	11/2023	1,232.68
revfund - WF Revolving Fund	46295	pro04 - PROTZMAN ENTERPRISES	11/21/2023	11/2023	512.00
revfund - WF Revolving Fund	46296	san03 - San Joaquin Valley Air Pollution Control Dist.	11/21/2023	11/2023	290.00
revfund - WF Revolving Fund	46297	van00 - VAN DE POL ENTERPRISES	11/21/2023	11/2023	504.64
revfund - WF Revolving Fund	46298	10005144 - Sandovai Jr.	11/21/2023	11/2023	117.41
revfund - WF Revolving Fund	46299	10005146 - Reboljar	11/21/2023	11/2023	148.00
revfund - WF Revolving Fund	46300	10005147 - Cisneros Lemus	11/21/2023	11/2023	87.41
revfund - WF Revolving Fund	46301	10005148 - Martinez	11/21/2023	11/2023	26.82
revfund - WF Revolving Fund	46302	10005150 - Ayala	11/21/2023	11/2023	250.82
revfund - WF Revolving Fund	46303	10005151 - Martinez	11/21/2023	11/2023	87.00
revfund - WF Revolving Fund	46304	10005152 - Bernal	11/21/2023	11/2023	30.50
revfund - WF Revolving Fund	46305	10005154 - Lucero	11/21/2023	11/2023	78.41
revfund - WF Revolving Fund	46306	10005155 - Segura	11/21/2023	11/2023	73.00
revfund - WF Revolving Fund	46307	10005157 - Cisneros Sr.	11/21/2023	11/2023	73.82
revfund - WF Revolving Fund	46308	10005159 - Perez	11/21/2023	11/2023	42.00
revfund - WF Revolving Fund	46309	10005161 - Gutierrez	11/21/2023	11/2023	94.41
revfund - WF Revolving Fund	46310	10005162 - Cruz	11/21/2023	11/2023	88.00
revfund - WF Revolving Fund	46311	10005163 - Henriquez	11/21/2023	11/2023	98.00
revfund - WF Revolving Fund	46312	10005164 - Cruz	11/21/2023	11/2023	149.25
revfund - WF Revolving Fund	46313	10005165 - Corrales	11/21/2023	11/2023	134.50
revfund - WF Revolving Fund	46314	10005167 - Figueroa	11/21/2023	11/2023	118.50
revfund - WF Revolving Fund	46315	10005168 - Valenzuela	11/21/2023	11/2023	88.00
revfund - WF Revolving Fund	46316	10005170 - Lopez	11/21/2023	11/2023	150.50
revfund - WF Revolving Fund	46317	10005172 - Angulo	11/21/2023	11/2023	159.75
revfund - WF Revolving Fund	46318	10005173 - Cisneros	11/21/2023	11/2023	134.00
revfund - WF Revolving Fund	46319	10005174 - Cisneros	11/21/2023	11/2023	47.00
revfund - WF Revolving Fund	46320	10005176 - Perez	11/21/2023	11/2023	61.32
revfund - WF Revolving Fund	46321	10005177 - Romero	11/21/2023	11/2023	83.82
revfund - WF Revolving Fund	46322	10005179 - Valdez	11/21/2023	11/2023	156.14
revfund - WF Revolving Fund	46323	10005185 - Valenzuela	11/21/2023	11/2023	85.82
revfund - WF Revolving Fund	46324	10005186 - Valenzuela	11/21/2023	11/2023	75.00
revfund - WF Revolving Fund	46325	10005187 - Cruz	11/21/2023	11/2023	13.64
revfund - WF Revolving Fund	46326	10005209 - Ahumada	11/21/2023	11/2023	126.32
revfund - WF Revolving Fund	46327	TMC000 - T-MOBILE USA INC.	11/21/2023	11/2023	657.30
revfund - WF Revolving Fund	46328	dmon001 - Montejano	11/29/2023	11/2023	172.00
revfund - WF Revolving Fund	46329	jvel001 - Velasquez	11/29/2023	11/2023	172.00
revfund - WF Revolving Fund	46330	lav001 - Avila	11/29/2023	11/2023	172.00
					178,600.53

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



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: B-4

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 7, 2023

SUBJECT: RESOLUTION #1277 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A RENEWAL AGREEMENT BETWEEN CALNET AND THE HOUSING AUTHORITY OF THE CITY OF MADERA

EXECUTIVE SUMMARY:

The California Network and Telecommunications Program (CALNET) provides telecommunications services such as telephone and internet for State and local government entities.

The Housing Authority of the City of Madera (HACM) entered into the Department of Technology Non-State Entity Service Policy and Agreement in 2019 under the CALNET 3 program which is set to expire on December 31, 2023. CALNET reached out to staff to renew the agreement between CALNET and HACM under the CALNET 4/CALNET NextGen program. Renewal of this agreement will ensure HACM continues to receive the best pricing for our telecommunication services.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution authorizing the Interim Executive Director to renew the agreement between CALNET and HACM for telecommunication services.

FISCAL IMPACT:

The fiscal impact has been budgeted at \$28,275 for FY 2023-2024.



