

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

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 13th day of December 2023.

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