

# Housing Authority of the City of Madera



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## MINUTES OF THE JUNE 12, 2024 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### **CALL TO ORDER:**

The June 12, 2024, 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, 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:**

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 Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Santos Garcia	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

### **COMMISSIONERS ABSENT:**

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

### **GUESTS/STAFF PRESENT:**

HACM Executive Director Blanca Mendoza-Navarro (In Person)  
HACM Executive Administrative Assistant Giselle Flores (In Person)  
HACM Legal Counsel Emilio J. Huerta (In Person)  
HACM Finance Manager Alex Estrada (In Person)  
HACM Programs Manager Lucia Lopez (In Person)  
HACM Maintenance Manager Jared Garza (In Person)  
HACM Maintenance Employee Thomas Gonzales (In Person)

**INVOCATION:**

Vice Chair A. Evans led the invocation.

**PLEDGE OF ALLEGIANCE**

Commissioner J. Rodriguez led the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

The motion passed unanimously.

YAYES: (5) Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Santos Garcia, and  
Commissioner Artemio Villegas

NAYES: (0)

ABSENT: (2) Chairperson Elsa Mejia,  
Commissioner Steve Montes,

**PUBLIC COMMENT:**

There were no comments from the public in attendance nor via zoom.

**A. WORKSHOPS:**

None.

**B. CONSENT CALENDAR:**

Approval of consent items.

**B-1 May 8, 2024, Regular Board Meeting Minutes.**

**B-2 May 22, 2024, Special Board Meeting Minutes.**

**B-3 Register Audited Demands for May 2024.**

**B-4 INFORMATIONAL ITEM: Renewal of property, liability, and auto coverage from Housing Authorities Risk Retention Pool (HARRP) effective 07/01/2024 – 07/01/2025.**

There were no comments from the public in attendance nor via zoom.

Commissioner S. Garcia moved to approve the Consent Calendar items. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (5) Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Santos Garcia, and  
Commissioner Artemio Villegas

NAYES: (0)

ABSENT: (2) Chairperson Elsa Mejia,  
Commissioner Steve Montes

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

**C-1 INFORMATIONAL ITEM: Renewal Agreement/Membership for Special Services with Liebert Cassidy Whitmore,**

HACM Executive Director Blanca Mendoza-Navarro presented Informational Item C-1, the Renewal Agreement/Membership for Special Services with Libert Cassidy & Whitmore (LCW). This membership with LCW provides special services that include access to policies, legal checklists, trainings, monthly newsletters, and telephone consultations. Ms. B. Mendoza-Navarro informed the Board that this membership renewal of \$2,600.00 is effective July 1, 2024 – July 1, 2025 and has no fiscal impact as it is budgeted as part of the Agency’s training program.

**C-2 INFORMATION ITEM: Amended Agreement with the Office of Migrant Services (OMS) Contract for Pomona Ranch,**

HACM Executive Director Blanca Mendoza-Navarro presented Informational Item C-2, the Amended Agreement with the Office of Migrant Services (OMS) Contract for Pomona Ranch. The Agency entered into an agreement with OMS on February 25<sup>th</sup>, 2022, which allotted funding to Pomona Ranch Migrant Center to perform rehabilitating of the housing center.

All rehabilitation work was to be completed by May 15, 2025; however, OMS has extended the completion date to March 31, 2025. OMS and HACM have agreed to the amendment of the contract.

**C-3 DISCUSSION ITEM: The Housing Authority of The City of Madera Consideration of Approval of HACM Bylaws, continued Item from May 8, 2024,**

HACM Executive Director Blanca Mendoza-Navarro presented Discussion Item C-3, The Housing Authority of the City of Madera Consideration of Approval of HACM Bylaws, continued Item from May 8, 2024.

Staff along with the Ad Hoc By Laws Committee and Legal Counsel have been working on updating the By Laws for HACM. The Committee reviewed the original By Laws and incorporated the previous language with the updated needed language. This item was tabled to give the rest of the Board of Commissioners at the May 8<sup>th</sup>, 2024, Board Meeting, some time to review the Bylaws and submit comments. The Board and HACM Staff agreed on a time frame to review the proposed changes and provide comments to staff by May 31, 2024. However, Staff received comments on the proposed changes after the agreed deadline and would like additional discussion and direction.

