

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

SPECIAL BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

Notice and Agenda

6:00 PM
Wednesday, October 09, 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:

[Zoom Meeting Link](https://cityofmadera.zoom.us/j/81667649353?pwd=bKXNgI5AbvRYsO10Z7cj5Wylxsy7Ku.1)

<https://cityofmadera.zoom.us/j/81667649353?pwd=bKXNgI5AbvRYsO10Z7cj5Wylxsy7Ku.1>

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. Giselle Flores at giselle@maderaha.org or by regular mail sent to the Housing Authority at 205 N G Street, Madera, CA 93637, Attention Giselle Flores.

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: Vice-Chair Anita Evans will lead the invocation.

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:** None

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.

NONE

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

C-1 **RESOLUTION NO. 1307 of The Housing Authority of the City of Madera authorizing Executive Director to increase the Employer Contributions for Health Benefits commencing January 2025.**

C-2 **DIRECTION to Executive Director of proposed Holiday Office Closure, December 26, 2024.**

D. **WRITTEN COMMUNICATIONS:** Giselle Flores, Executive Administrative Assistant

E. ADMINISTRATIVE REPORTS: Blanca Mendoza-Navarro, Executive Director

E-1: Monthly Housing Activity Report

	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec
Section 8	Section 8											
Households Assisted	748	761	734	751	715	731	736	788	730			
YTD Lease Up projection	93%	95%	91%	93%	89%	91%	92%	98%	91%			
MTD HAP Expenses	\$437,236	\$444,106	\$444,106	\$464,536	\$486,624	\$466,894	\$467,991	\$496,536	\$592,583			
Waiting List	516	516	516	269	270	270	270	270	216			
Public Housing	Public Housing											
Vacancies	2	5	2	2	2	2	2	0	5			
Waiting List	2794	2800	2800	4382	2,825	2,830	2830	2831	2831			
Unit Turnover	0	1	2	2	1	1	1	3	3			
Farm Labor	Farm Labor											
Vacancies	2	2	1	2	2	2	2	3	4			
Waiting List	17	20	17	17	14	11	14	12	7			
Unit Turnover	1	0	1	2	1	1	1	0	2			
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	17	14	17	65	52	53	218	213	210			
Average days	5	2.4	2.5	15.5	2.4	2.9	26.1	21.2	12.5			
Farm Labor	Farm Labor											
Open Work Orders	3	2	3	13	25	20	18	21	24			
Average days	7.8	4.8	2.6	3.4	3.5	3.6	6.23	3.9	10.9			

F. EXECUTIVE DIRECTOR REPORT: Blanca Mendoza-Navarro, 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: Discussion of litigation matters pursuant to CA Govt. Code Sections listed below:

- A. Labor Negotiations: CA Govt. Code Section 54954.5(f) – Classification Compensation/Salary Study discussion.
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) - 3 cases;

I. ADJOURNMENT:

The next Regular Monthly Meeting will be Wednesday November 13, 2024, at 6:00 p.m., in the City of Madera, Council Chambers.

Certificate of Posting

I, Giselle Flores, declare under the penalty of perjury under 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 October 7, 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 3:30 p.m.

Executed this 7th day of October.

Giselle Flores

Giselle Flores
Executive Administrative Assistant
Housing Authority of the City of Madera



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 09, 2024

AGENDA ITEM: C-1 (Special Meeting)

FROM: Blanca Mendoza-Navarro, Executive Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: 10/07/2024

SUBJECT: RESOLUTION #1307 of the Board of Commissioners of the Housing Authority of the City of Madera authorizing Executive Director to increase employer contributions for health benefits commencing in January 2025.

EXECUTIVE SUMMARY:

The purpose of this memo is to request the Board of Commissioners to consider authorizing the Executive Director to increase the employer contributions for health benefits. In recent years the cost of health insurance premiums continues to rise.

The Board of Commissioners approved an increase to the employer’s contribution effective January 1, 2024, due to the roughly 20% increase to the insurance premiums. In reviewing the insurance premiums for 2025, the increase was projected to be over 10%, however the increase was much less at approximately 4% across the plans. Staff is recommending an increase of \$75.00 across each category, which should cover the increase to the premiums. Below are the amounts per category.

