

# 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](http://www.maderaha.org)

## MINUTES OF THE, FEBRUARY 14, 2024 REGULAR MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### CALL TO ORDER:

The February 14, 2024, Regular Meeting of the Housing Authority for the City of Madera was called to order by Chairperson Elsa Mejia at 6:51 p.m. The City of Madera held a Special Meeting on the same day to start at 6:00 PM. Mayor Santos Garcia opened the Special Meeting. Shannon L. Chaffin, Madera City Attorney advised the public that the City of Madera and the Housing Authority of the City of Madera share the same members and scheduled for the same time. The Special Meeting was heard first and adjourned to commence HACM's regular scheduled meeting at 6:51 PM.

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 available simultaneously to the public 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 Steve Montes	(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 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 (Via Zoom)  
HACM Financial Manager Alex Estrada (In Person)  
HACM Maintenance Manager Jared Garza (In Person)  
HACM Maintenance Employee Thomas Gonzales (In Person)

**INVOCATION:**

Pastor David Dougherty led the invocation.

**PLEDGE OF ALLEGIANCE**

Commissioner S. Garcia led the Pledge of Allegiance.

**MOTION TO APPROVE MEETING AGENDA:**

Commissioner A. Evans moved to approve the February 14, 2024, proposed meeting agenda, as posted on February 08, 2024. Commissioner S. Montes 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)

**PUBLIC COMMENT:**

There were no public comments in public or via zoom.

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 JANUARY 10, REGULAR BOARD MEETING MINUTES.**

**B-2 APPROVAL OF REGISTER AUDITED DEMANDS JANUARY 2024.**

Commissioner C. Gallegos moved to approve the Consent Calendar items. Commissioner S. Montes 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)

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

**C-1: Motion To Approve Proposed Resolution No. 1282 of the Housing Authority of the City of Madera Authorizing the Cal PERS Employer contributions.**

Alex Estrada, Financial Services Manager presented proposed Resolution # 1282. Mr. Estrada gave a presentation on Cal PERS employee and employer contributions. HACM participates in three tiers depending on the date of hire. Employees are required to contribute a percentage of their wages based on their patriciate rate tier. For Tier-One Classic members, HACM has been contributing both the employee and employer rates. HACM had recently been notified that the resolution for the Employer Paid Member Contribution (EPMC) was not in compliance. Only the first tier (classic) members are eligible for EPMC. There are currently only four members in this membership class. The resolution was for compliance no other changes were made to the contributions.

No public comment.

Commissioner S. Montes moved to approve Item C-1, proposed Resolution #1282. Commissioner C. Gallegos 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)

**C-2: Motion To Approve Proposed Resolution No. 1283 of the Housing Authority of the City of Madera Authorizing Longevity Pay.**

Alex Estrada, Financial Services Manager presented proposed Resolution # 1283. Mr. Estrada gave a presentation on the Longevity Pay. The current language is vague. The language was updated to clarify who is eligible and how it is paid out. There are currently a few employees that are eligible for this pay a couple within the next couple of years. The next set would be in 2032.

Commissioner J. Rodriguez asked does this prevent future hires that have been in public service from getting this stipend?

Alex Estrada, Financial Service Manager responded, "How it is currently written, no, but if this is something the Board would like us to explore we can definitely do so".

There was no public comment.

Commissioner C. Gallegos moved to approve Item C-2, proposed Resolution #1283. Vice- Chair A. Evans 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)

**C-3: Motion To Approve Proposed Resolution No. 1284 of the Housing Authority of the City of Madera Authorizing the Update To Credit Card Use Policy.**

Blanca Mendoza-Navarro Interim Executive Director reported that we already have a credit card policy in place, however this is just adding the State of California's Purchasing Card Program (CAL-Card). Most public agencies have a CAL-Card. With the recent turnover the Agency is currently limited to one bank card. There is a limit of \$25,000 Agency wide. Limits for departments and individuals are in the presented memo.

There was no public comment.

Commissioner S. Garcia moved to approve Item C-3, proposed Resolution #1284. Commissioner C. Gallegos 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)

**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 the HCV department has been working diligently and have issued 94 vouchers to date.

Public housing currently has five (5) vacancies.

Farm Labor has one (1) vacancy.

Maintenance has been working diligently on completing work orders for both public housing and farm labor properties.

**F. EXECUTIVE DIRECTOR REPORT:**

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

1. **HUD Audit:** HUD representatives met with the management team on January 24<sup>th</sup> to discuss the PHARS Remote Assessment and recover plan. HUD will schedule monthly meetings to continue discussion on the recovery plan until it is cleared.
2. **Agency Audit:** Smith Marion (auditors) came out on January 24, 2024, to do on-site testing. The drafted FY 2022 audit report was received, and staff is currently reviewing it. Once reviewed and accepted Smith Marion will submit to HUD at the beginning of March and Staff will bring back to the Board in March for approval.
3. **Fee Accountant:** BDO has been working closely with the finance team. They have submitted unaudited financials for FY 2023. They put in place a holder because we are waiting for the 2022 financials to be finalized.
4. **Departmental Reports:**
  - a. HCV- Numbers have been coming up. There were 250 applicants pulled from the waiting list. Out of these only seventy (70) packets were returned. From the first batch we issued twenty (20) vouchers. We will be issuing another twenty (20) for the month of February. The backlog of inspections has gone down. Once these are complete, staff

will start conducting the new year's inspections using NSPIRE. The department received two new iPad to do mobile inspections.