Attorney Emilio J. Huerta recommended the Board of Commissioners to pull this item from the Agenda and bring it up at the next Board Meeting which will take place on July 10, 2024.

The Board of Commissioners and Staff discussed how a two-year term may be ideal due to the operations processes that are required when selecting a new Chair and Vice-Chair. Some of these processes include changing who is authorized to sign checks through each of the Agency's banks, required paperwork, and access to the U.S. Department of Housing and Urban Development (HUD) account that controls the Agency's monies. The Board of Commissioners and Staff agreed that in the next Board Meeting, on July 10, 2024, the Bylaws will obtain an A or B option per suggested change that will allow the Board to vote on what changes they would like to see on the Bylaws.

**C-4 RESOLUTION No. 1295: The Housing Authority of The City of Madera Consideration of HACM Executive Director Agreement with Blanca Mendoza-Navarro.**

Attorney Emilio J. Huerta presented Resolution No. 1295: The Housing Authority of the City of Madera Consideration of HACM Executive Director Agreement with Blanca Mendoza-Navarro. Mr. J. Huerta, Chairperson E. Mejia, and Vice-Chairperson A. Evans collaborated on the development of the three (3) year, At-Will contract agreement with Ms. Mendoza-Navarro. It was recommended by Mr. J. Huerta that Ms. Navarro-Mendoza's salary reflected the step one (1) on the salary scale for the position of Executive Director and that her performance is evaluated within six (6) months per the agreement and personnel policies.

A severance provision was included in the contract of three (3) months of the Executive Salary pursuant to Government Code, that in the event that the Board of Commissioners decides that Ms. Mendoza-Navarro is not compatible for the Executive Director position, she would be subject to termination with or without cause. This would entitle Ms. Mendoza-Navarro to a three (3) month severance or the balance of her contract with the condition of signing a release and agreement to not commence a lawsuit against the Housing Authority of the City of Madera.

This contract agreement has been mutually agreed upon Mr. J. Huerta, Chairperson E. Mejia, Vice-Chairperson A. Evans, and Executive Director Blanca Mendoza-Navarro.

There were no comments from the public in attendance nor via zoom.

Commissioner S. Garcia moved to motion Item C-4. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (5) Vice-Chairperson Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Santos Garcia, and  
Commissioner Artemio Villegas

NAYES: (0)

ABSENT: (2) Chairperson Elsa Mejia,  
Commissioner Steve Montes

**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS:**

**E-1: Monthly Housing Activity Report:**

Executive Director, Blanca Mendoza-Navarro presented an update on the numbers for Housing Choice Voucher (HCV), Public Housing, and Farm Labor Programs' monthly report.

Ms. Mendoza-Navarro stated that for the Housing Choice Voucher (HCV) program, there has been a decrease in the number of housing lease ups, some of which had to do with abatements that Staff has had to do. There have been some families whose household incomes have increased, causing them to be disqualified from the program. Staff plans to pull the remainder of the 270 applications for HCV.

Ms. Mendoza-Navarro also went over some questions that were asked last month regarding the increase in the number of waitlisted applicants for Public Housing (PH). Ms. Mendoza-Navarro clarified that the reason for the numbers not adding up was due to a feature in our software program that was not turned on, resulting in the system to place each waitlisted family in every single bedroom size. This error in the system reflected six (6) times the number of applicants, which added to a total of 2,148 applicants.

Farm Labor (FML) currently has two (2) vacancies and maintenance has been working hard to complete all the work orders. Maintenance completed 244 inspections for PH within a week and have gone back to doing the work orders resulting from the inspections.

There were no comments from the public in attendance nor via zoom.

**F. EXECUTIVE DIRECTOR REPORT:**

Executive Director Blanca Mendoza-Navarro provided the departmental reports. Ms. Mendoza-Navarro stated that we are continuing the HUD audit as of right now, but we are still waiting for close outs for the Financial Assessment Subsystem (FAS) and for the Section Eight Management Assessment Program (SEMAP). We are on track with the auditors to close out the Fiscal Year 2023 that is due by June 30<sup>th</sup>, 2024. We are still contracted with BDO, who have completed the bank reconciliation from MOM, which was our previous software system, to Yardi. Housing Choice Voucher (HCV) is continuing to issue vouchers and have new contracts signed. HCV continues to complete annual certifications. The HQS inspections are all up-to-date and have had a decrease for no-shows and re-inspections.

