

Housing Authority of the City of Madera



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MINUTES OF THE JULY 10, 2024 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The July 10, 2024, Regular Meeting for the Housing Authority of the City of Madera was called to order by Commissioner Santos Garcia 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:

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	(Absent Resulting from a Family Emergency)
Vice Chairperson Anita Evans	(Absent for Medical Reasons)
Commissioner Steve Montes	(Absent for Business Reasons)

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 (Via Zoom)
HACM Finance Manager Alex Estrada (Via Zoom)
HACM Programs Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Maintenance Employee Thomas Gonzales (In Person)

INVOCATION:

Brandon Hopkins from Madera Ministries led the invocation.

PLEDGE OF ALLEGIANCE

HACM Executive Administrative Assistant, Giselle Flores led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Commissioner J. Rodriguez moved to approve the Agenda. Commissioner C. Gallegos seconded the motion. The motion passed unanimously.

AYES: (4) Commissioner Cece Gallegos,
Commissioner Jose Rodriguez,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas

ABSENT: (3) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Steve Montes,

ABSTAIN: (0)

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 Approval of June 12th, 2024, Regular Board Meeting Minutes.

B-2 Approval of Register Audited Demands for June 2024.

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

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

- AYES: (4) Commissioner Cece Gallegos,
Commissioner Jose Rodriguez,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas
- ABSENT: (3) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Steve Montes,
- ABSTAIN: (0)

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

C-1 RESOLUTION NO. 1296 of The Housing Authority of the City of Madera Regarding Acceptance of the Audited Financial Statements for The Fiscal Year Ended September 30, 2023.

Cole Monroe with Smith Marion presented Resolution No. 1296 Regarding Acceptance of the Audited Financial Statements for The Fiscal Year Ended September 30, 2023. The audit was completed successfully in three (3) months with the help of BDO.

Commissioner J. Rodriguez asked about the statement of cash flows and how it would provide a better projection of the Agency's options. Commissioner J. Rodriguez also inquired if the Agency is in good standing. Mr. Monroe clarified that the Agency is in good standing and suggested reviewing the Agency's budget quarterly to ensure adherence to the approved budget.

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

Commissioner J. Rodriguez moved to approve Resolution No. 1296. Commissioner C. Gallegos seconded the motion. The motion passed unanimously.

- AYES: (4) Commissioner Cece Gallegos,
Commissioner Jose Rodriguez,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas
- ABSENT: (3) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Steve Montes,
- ABSTAIN: (0)

C-2 RESOLUTION NO. 1297: of The Housing Authority of The City of Madera Regarding Annual Agency Plans.

HACM Executive Director Blanca Mendoza-Navarro presented Resolution No. 1297 regarding the Agency Annual Plans. These plans encompass the Admissions and Continued Occupancy Policy (ACOP) for the Public Housing (PH) program, as well as the Administrative Plan policy

book for the Housing Choice Voucher (HCV) program. Changes to the plans were primarily made to comply with the Housing Opportunity Through Modernization Act (HOTMA) final rules. The Agency Plans need to be submitted to the Consortium before being submitted to HUD.

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

Commissioner J. Rodriguez moved to approve Resolution No. 1297 Commissioner A. Villegas seconded the motion. Commissioner C. Gallegos moved to disapprove the motion.

AYES: (3) Commissioner Jose Rodriguez,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas

ABSENT: (3) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,
Commissioner Steve Montes

ABSTAIN (1) Commissioner Cece Gallegos

The motion passed with three (3) ayes votes and one (1) abstain vote.

C-3 RESOLUTION NO. 1298 of The Housing Authority of the City of Madera Regarding Updates to the Procurement Policy

HACM Executive Director Blanca Mendoza-Navarro presented Resolution No. 1298 regarding updates to the Procurement Policy to comply with current federal and state procurement rules. Staff reviewed the Procurement Policy and updated it based on feedback provided by HUD. Staff recently attended the Housing Agency Procurement and Contracts Management Seminar, sponsored by the Housing Agency Procurement Assistance (HAPA). HUD also reviewed HACM's policy and provided guidance on the threshold for small/micro purchases and the Executive Director's contract signing authority.