	Employee	Employee Plus 1	Family
HACM Current Contribution	\$ 750.00	\$ 1,500.00	\$ 1,900.00
New Proposed Contribution	\$ 825.00	\$ 1,575.00	\$ 1,975.00

RECOMMENDATION:

The staff recommends the Board of Commissioners adopt the attached Resolution approving the increase to the employer contributions for health benefits beginning January 1, 2025.

FISCAL IMPACT:

The financial impact is approximately \$14,000. This amount may increase depending on staff enrollment.



RESOLUTION NO. 1307

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE EXECUTIVE DIRECTOR MS. BLANCA MENDOZA-NAVARRO, TO INCREASE THE EMPLOYER CONTRIBUTIONS FOR EMPLOYEE HEALTH BENEFITS COMMENCING IN JANUARY 2025.

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), is of the opinion that maintaining adequate health benefits for its employees;

B. **WHEREAS**, due to increasing cost of health insurance premiums effective January 2025, Housing Authority staff is recommending an increase to the employer contributions beginning January 1, 2025;

C. **WHEREAS**, staff has reviewed and determined the last time that health insurance contributions were reviewed and increased was in 2024 and with some premiums increasing up to 20%;

D. **WHEREAS**, staff is recommending the following amounts:

	Employee	Employee Plus 1	Family
HACM Current Contribution	\$ 750.00	\$ 1,500.00	\$ 1,900.00
New Proposed Contribution	\$ 825.00	\$ 1,575.00	\$ 1,975.00

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Grant of Authority to the Executive Director Ms. Blanca Mendoza-Navarro, To Increase the Employer Contributions for Employee Health Benefits Commencing in January 2025. The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Executive Director Ms. Blanca Mendoza-Navarro, To Increase the Employer Contributions for Employee Health Benefits Commencing in January 2025.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Commissioners of the Housing Authority of the City of Madera this 9th day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chairperson Elsa Mejia

ATTEST:

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on October 9th, 2024, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Giselle Flores, Executive Administrative Assistant

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

TO: Board of Commissioners
Housing Authority of the City of Madera

BOARD MEETING: October 9, 2024

AGENDA ITEM: C-2 (Special Meeting)

FROM: Blanca Mendoza-Navarro, Executive Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: October 7, 2024

SUBJECT: DISCUSSION/DIRECTION/APPROVAL ITEM – Housing Authority of the City of Madera Office Closure for December 26, 2024.

EXECUTIVE SUMMARY:

The purpose of this memo is to discuss, seek direction, and/or approval from the Board of Commissioners to consider Housing Authority of the City of Madera (HACM) office closure on December 26, 2024.

HACM recognizes twelve (12) paid holidays for staff. Below is the list of recognized holidays per Chapter 5, Section 5.08 Holiday of the HACM Personnel Rules and Regulations.

5.08 HOLIDAYS

The following days are recognized as holidays for HACM employees:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. Presidents' Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Juneteenth (June 19)
7. Labor Day (First Monday in September)
8. Veterans' Day (November 11)
9. Thanksgiving Day (a Thursday in November designated by the Federal Government)
10. The Friday after Thanksgiving Day
11. Christmas Eve Day (December 24)
12. Christmas Day (December 25)

The calendar below shows the month of December with the Holiday Observance and Friday Office closure.

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Holiday Observance

Board Meeting

Friday Office Closure

During the week of December 23, 2024, the office is scheduled to be open on Monday, and Thursday. Management has received several request from HACM staff for time off during this week.





Housing Authority of the City of Madera

For this reason, Staff is requesting the closure for Thursday, December 26, 2024. During the office closure HACM staff would be able to either use vacation or chose to take the time without leave during the office closure.

RECOMMENDATION:

Staff is requesting approval for office closure for Thursday, December 26, 2024. HACM staff will be required to use either vacation or chose to take the time without leave during the office closure.

FISCAL IMPACT:

There is no fiscal impact to the current budget.