Ms. Mendoza-Navarro congratulated Larry Perez, Housing Inspector with HACM, for becoming an NSPIRE Certified Inspector. Mr. Perez took the NSPIRE class and passed the required test. Ms. Mendoza Navarro also congratulated ROSS and FSS who have continued to enroll families for Public Housing, and PH and Maintenance for the completion of 244-unit inspections. PH and Maintenance are preparing for their first NSPIRE inspection that will be taking place sometime in June. In regard to the Migrant center, the Wi-Fi installation is about 90-95% complete and should be running by the time the residents arrive. The Maintenance Manager is working with RMC on the rehab project, and they are halfway done with the demolition. Installation of the granite countertops should begin next week, and we are on track to be done for opening day on July 1<sup>st</sup>, 2024.

The Finance team continues to work with BDO and Smith Marion to complete the Fiscal Year 2023 audit. The submission of the audited Financial Statements is still on track to meet the June 30, 2024, deadline. The Finance department is also working with USDA for submission of the FY 2024-2024 Farm Labor budget. The submission deadline is June 30, 2024, which is also on track. The Procure to Pay Yardi module is in the last two weeks of implementation and is aiming to go live on June 24, 2024.

On Monday, June 10<sup>th</sup>, 2024, Mee Thao, Accounting Technician II, joined the Finance Department. Mee recently graduated with a bachelor's degree in accounting from Fresno State. In addition to this recruitment, Steven Chambers also joined HACM as a Maintenance II Worker on May 28<sup>th</sup>, 2024. Mr. Chambers was one of our HVAC vendors who was interested in the position with the Agency.

Ms. Mendoza-Navarro shared some details regarding a scheduled training for the electronic procurement platform that allows the Agency to submit and process bids and proposals. The platform is free for the Agency as well as the vendors, and the Agency will be able to submit its first bid on the 24<sup>th</sup> of June. Ms. Mendoza-Navarro also shared the changes that the Executive Administrative Assistant has made to the Agency's website calendar. The Agency's website calendar now has the Agency's every other Friday closure days, Board Meetings, and Holidays in which the Agency is scheduled to be closed.

Bi-Weekley meetings continue with the Valley Authorities Consortia. The attendees are HUD TA, HUD staff, Stanislaus/Riverbank, HACM and Kings County. Discussions continue around operations streamlining, governance, and best practices as a group and individually and shared resources.

**G. COMMISSIONER REPORTS:**

1. Commissioner C. Gallegos appreciated Larry for being a part of the team, congratulated Mr. Chambers and Ms. Thao for joining the Agency, and appreciated everybody else who is working hard to get our community the housing needs that it needs.
4. Commissioner S. Garcia had nothing to report.
5. Commissioner J. Rodriguez had nothing to report.
6. Commissioner A. Villegas had nothing to report.
7. Vice-Chairperson A. Evans appreciated everyone in the team and welcomed Giselle Flores, Executive Administrative Assistant aboard. The Vice-Chair invited everyone to the Emancipation Proclamation event for Juneteenth.

**H. CLOSED SESSION:** Attorney Emilio J. Huerta

Pursuant to CA Govt. Code 54956.9 (d)(4), the Board of Commissioners temporarily adjourned from open session and met in closed session at 7:34 p.m. regarding the following:

**H-1:** Discussion of litigation matters pursuant to CA Govt. Code Section 54956.9(d)(4):

- A. Phillis Changg v. West Coast USA Properties LLC;
- B. Renee Wright v. Housing Authority of the City of Madera
- C. Potential litigation: Public Housing

Upon resuming the closed session, the Board of Commissioners had nothing to report.

There were no other reportable actions.

**I. ADJOURNMENT:**

Vice-Chairperson announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, July 10<sup>th</sup>, 2024, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 8:35 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing June 12<sup>th</sup>, 2024, 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 July 10<sup>th</sup>, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 10<sup>th</sup> day of July 2024.

By: \_\_\_\_\_  
Giselle Flores, Executive Administrative  
Assistant  
Housing Authority of the City of Madera