

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, DECEMBER 13, 2023 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The December 13, 2023, Regular 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, and via Zoom pursuant to California AB 361, AB 2449, (CA Govt. Codes §§ 54953 and 54954.)2.

COMMISSIONERS PRESENT:

Chairperson Elsa Mejia	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
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)

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)
HACM Occupancy Specialist II Diana Montejano
HACM Occupancy Specialist II Leticia Gutierrez
HACM FSS/ROSS Coordinator Mayra Cuin

INVOCATION:

Vice chair Anita Evans lead the invocation.

PLEDGE OF ALLEGIANCE

Commissioner C. Gallegos led the Pledge of Allegiance.

MOTION TO APPROVE MEETING AGENDA:

Commissioner S. Garcia requested an agreement to table Agenda items C2, C3, Administrative reports, Executive reports, each Commissioner report, and item H-1 as the Madera City Council has a special meeting soon after in the same chambers.

Commissioner S. Garcia moved to table Agenda items C-2, C-3, Administrative Reports, Executive reports, Commissioner reports, item H-1, approve the December 13, 2023, of the proposed meeting Agenda and posted on December 08, 2023. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously:

YAYES: (7) Chairperson Elsa Mejia
Commissioner Cece Gallegos,
Commissioner Steve Montes,
Vice-Chairperson Anita Evans
Commissioner Santos Garcia,
Commissioner Jose Rodriguez and
Commissioner Artemio Villegas

NAYS: (0)

ABSENT: (0)

No public comment.

PUBLIC COMMENT: There were comments from the public in attendance. A current employee inquired about the progress regarding the Cost of Living Adjustment for HACM employees.

A. **WORKSHOPS:** None.

B. **CONSENT CALENDAR:**

Matters listed under the Consent Calendar are considered routine and were enacted by a single motion and single vote. There was no separate discussion of any of the listed 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 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 SPONOR 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 ALLOWANCES SCHEDULE (INFORMATIONAL ONLY)**

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

C-1: Motion To Approve Proposed Resolution No. 1280 of the Housing Authority of the City of Madera to consider authorizing the participation in the State of California Purchase Card Program. (Cal Card)

Blanca Mendoza-Navarro Interim Executive Director presented proposed Resolution # 1280. Mrs. Mendoza-Navarro reported that she needs authority to apply for the California Purchase credit card, as the agency currently has only one credit card and because of the high turnover the agency is having a lot of trouble getting bank authorizations. Also, HACM will be bringing back a policy on credit card use.

There was no public comment.

Vice Chairperson A. Evans moved to approve Item C-1, proposed Resolution #1280. Commissioner A. Villegas seconded the motion. The motion passed unanimously:

AYES: (7) Chairperson Elsa Mejia
 Vice-Chairperson Anita Evans
 Commissioner Cece Gallegos,
 Commissioner Steve Montes,
 Commissioner Santos Garcia
 Commissioner Jose Rodriguez and
 Commissioner Artemio Villegas

ABSENT: (0)

ABSTAIN: (0)

Chairperson E. Mejia had a question if it were so pressing issues, if they could see the credit card policy before adoption?

Interim Executive Director Blanca Mendoza-Navarro reported to it will take time to apply. It will take about 90 days to get approved.

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

None.

F. EXECUTIVE DIRECTOR REPORT:

None.

G. COMMISSIONER REPORTS:

None.

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-2: Discussion on Phillis Channg v. West Coast USA Properties LLC pursuant to California Government Code 54954.

At 6:24 p.m. the Commissioners resumed open session. Attorney Emilio Huerta reported that there was a discussion to retain Aleshire & Wynder to represent the Housing Authority in this matter entitled Phillis Channg v. West Coast USA Properties LLC.

I. ADJOURNMENT:


Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, January 10, 2024, at 6 p.m., in the City of Madera Council Chambers.

The meeting was adjourned the meeting at 6:27 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing December 13, 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 January 10, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 10th day of January 2024.

By: 

Marisela Lopez
Housing Authority of the City of Madera