RESOLUTION NO. 1277

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO A RENEWAL AGREEMENT BETWEEN CALNET AND THE HOUSING AUTHORITY OF THE CITY OF MADERA

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), has a contract with The California Network and Telecommunications Program (“CALNET”) for telecommunications services such as telephone and internet;

B. **WHEREAS**, the CALNET contract is set to expire on December 31, 2023;

C. **WHEREAS**, CALNET reached out to Housing Authority staff to renew the contract for an additional year under CALNET’s 4/CALNET NextGen program for \$28,275 for three years starting FY 2023-2024;

D. **WHEREAS**, renewal of the CALNET contract will ensure that the Housing Authority receives the best pricing for our telecommunication services; and

E. **WHEREAS**, Housing Authority staff is of the good faith opinion that renewal of the CALNET contract is in the best interest of the Housing Authority.

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 the Housing Authority’s Interim Executive Director Ms. Blanca Mendoza Navarro to Renew the Contract With CALNET’s 4/CALNET NextGen program for \$28,275 for three (3) years starting FY 2023-2024. The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Interim Executive Director Ms. Blanca Mendoza Navarro to Renew a Contract With CALNET’s 4/CALNET NextGen program for \$28,275 for for three (3) years starting FY 2023-2024.

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 13th day of December 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 December 13, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Maricela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

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



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: B-5

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 7, 2023

SUBJECT: RESOLUTION #1278 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT BETWEEN FRESNO HOUSING AUTHORITY AND THE HOUSING AUTHORITY OF THE CITY OF MADERA TO PERFORM OPERATING COST ADJUSTMENT FACTOR (OCAF).

EXECUTIVE SUMMARY:

The Department of Housing and Urban Development (HUD) under the PBV program requires that PHA-Owned units must have certain contract administration duties performed by the unit of general local government or by a HUD-approved independent entity. PHA-Owned units are units under the PBV program, where the Contract Administrator is also the project owner and the units owned by the Contract Administrator meet the statutory definition of “PHA-owned units”.

The Housing Authority of the City of Fresno and the Housing Authority of Fresno County (Fresno Housing Authority) have determined that they meet the definition of PHA-owned units and have reached out to the Housing Authority of the City of Madera (HACM) to see if we can be an Independent Entity to perform the annual Operating Cost Adjustment Factor (OCAF) for the RAD Project Based Voucher contract rent.

The OCAF is calculated and published each year by HUD in the Federal Register and is applied at each anniversary of the RAD PBV HAP contract less the portion of the rent paid for debt service.

HACM staff has experience with completing the OCAF with the RAD Project Based Rental Assistance (RAD PBRA) contract where the application is similar.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution authorizing the Interim Executive Director to engage in the Independent Entry Certification with Fresno Housing Authority.

FISCAL IMPACT:

There is no Fiscal Impact for this item.



Independent Entity Certification

Housing Authority of the City of Fresno Housing Authority of Fresno County 1331 Fulton Street Fresno CA 93721	Housing Authority of the City of Madera 205 N G St Madera, CA 93637 (559) 674-5695
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Relationship between the Fresno Housing Authority and Madera Housing Authority

The entities listed above, the Housing Authority of the City of Fresno and the Housing Authority of Fresno County (FH), and Housing Authority of the City of Madera, the Independent Entity (IE), are autonomous. That is, the parties are not connected legally, financially (except with regard to compensation for services performed for units owned by FH), or in any other manner that could cause either party to be improperly influenced by the other. The IE does not include individuals who have a relationship with FH or the project that would interfere with the IE's exercise of independent judgment in carrying out responsibilities as they relate to FH-owned units.

The IE has the independent freedom to perform its responsibilities in an unbiased manner, and FH will not take any action that could prevent the IE from making unbiased determinations related to its responsibilities.

Independent Entity Functions

The Housing Authority of the City of Madera, the IE, is responsible for performing certain functions for 185 FH-owned units. As the portfolio increases, FH will notify The Housing Authority of the City of Madera. The table below provides an overview of each function to be performed by the IE, and its regulatory basis, under the PBV program and the HCV program.

Function	Applicable Program: Regulatory Basis
Determine the annual contract rent increase based on the appropriate Operating Cost Adjustment Factor (OCAF), assuring that application of the OCAF will not cause rents to exceed a reasonable level.	PBV: 24 CFR §983.59
Establish PBV contract rents (initial rent to owner and redetermined rent to owner)	PBV: 24 CFR §983.59(b)(1) PBV: 24 CFR §983.301(g)
Establish term of initial and any renewal HAP contract as required in 24 CFR §983.205.	PBV: 24 CFR §983.59(b)(2)
Determine rent reasonableness rent for PHA-owned units.	PBV: 24 CFR §983.303(f)(1) HCV: 24 CFR §982.352(b)(1)(iv)(A)(1)
Notify the PHA and the family of the rent reasonableness determination.	HCV: 24 CFR §982.352(b)(1)(iv)(A)(1)

RAD PBV rent determinations.

The Housing Authority of the City of Madera, the IE, determines rent (re-determined rent to owner) for RAD PBV units owned by Fresno Housing units in accordance with 24 CFR Part 983, Subpart G.

Rent to owner is re-determined by written notice from the independent entity to the FH specifying the amount of the re-determined rent. The independent entity notice of the rent adjustment constitutes an amendment of the rent to owner specified in the HAP contract.

The independent entity re-determines rent for RAD PBV units. That is, the independent entity is responsible for conducting the rent reasonableness determination and for processing Operating Cost Adjustment Factor (OCAF) adjustments for RAD PBV units.

Executive Director Name	Title and Name
Executive Director Signature	Signature
Date	Date

RESOLUTION NO. 1278

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR MS. BLANCA MENDOZA-NAVARRO TO ENTER INTO AN AGREEMENT WITH THE FRESNO HOUSING AUTHORITY TO PERFORM OPERATING COST ADJUSTMENT FACTOR (OCAF).