- b. Public Housing -. We have four (4) sim cards for the cameras. Currently there are cameras set up in the farm labor properties and the Officer is monitoring these. We are waiting for a few more cameras to be purchased and these will go up in the Public Housing properties staff has identified.
  - c. Farm Labor - they are working on leasing up all vacancies. We are working on leasing up the one (1) unit in farm labor. We received the 2024 approval for the Farm Labor budget. The calendar year 2022 audit was completed.
  - d. Migrant – they are finalizing the year end reporting to turn it in to OMS.
  - e. Finance - Finance sent out all 1099's to vendors. They were completed in Yardi for the first time. Finance is under the first class of ASPIRE University.
5. **New Staff**: Staff hired Larry Perez as the new Housing Inspector.,. He will be getting training with our vendor, iSterling. Pomona Ranch had a maintenance position vacant. The position was opened to in-house staff first. Jamie Cardenas requested to transfer to Pomona Ranch. Jamie is excited to start at Pomona Ranch next week. Commissioner C. Gallegos asked which employee is transferring to Pomona Ranch. Jared Garza, Maintenance Manager reported it will be Jaime Cardenas. Interim Executive Director stated that Jaime has worked for MORES on his own and HACM is so excited to have him at Pomona Ranch.
6. **Capital Grants** – The year2021 Capital Fund Grand was approved for an extension of18 months. Staff submitted an extension for Capital Fund grant extension for 2020 & 2022, this extension is pending approval.
7. **Madera Affordable Housing**, the sister company, has received the letter of non-profit status. Legal Counsel Emilio J. Huerta discussed Madera Affordable Housing. On January 19, 2024, it gained the tax-exempt nonprofit status. Commissioners appoint the directors of the Affordable Housing Corporation.

Commissioner J. Rodriguez asked if we have bylaws on how to appoint these directors and reassure them that our relationship is good, and we do not have anything misinterpreted in the legal language.

Legal Counsel Emilio J. Huerta said yes and no. With respect to bylaws, we started the process with Ms. Wright, but we did not complete it. The controlling instrument on how the Board of Directors are within the articles of the corporation. Those articles are in place now. The IRS states that Directors serve at the pleasure of the Board of Commissioners. Bylaws will reiterate that fact.

Commissioner J. Rodriguez just wants everything in place.

Legal Counsel Emilio J. Huerta reported the meeting with MORES they have indicated there is a wiliness to work with us. There are open items to be addressed and we will continue to meet.

Mr. Lewis and Mr. Huerta. This meeting will be more fruitful if we have an Executive Director in place.

8. MORES - Emilio and Blanca met with MORES about moving forward and mending that relationship.
9. CVIIC - The Immigrant Entrepreneurship Training program agency has reached out to continue using the Kennedy Community Center to conduct their second cohort call. The cohort will begin in April 2024.

**G. COMMISSIONER REPORTS:**

1. Vice-Chairperson A. Evans reported they will be celebrating Black History month at the Pan Am center. It starts at 3pm. She invited everyone to attend and support the African American community.
2. Commissioner C. Gallegos told everyone to home to their significant others this Valentine's Day and thank them for letting staff attend today. She is requesting bylaws. She would like to have them at the next Housing Authority Meeting.
3. Commissioner S. Montes had nothing to report.
4. Commissioner S. Garcia had nothing to report.
5. Commissioner J. Rodriguez would like to bring back our sister non-profit so that HACM can start going back to our objective of the Housing Authority. He stated Affordable Housing is key.
6. Commissioner A. Villegas said Happy Valentine's Day.
7. Chairperson E. 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:** Discussion of litigation matters pursuant to CA Govt. Code Section 54956.9(d)(1)Di:

**H-3:** Discussion regarding acquisition of real property pursuant to CA Govt. Code Section 54956.8

Legal Counsel Emilio Huerta had gone into close session and there was nothing to report on the three matters listed above.

**I. ADJOURNMENT:**

Chairperson E. Mejia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, March 13, 2024, at 6 p.m., in the City of Madera Council Chambers.


The meeting was adjourned the meeting at 8:10 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing February 14, 2024, the Monthly Regular Board Meeting Minutes of the Housing Authority of the City of Madera (HACM) were reviewed and approved by the Housing Authority of the City of Madera's Board of Commissioners at a duly noticed meeting on March 13, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 13<sup>th</sup> day of March 13, 2024.

By:   
Marisela Lopez  
Housing Authority of the City of Madera