

# 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 29<sup>th</sup>, 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 20<sup>th</sup> 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 20<sup>th</sup>.
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.

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**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 13<sup>th</sup> day of November 2023.

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