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), is required by the U.S. Housing & Urban Development (HUD) requires that Public Housing Authorities (PHA) owned units to maintain have certain contract administration duties performed by the unit of general local government or by a HUD-approved independent entity;

B. **WHEREAS**, PHA-Owned units are units under the PBV program, where the Contract Administrator is also the project owner and the units owned by the Contract Administrator meet the statutory definition of “PHA-owned units”;

C. **WHEREAS**, the Housing Authority of the City of Fresno and the Housing Authority of Fresno County (Fresno Housing Authority) have determined that they meet the definition of PHA-Owned units and have reached out to the Housing Authority to determine if the Housing Authority can be an Independent Entity to perform the annual Operating Cost Adjustment Factor (OCAF) for the RAD Project Based Voucher contract rent;

D. **WHEREAS**, the OCAF is calculated and published each year by HUD in the Federal Register and is applied at each anniversary of the RAD PBV HAP contract less the portion of the rent paid for debt service;

E. **WHEREAS**, Housing Authority staff has experience with completing the OCAF with the RAD Project Based Rental Assistance (RAD PBRA) contract.; and

F. **WHEREAS**, Housing Authority staff recommends that the Board of Commissioners approve and adopt the resolution authorizing the Interim Executive Director to engage in the Independent Entry Certification with the Fresno Housing Authority.

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 the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro to Enter Into a Contract with Fresno Housing Authority for Independent Entity to perform the annual Operating Cost Adjustment Factor (OCAF) for the RAD Project Based Voucher contract rent; The Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro to enter into a contract with the Fresno Housing Authority for independent entity to perform the annual Operating Cost Adjustment Factor (OCAF) for the RAD Project Based Voucher contract rent.

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 13th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chairperson Elsa Mejia

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 December 13, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Maricela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

B-6

RESOLUTION No. 1279 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING INTERIM EXECUTIVE DIRECTOR BLANCA MENDOZA-NAVARRO AND FINANCIAL MANAGER ALEX ESTRADA AS PLAN SPONSOR CONTACTS FOR THE 457(B) PLAN FOR MISSION SQUARE.



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: B-6

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 08, 2023

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

EXECUTIVE SUMMARY:

The purpose of this memo is to request from the Board of Commissioners approval to remove Renee Wright, and Mirna Jimenez as plan sponsor contacts for the Mission Square 457 (b) plan and to add Interim Executive Director, Blanca Mendoza-Navarro and Finance Service Manager, Alex Estrada as plan sponsor contacts.

RECOMMENDATION:

Staff recommends the Board of Commissioners adopts a resolution authorizing the removal of Renee Wright, and Mirna Jimenez as sponsor contact for Mission Square 457 (b) plan and add Interim Executive Director, Blanca Mendoza-Navarro, and Finance Service Manager, Alex Estrada as sponsor contacts for Mission Square 457(b) plan.

FISCAL IMPACT:

There is no Fiscal Impact for this item.



Plan Contacts & Access Form

MissionSquare Retirement is committed to providing innovative, helpful tools and support for plan administration. So that we can stay connected with you, please designate the individuals who will work directly with MissionSquare and will need access to the employer web tool and our support team.

Web Access Profiles

Standard allows the user to view all participants' information, process transactions, and view reports.

Payroll allows the user to process payroll rosters only.

Admin Reports allows the user to view reports only.

Sponsor Reports allows contacts with oversight roles to view reports at a plan level without showing participants' personally identifiable information.

Employer Name	Housing Auth City of Madera
Plan Number*	303376

*If an employer has multiple plans (401, 457, or 403(b)), only one form is required IF your designated contacts are exactly the same across all plans. If designated contacts are not the same, you must complete one form per plan. Employers with RHS plans can't combine designated contacts with other plan types and must complete a form for the RHS plan(s) only.

Plan Sponsor Contacts (REQUIRED)

Plan Coordinator	
Role/Duties	Not day-to-day recordkeeping contact. Provides fiduciary oversight for plan. Designated through official resolution. Role does not apply to RHS or IRA accounts. _ Initial ✓ Change (<i>Attach copy of resolution.</i>)
Name	Alex Estrada
Email Address	alex@maderaha.org
Phone Number	
Web Access	✓ Standard ✓ Sponsor Reports No Access
Authorization	Plan Coordinator has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

RHS Trustee (RHS Plans ONLY)	
Role/Duties	Not day-to-day recordkeeping contact. Provides fiduciary oversight for plan. Initial Change (<i>Attach copy of resolution.</i>)
Name	
Email Address	
Phone Number	
Web Access	Standard Payroll Admin Reports No Access
Authorization	RHS Trustee has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

Plan Administration Contacts (REQUIRED)

Primary Contact	
Role/Duties	Day-to-day recordkeeping contact. Receives required notices from MissionSquare about changes to investments or services provided. Initial <input type="checkbox"/> Change <input checked="" type="checkbox"/>
Name	Blanca Mendoza-Navarro
Email Address	blanca@maderaha.org
Phone Number	559-674-5695 Ext 224
Web Access	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Payroll <input type="checkbox"/> Admin Reports
Authorization	Primary Contact has authority to sign/approve all plan-related items and authority to change all administration contacts.
Signature (Required)	

