

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, March 13, 2024

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=86519863157>

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: Pastor Edward Gallegos from Good news Ministries

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:

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 FEBRUARY 14, 2024, REGULAR BOARD MEETING MINUTES.

B-2 APPROVAL OF REGISTER AUDITED DEMANDS FEBRUARY 2024.

B-3 RESOLUTION NO. 1286 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING INTERIM EXECUTIVE DIRECTOR TO REGISTER AND ENTER INTO AGREEMENT WITH NATIONAL AUTO FLEET GROUP/SOURCEWELL.

B-4 RESOLUTION NO. 1287 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER AMENDING THE AGREEMENT WITH YARDI SOFTWARE TO ADD PROCURE TO PAY MODULE.

B-5 RESOLUTION NO. 1288 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE PERSONNEL LIFE INSURANCE BENEFIT.

B-6 APPROVAL FOR OUT-OF-STATE TRAVEL TRAININGS:

- **NAHRO CONFERENCE- WASHINGTON, DC- 04/06/2024-04/11/2024**
 - **BLANCA MENDOZA-NAVARRO**
 - **ELSA MEJIA, CHAIRPERSON**
 - **ANITA EVANS, VICE-CHAIR**

- **ROSS TRAINING- HOUSTON, TEXAS-05/01/2024-05/04/2024**
 - **LUCIA LOPEZ-HOUSING SERVICES MANAGER**
 - **MAYRA CUIN- FSS/ROSS COORDINATOR**

- **PROCUREMENT TRAINING-TENNESSEE- 06/17/2024 - 06/20/2024**
 - **JARED GARZA- MAINTENANCE MANAGER**
 - **ALEX ESTRADA- FINANCE MANAGER**

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

C-1 RESOLUTION NO. 1285 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA REGARDING ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2022.

C-2 RESOLUTION NO. 1289 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDERING APPROVAL TO ENTER INTO CONTRACT WITH VILLA GARDEN SERVICES, INC. FOR POMONA RANCH LANDSCAPE/HARDSCAPE, IRRIGATION PLANS//DESIGN AND IMPLEMENTATION.

C-3 RESOLUTION NO. 1290 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDERING APPROVAL TO UPDATE THE COMPENSATION SECTION OF THE PERSONNEL POLICY.

C-4 CONSIDERATION TO CANCEL APRIL 10, 2024, REGULAR SCHEDULED MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AND RESCHEDULE FOR A LATER DATE IN APRIL.

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	748	761										
YTD Lease Up projection	93%	95%										
MTD HAP Expenses	\$437,236	\$444,106										
Waiting List	516	516										
Public Housing	Public Housing											
Vacancies	2	5										
Waiting List	2794	2800										
Unit Turnover	0	1										
Farm Labor	Farm Labor											
Vacancies	2	2										
Waiting List	17	20										
Unit Turnover	1	0										
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	17	14										
Average days	5	2.4										
Farm Labor	Farm Labor											
Open Work Orders	3	2										
Average days	7.8	4.8										

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.

A. Recruitment and Interview Process of New HACM Executive Director

B. Review Compensation of Interim Executive Director's Salary

H-2: Discussion of litigation matters pursuant to CA Govt. Code Section 54956.9(d)(4):

A. Phillis Channg v. West Coast USA Properties LLC; and

B. Renee Wright v. Housing Authority of the City of Madera


I. ADJOURNMENT:

The next Regular Monthly Meeting will be Wednesday, May 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 **March 07, 2024** 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 2:00 p.m..

Executed this 7th day of March 2024.



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