Payroll Contact	
Role/Duties	Principal payroll administration contact. _ Initial <input type="checkbox"/> Change <input checked="" type="checkbox"/>
Name	Alex Estrada
Email Address	alex@maderaha.org
Phone Number	559-674-5695 Ext. 305
Web Access	<input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Payroll

Withdrawal Contact	
Role/Duties	Approves withdrawals via online approval and/or paper form. Initial <input type="checkbox"/> Change <input checked="" type="checkbox"/>
Name	Blanca Mendoza-Navarro
Email Address	blanca@maderaha.org
Phone Number	559-674-5695 Ext. 224
Web Access	<input checked="" type="checkbox"/> Standard
Authorization	Withdrawal Contact has authorization to sign/approve all participant loan and withdrawal requests.
Signature (Required)	

Billing Contact	
Role/Duties	Receives and processes payment of plan invoices. Initial <input type="checkbox"/> Change <input checked="" type="checkbox"/>
Name	Alex Estrada
Email Address	alex@maderaha.org
Phone Number	559-674-5695 Ext. 305

Other Contacts (OPTIONAL)

Additional Administration Contact				
	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Remove	Replace	
Name	Mirna Jimenez			
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input checked="" type="checkbox"/> No Access
Authorization	<input type="checkbox"/> Withdrawals	<input checked="" type="checkbox"/> No Authorization		
Signature*				

*Required if authorization indicated.

Additional Administration Contact				
	<input type="checkbox"/> Add	<input checked="" type="checkbox"/> Remove	Replace	
Name	Renee Wright			
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input checked="" type="checkbox"/> No Access
Authorization	<input type="checkbox"/> Withdrawals	<input checked="" type="checkbox"/> No Authorization		
Signature*				

*Required if authorization indicated.

Additional Administration Contact				
	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	Replace	
Name				
Email Address				
Phone Number				
Web Access	<input checked="" type="checkbox"/> Standard	<input checked="" type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	<input type="checkbox"/> Withdrawals	<input type="checkbox"/> No Authorization		
Signature*				

*Required if authorization indicated.

Additional Administration Contact				
	<input type="checkbox"/> Add	<input type="checkbox"/> Remove	Replace	
Name				
Email Address				
Phone Number				
Web Access	<input type="checkbox"/> Standard	<input type="checkbox"/> Payroll	<input type="checkbox"/> Reports	<input type="checkbox"/> No Access
Authorization	<input type="checkbox"/> Withdrawals	<input type="checkbox"/> No Authorization		
Signature*				

*Required if authorization indicated.

Third-Party Contacts

Auditor	
	Add Remove _ Replace
Firm Name	
Firm Tax ID	
Firm Address	
Contact Name	
Email Address	
Phone Number	
Web Access	<input checked="" type="checkbox"/> Auditor

Investment Consultant	
	Add Remove Replace
Firm Name	
Firm Tax ID	
Firm Address	
Contact Name	
Email Address	
Phone Number	
Web Access	Investment Consultant has access to MissionSquare Retirement Consultant Access site and can contact Consultant Relations Team directly for support.

Third-Party Administrator	
	Add Remove Replace
Firm Name	
Firm Tax ID	
Firm Address	
Contact Name	
Email Address	
Phone Number	

Signature

By signing this document, the Plan Coordinator/RHS Trustee attests that the individuals listed above have been named as authorized contacts for the purposes of plan administration. If the plan informs MissionSquare that the Plan Coordinator/RHS Trustee named above is unavailable or the role has been vacated, MissionSquare is authorized to treat the Primary Contact on file as the Plan Coordinator/RHS Trustee, with the full ability to name new authorized contacts.

Plan Coordinator/RHS Trustee

Signature _____
 Title _____
 Date _____

RESOLUTION NO. 1279

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR MS. BLANCA MENDOZA-NAVARRO AND FINANCIAL MANAGER ALEX ESTRADA AS PRIMARY CONTACTS FOR THE HOUSING AUTHORITY'S MISSION SQUARE 457 (b) PLAN.

RECITALS

A. **WHEREAS**, the Housing Authority of the City of Madera (the "Housing Authority"), maintains a 457(b) Plan with Mission Square Retirement Plan;

B. **WHEREAS**, staff recommends that the Interim Executive Director Ms. Blanca Mendoza-Navarro and Financial Manager Alex Estrada be designated as the Housing Authority's primary for Mission Square and the 457 (b) Plan; and

C. **WHEREAS**, staff also recommends the removal of Ms. Renee Wright and Ms. Myrna Jimenez as authorized contacts for the Housing Authority.

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. Authorization of the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro and the Housing Authority's Financial Manager Alex Estrada As Primary Contacts For The Housing Authority's Mission Square 457 (B) Plan; and removal of Ms. Renee Wright and Myrna Jimenez as authorized contacts. The Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro Authorization and the Housing Authority's Financial Manager Alex Estrada to be the primary contacts for the Housing Authority's Mission Square 457 (B) Plan; and the removal of Ms. Renee Wright and Myrna Jimenez as authorized contacts.

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 13th day of December 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 December 13, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Maricela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

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



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: B-7

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 08, 2023

SUBJECT: 2024 UTILITY ALLOWANCE SCHEDULES FOR THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER PUBLIC HOUSING AND HOUSING CHOICE VOUCHER PROGRAMS

EXECUTIVE SUMMARY:

The purpose of this memo is to provide an update to the annual Utility Allowance (UA) rates for the following programs:

- Public Housing (PH) [24 CFR 965.507]
- Housing Choice Voucher (HCV- Section 8) [24 CFR 982.517(c)]

In accordance with applicable U.S. Dept. of Housing and Urban Development (HUD) program regulations, Public Housing Authorities (PHAs) of LIPH and HCV programs must review the UA schedules annually and revise allowances if there has been a change of 10% or more in the utility rate since the last UA schedule revision. Based on the results of the annual review, there was an increase in utility charges for some localities and utility services of more than 10% from 2023, thus revisions will be implemented for 2024 in accordance with program requirements. The amounts have significantly increased, however when the rates go up the affect on the resident's/participants rent portion goes down.

HUD requires PHAs to provide Individual Relief [24 CFR 965.508] for medical equipment by providing a supplemental medical utility allowance for residents residing in public housing units and HCV participants. Individual Relief is where a resident may request relief from payment of utility billings more than the Utility Allowance for resident paid utilities. Management may grant such request on reasonable grounds such as the special needs of elderly, ill, or disabled, or special factors affecting utility usage, such as use of required medical equipment.

The attached UA Chart for the PH program and UA Schedules for HCV program are for informational purposes only and do not require Board approval. The changes for both programs are effective January 1, 2024.





Housing Authority of the City of Madera

Due to the complexity of the data required to develop the utility allowances for the housing programs, the Agency contracted with the NelRod Company of Fort Worth, Texas, to develop these allowance charts/schedules. The studies were completed in accordance with the applicable programs. Attached are the charts/schedules for your review.

RECOMMENDATION:

The item is informational only and the new rates will be effective January 1, 2024, and will be updated with the resident's/participants annual recertification.

FISCAL IMPACT:

The utility allowance is factored into the rent calculation formula for the properties, therefore, there is no direct financial impact to the Agency; there may be minimal financial impact to the residents/participants.



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 RESOLUTION No. 1281 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE POSTING OF THE EXECUTIVE DIRECTOR POSITION OR GO OUT FOR BID FOR A CONSULTING FIRM.**
- C-3 RESOLUTION No. 1282 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE ELECTION OF THE NEW BOARD CHAIRPERSON AND VICE-CHAIRPERSON.**

**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)**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 7, 2023

SUBJECT: RESOLUTION #1280 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR THE PARTICIPATION IN THE STATE OF CALIFORNIA'S PURCHASE CARD PROGRAM (CAL-CARD)

EXECUTIVE SUMMARY:

CAL-Card is the registered name of the State of California's Purchase Card Program through US Bank (USB). It is one of the state's commercial card services programs available to state and publicly funded local agencies. CAL-Card is a VISA purchase card provided by the State of California leveraged procurement agreement (LPA) and is offered to participating state and local government agencies. The City of Madera and the Fresno Housing Authority are among some of the local agencies that utilize the CAL-Card purchasing program.

The Housing Authority of the City of Madera (HACM) currently has one (1) credit card with Wells Fargo Bank; however, with a low credit limit to utilize for business use that requires a credit card. The main reason for this limit is due to Wells Fargo Bank undergoing a platform transition from VISA to MasterCard and staff turnover. This transition is taking place sometime in the first quarter of 2024 and is not allowing for new credit card users nor increases in credit limits. This transition is limiting business for HACM when it comes to booking training or other services that may need the use of a credit card.

The process for obtaining the CAL-Card is lengthy, however the benefits will outweigh the time. Staff plan to roll out robust internal controls to regulate the program and will be updating the credit card use policy defining what can and cannot be purchased.

RECOMMENDATION:

Staff recommends the Board of Commissioners approve and adopt the resolution authorizing the Interim Executive Director to participate in the State of California's Purchase Card program (CAL-Card)

FISCAL IMPACT:

There is no Fiscal Impact currently for this item.



RESOLUTION NO. 1280

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR MS. RESOLUTION #1280 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO PARTICIPATE IN THE STATE OF CALIFORNIA'S PURCHASE CARD PROGRAM (CAL-CARD).

RECITALS

- A. **WHEREAS**, CAL-Card is the registered name of the State of California's Purchase Card Program through US Bank (USB);
- B. **WHEREAS**, CAL-Card is one of the State's commercial card services programs available to state and publicly funded local agencies;
- C. **WHEREAS**, CAL-Card is a VISA purchase card provided by the State of California as part of a leveraged procurement agreement (LPA) and is offered to participating state and local government agencies;
- D. **WHEREAS**, the City of Madera and the Fresno Housing Authority are among some of the local agencies that utilize the CAL-Card purchasing program;
- E. **WHEREAS**, the Housing Authority currently has one (1) credit card with Wells Fargo Bank with a low credit limit to utilize for business use that requires a credit card;
- F. **WHEREAS**, the main reason for this limit is due to Wells Fargo Bank undergoing a platform transition from VISA to MasterCard and staff turnover. This transition is taking place sometime in the first quarter of 2024 and is not allowing for new credit card users nor increases in credit limits, thus limiting business for the Housing Authority when it comes to booking training or other services that may need the use of a credit card;
- G. **WHEREAS**, the process for obtaining the CAL-Card is lengthy, however the benefits will outweigh the time;
- H. **WHEREAS**, Housing Authority staff plans to roll out robust internal controls to regulate the program and will be updating the credit card use policy defining what it can and cannot be purchased; and

I. **WHEREAS**, staff recommends the Board of Commissioners approve and adopt the resolution authorizing the Interim Executive Director to participate in the State of California's CAL-Card Program.

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. Authorization of the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro to Participate in the State of California's Cal Card Purchase Program. The Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Interim Executive Director Ms. Blanca Mendoza Navarro to participate in the State of California's Cal Card Purchase Program.

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 13th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Chairperson Elsa Mejia

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 December 13, 2023, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Maricela Lopez
Clerk

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel

**C-2 RESOLUTION No. 1281 OF THE HOUSING
AUTHORITY OF THE CITY OF MADERA
AUTHORIZING THE POSTING OF THE
EXECUTIVE DIRECTOR POSITION OR GO
OUT FOR BID FOR A CONSULTING FIRM.**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 8, 2023

SUBJECT: THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AUTHORIZING THE POSITION OF THE EXECUTIVE DIRECTOR POSITION OR GO OUT FOR BID FOR A CONSULTING FIRM.

EXECUTIVE SUMMARY:

The Housing Authority of the City of Madera (HACM) currently has the Executive Director position vacant. In reviewing the historical information, the recruitment process was either by posting in the local newspapers, posting on the industry leader's website, i.e., NAHRO, or by hiring a consulting firm to conduct an executive search.

The Interim Executive Director is seeking guidance on the recruitment of this position whether to start the Request for Proposal to consulting firms and/or posting the position in the local newspapers along with posting on the industry leader's website.

RECOMMENDATION:

Staff recommends the Board of Commissioners give direction to the recruitment of the Executive Director.

FISCAL IMPACT:

There is no Fiscal Impact currently for this item.





HOUSING AUTHORITY OF THE CITY OF MADERA

OPEN RECRUITMENT

Filing Deadline: 4pm p.m., Friday, April 29, 2022

JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR

Salary: Based on qualifications

THE ORGANIZATION

The Housing Authority of the City of Madera was organized in December 1968 under the provision of the Housing Authority Law of the State of California, as the sixty-ninth Housing Authority. The Madera City Council, a seven-member board, governs the Housing Authority serving as its' Board of Commissioners. The agency provides for three management positions, in addition to the Executive Director. The Authority's annual operating budget is approximately \$10 million with 30 employees. The agency is recognized by HUD as a high performing agency in the Housing Choice Voucher program and is responsible for administering a variety of housing programs - 244 public housing units scattered throughout the city, 100 USDA farm labor units, 50 migrant farm worker housing units, 741 rental assistance vouchers (HCV), 50 VASH (Veterans Assistance) units. Also, manage units for agency's nonprofit partners (76 senior units, 14 multi-family rentals and 12 units of MMHSA (Madera Mental Health Services Act) housing.

CITY OF MADERA

Madera is located in the heart of the State of California, 20 miles north of Fresno, 175 miles southeast of San Francisco, 56 miles southeast of Yosemite National Park. The City of Madera encompasses 12 square miles, a population of approximately 68,000. Madera offers an excellent school system, modern residential areas, and diversified recreational facilities. Industrial and commercial areas are experiencing reasonable and steady growth. Madera is a growing city with lots of opportunity to offer an exciting career for a housing professional.

THE POSITION

The **Executive Director** serves as the chief administrative officer for the Housing Authority of the City of Madera and is responsible for overseeing the planning, direction and implementation of all programs and policies of the agency and ensuring the efficient and effective administration and execution of all agency business. The Executive Director reports to a seven member Board of Commissioners and also provides leadership to the agency's three departments - Housing Services, Financial Services and Property Services.

Under policy direction, directs the activities and operation of all departments; advises and assists the Housing Authority Board of Commissioners in the conduct of Authority business; provides administrative oversight to the operational and policy functions of the agency; coordinates agency business with various programs, officials, outside agencies, the community, and nonprofit entities; provides a variety of other responsible and complex administrative support to the Board of Directors; performs other related duties as required. Exercises direct and indirect supervision over all agency staff.

The agency is well respected in the community and by its funding sources, i.e. HUD, USDA, CalHFA. The agency has a very dedicated, supportive and talented staff and should continue on the current path leading to financial independence from funding sources for its future course.

EXAMPLES OF DUTIES:

- Accepts full responsibility for all Housing Authority activities, programs and services including directing the development and implementation of goals, objectives, policies and procedures; ensures that established goals and priorities are achieved.
- Provides advice and consultation to the Board of Commissioners on the development and implementation of agency programs, policies and services; directs and participates in the preparation, presentation and administration of the Authority budget; prepares long-term capital improvement and service plans, and provides recommendations for their financing.
- Examines programs, systems and procedures and proposes improvements and simplifications; conducts continuous research on administrative practices and recommends improvements to enhance productivity, increase organizational effectiveness, ensure economy of operations and improve agency services.
- Coordinates and reviews the preparation of the agenda and supporting information for the Board of Commissioners meetings; confers with legal counsel relative to agenda issues; prepares and submits administrative and financial reports; keeps the Board of Commissioners advised of financial conditions, program activities and accomplishments, and the present and future needs of the agency.
- Oversees financial record maintenance and reporting; ensures proper development and administration of grant and subvention funding; prepares leases and agreements with other agencies; assumes responsibility for the development, maintenance and improvement of Housing Authority property, buildings and facilities; establishes and administers tenant relations programs; performs public relations duties, and prepares and issues press releases and articles.
- Supervises, motivates and provides training for all agency staff; administers and maintains the agency personnel system, including employment procedures, grievances, affirmative action and employer-employee relations; oversees negotiations with bargaining groups; oversees the selection, training and evaluation programs for all agency personnel; identifies and resolves staff deficiencies; executes disciplinary or termination procedures where required.
- Performs all duties as may be prescribed by Board of Commissioners action; directs and implements the policies, procedures and programs adopted by the Board; assembles pertinent information, resources and work teams necessary to support a positive and productive working environment; coordinates agency programs and activities with other governmental agencies, outside organizations and the community.
- Represents the Authority in professional and community meetings; stays current on issues relative to housing program administration and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, other governmental agencies and associations, Authority management and staff, clients and the public.

THE IDEAL CANDIDATE

The ideal candidate should possess a combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Director**. Strong leadership skills are very important to this position. The ideal candidate should have a record of successful results in relationships with both public and private sector partners. The candidate must have the ability to work well with the Board of Commissioners and staff. The ideal candidate should possess a history of success in managing day-to-day business activities, the ability to administer successful public housing programs, significant financial and budgetary experience, as well as the ability to plan, organize and lead a team with tremendous clarity, enthusiasm and resilience. Provide effective leadership and coordinate the activities of a complex public agency; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; analyze complex issues, evaluate alternative, reach sound conclusion and adopt an effective course of action; analyze, develop and implement adjustment to operating procedures to improve organizational effectiveness and efficiency; have significant background and skills related to housing development and finance; effectively represent the agency to representatives of community organizations, other governmental agencies and associations, Authority management and staff, clients and the public; select, supervise, motivate, train and evaluate staff; facilitate group participation and consensus building; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible management or administrative experience in a public or private agency, including the responsibility for development and implementation of programs, budgets and administrative operations, and a Bachelor's degree in public administration, business administration, property management or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

LICENSE/CERTIFICATE

Possession of, or ability to obtain, a valid class C California driver's license and ability to meet insurability requirements of the company providing automobile insurance to the Housing Authority. Incumbent must possess a Public Housing Management Certificate, or appropriate probationary certificate, as issued by the National Association of Housing and Redevelopment Officials (NAHRO).

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and face-to-face service.

APPLICATION PROCESS

Applications are available online at www.maderaha.org or at the Housing Authority of the City of Madera 205 N. 'G' St., Madera, CA. The examination process may consist of one or more of the following - review of applications to determine eligibility; a written or performance exam, oral interview, and background review including criminal history. The agency reserves the right to make necessary modifications to the exam process. The agency will make every reasonable effort in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the examination process

Contact Information:

The final filing deadline for this recruitment is **4pm p.m., Friday, April 29, 2022**. To be considered for this opportunity, please submit cover letter, Housing Authority of the City of Madera application, and resume. Agency applications are available on our website www.maderaha.org. Applications can be filled in on-line, printed, signed and delivered to the address listed below in person or by mail and submitted by the filing deadline. For additional information regarding this opportunity please contact:

James Taubert, Interim Executive Director
Housing Authority of the City of Madera
205 North G Street, Madera, CA 93637
Phone: 559-674-5695 Ext. 222 - Fax:559-674-5701
Email: jtaubert@maderaha.org
Website: www.maderaha.org

MEDICAL EXAMINATION: Appointment will be contingent upon successful completion of a complete medical exam and drug screen.

ONLY QUALIFIED APPLICATIONS WILL BE CONSIDERED. APPLICATIONS CAN BE COMPLETED ONLINE, PRINTED AND SUBMITTED BY FILING DEADLINE IN PERSON AT THE HOUSING AUTHORITY BY MAIL. RESUMES AND/OR OTHER PERTINENT INFORMATION MAY BE ADDED BUT CANNOT BE SUBSTITUTED FOR APPLICATION INFORMATION. ****Note:** *you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.*

BENEFITS

- 12 paid holidays per year.
- Vacation, sick leave, plus an additional 48 hours of admin leave to be used within the fiscal year.
- Medical, vision and dental (benefit credit provided based on coverage chosen).
- Membership in CalPERS Retirement Plan (2%@60, based on highest 36-months) for those individuals with current or prior qualifying public sector service that establishes eligibility as a “classic member” pursuant to the provisions of California’s 2013 Pension Reform Act and CalPERS Regulations with the employee paying at least ½ of the normal retirement cost). Individuals with no current or prior qualifying public sector service, and who are defined as new members or new employees under the Act, will be eligible for the 2%@62 retirement benefit formula (based on the highest 36-months with the employee paying at least ½ of the normal retirement cost).
- Deferred Compensation 457 Plan
- Life insurance and long term disability insurance
- Executive Director provided \$500/month car allowance
- The Housing Authority of the City of Madera does not participate in Social Security
- Employees of the Housing Authority of the City of Madera work a 9/80 compressed workweek schedule.

THE HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST INDIVIDUALS ON THE BASIS OF RACE, GENDER, RELIGION, ANCESTRY, SEXUAL ORIENTATION, AGE, FAMILIAL STATUS, OR DISABILITY IN ANY OF ITS PROGRAMS OR ACTIVITIES.

**C-3 RESOLUTION No. 1282 OF THE HOUSING
AUTHORITY OF THE CITY OF MADERA
AUTHORIZING THE ELECTION OF THE NEW
BOARD CHAIRPERSON AND VICE-
CHAIRPERSON.**



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 13, 2023

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 7, 2023

SUBJECT: REORGANIZATION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA BOARD OF COMMISSIONERS-SELECTION/APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON.

EXECUTIVE SUMMARY:

The Commissioners shall select a Chairperson and Vice Chairperson for the new term (January 2024 – December 2024). Please refer to attached Resolution No. 615 which outlines the process.

RECOMMENDATION:

Staff recommends the Board of Commissioners select a new Chairperson and Vice Chairperson for the new term.

FISCAL IMPACT:

There is no Fiscal Impact



RESOLUTION NO. 615

RESOLUTION AMENDING THE BY-LAWS OF THE HOUSING
AUTHORITY OF THE CITY OF MADERA RELATING TO THE
METHOD TO USE WHEN ELECTING CHAIRPERSON AND
VICE-CHAIRPERSON

WHEREAS, the Official Bylaws of the Housing Authority of the City of Madera reads:

"The Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified; except that the first Chairman shall hold office until the expiration of his term as Commissioner."

WHEREAS, it is time to elect the Chairperson and Vice-Chairperson for 2001; and

WHEREAS, as a result thereof it is necessary to amend the By-Laws of the Housing Authority with respect to the method of electing Chairperson and Vice-Chairperson;

NOW, THEREFORE,

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF MADERA AS
FOLLOWS:

1. That Section 6 of Article II of the By-Laws of the Housing Authority of the City of Madera be amended as follows:

a. Commencing the month of December, 2000, the Board of Commissioners shall, at its regular meeting in the month of December, meet and choose one of its members as Chairperson, and one of its members as Vice-Chairperson. The Commissioner selected as Chairperson however, shall have served at least one year as a member of the Board of Commissioners and shall be chosen from such members of the Board of Commissioners who have not previously served as Chairperson unless all members have so served.

b. Where all Board of Commissioners Members have served a term as Chairperson, the person to be selected as Chairperson shall be the person who has not served as Chairperson for the longest period of time.

c. When a selection of Chairperson is to be made from Commissioners who have not yet served as Chairperson, the person who is otherwise qualified and has served on the Board of Commissioners the longest without being Chairperson shall be selected as Chairperson. In the case where two or more persons qualified to be selected as Chairperson have served the same amount of time as a Commissioner without being Chairperson, the names of those persons shall be placed in nomination and elected by popular vote of the Board of Commissioners.

d. If the person who is to be selected pursuant to these Bylaws as Chairperson declines the position, then the person who would next be selected as Chairperson under these Bylaws, shall be selected.

e. At the time of selection of Chairperson, the Commissioner who would qualify to be selected as Chairperson in the next following year by the criteria above shall be named Vice-Chairperson for the current year.

2. This resolution shall take effect immediately upon adoption.

* * * * *

The foregoing resolution was adopted by the Housing Authority of the City of Madera this 13th day of December, 2000, by the following vote:

AYES: Commissioners Armentrout, Casares, Nabors, Svanda, and Wells

NOES: Commissioner Skeels

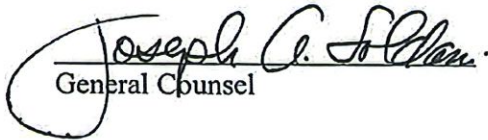
ABSENT: Commissioner Widmaier


Chairperson

ATTEST:
CHRISTINE RICHARD


Secretary

Approved as to Legal Form:


General Counsel

F-1 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: December 13, 2023

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Interim
Executive Director

AUTHOR: Blanca Mendoza-Navarro, Interim Executive
Director

DATE: December 7, 2023

SUBJECT: COMMUNICATIONS, TRAININGS, AND AUDITS

1. **HUD AUDIT** – HUD will be conducting the Public Housing Recovery & Sustainability (PHARS) Remote Assessment January 22, 2024, through February 2, 2024.
2. **AUDIT** – Smith Marion (auditor), BDO (fee accountant), and staff continue to work diligently in preparing the FY2022 audit. Smith Marion was scheduled to be on site this month, they postponed the visit until January, however, will conduct a remote audit in the meantime.
3. **FEE ACCOUNTANT** - Staff continue to work with BDO to complete the Yardi implantation process for financial data. BDO assisted with the submission of the Public Operating Fund requirements for the Public Housing program.
4. **HCV** – SEMAP submission has been completed and as anticipated we received a Troubled Score. HUD will be combining the PHARS remote assessment and the SEMAP assessment review to be completed at the same time. Staff are scheduled to meet with HCV applicants on December 12, 2023, for initial interviews. The ROSS program is finalizing application for the 2024-2027 grant due 12/15/2023.
5. **PUBLIC HOUSING** – Public Housing continues to work on lease up for the upcoming vacancies. All components of the CY2024 Public Housing Operating Fund have been completed for both AMPs, CA069000001 has been accepted and CA069000002 is currently pending approval.
6. **STAFFING** – New Staff
 - a. Account Tech I/II - Pahoua Vang
 - b. ROSS/FSS – Mayra Cuin
 - c. Housing Program Compliance Manager (temp) – Jared Knittel
 - d. Inspector – currently conducting interviews.
 - e. Executive Director – pending posting/recruitment.
7. **TRAININGS** – HCV staff attended the 2023 HUD-VASH process improvement workshop facilitated by US Department of Veteran’s Affairs (VA) and HUD Technical Assistance. Chair Mejia and Vice Chair Evans attended the Roles & Responsibilities of Housing Commissioner training sponsored by NAHRO.
8. **OTHER** – Finance department received a desktop deposit scanner. This process has already been a cost savings for the agency by limiting the time staff go to the bank and wait, along with reduced bank fees. Staff have decorated the HACM office for the holidays. We invite you to come by and see how staff have decorated not only the lobby but their office space.