Commissioner J. Rodriguez requested clarification on the need to change the contract signing authority from \$25,000 to \$150,000. Ms. Mendoza-Navarro stated that the language in the policy provided updates to the previously adopted threshold; however, she clarified that the procurement requirements would still apply. The update would change the contract signing authority from \$25,000 to \$150,000.

Commissioner J. Rodriguez moved to approve Resolution No. 1298 Commissioner A. Villegas seconded the motion. Commissioner C. Gallegos moved to disapprove the motion.

AYES: (3) Commissioner Jose Rodriguez,
Commissioner Santos Garcia, and
Commissioner Artemio Villegas

ABSENT: (3) Chairperson Elsa Mejia,
Vice-Chairperson Anita Evans,

Commissioner Steve Montes

ABSTAIN: (1) Commissioner Cece Gallegos

The motion passed with three (3) ayes votes and one (1) abstain vote.

C-4 INFORMATIONAL ITEM: Update on Farm Labor Budget, Rents and Utility Allowances

HACM Executive Director Blanca Mendoza-Navarro presented an informational update on the Farm Labor budget and proposed changes to the rents and utility allowance. Staff requested a 12% increase to the current Farm Labor Basic Rents. Staff also conducted a utility allowance analysis, which resulted in an increase to the allowance and a decrease in the residents' portion of their Net Tenant Contributions for families receiving Rental Assistance (RA). Residents not receiving RA would see an increase in their Tenant Contribution. Staff prepared an analysis showing that families not receiving RA will still pay less than 30% of their adjusted monthly income.

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 the Housing Choice Voucher (HCV), Public Housing (PH), and Farm Labor (FML) Programs' monthly report. Ms. Mendoza-Navarro stated that the Section 8 program has increased the number of households being assisted for the month of June.

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

F. EXECUTIVE DIRECTOR REPORT:

Executive Director Blanca Mendoza-Navarro provided a summary of departmental reports. She mentioned that there are no updates from HUD at this time. The audit for the fiscal year ending September 30, 2023, was submitted on time. Public Housing will begin NSPIRE inspections next week, the first of this type. Ms. Mendoza-Navarro shared statistics on annual certifications and inspections from September 30, 2023, to June 30, 2024. On September 30, 2023, the Agency had 42 late re-examinations and 427 late HQS inspections. By June 30, 2024, these numbers had improved to 11 late re-examinations and 1 late HQS inspection. She expressed appreciation for the HCV staff and inspector for their hard work, which will positively impact the Section Eight Management Assessment Program (SEMAP) scores.

Ms. Mendoza-Navarro also reported that the FSS/ROSS Program held a Resident Advisory Board (RAB) meeting with HCV and Public Housing participants to discuss Agency Plan updates and changes. Staff participated in a community meeting that included neighborhood watch discussions and preparations for National Night Out.

She provided updates on Public Housing (PH), Farm Labor (FML), and the Pomona Migrant Center, which now has 100% Wi-Fi coverage and completed kitchen and bathroom renovations. Regarding the Finance Department, Ms. Mendoza-Navarro stated that the Farm Labor Budget for 2024-2025 was submitted and approved. The staff has implemented the Procure to Pay module in the invoicing system to streamline accounting processes. The Finance Department filled a vacancy with Ricky Santellana, who will start as Accountant Technician II on July 8, 2024. Staff has contracted with NAHRO for a salary compensation and classification study. NAHRO will be on-site on August 6, 2024, to review job duties with staff.

The Finance and Maintenance Managers attended procurement training in Tennessee in June 2024. Ms. Mendoza-Navarro and Finance Manager Alex Estrada will attend Disaster Response and Prevention training in San Francisco at the end of July and will meet with the Consortium. She will also attend the NAHRO National Conference in Orlando, Florida, at the end of September for an Executive Director Bootcamp. Additionally, there is a Commissioner's training in the upcoming NAHRO Conference as well.

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

G. COMMISSIONER REPORTS:

1. Commissioner C. Gallegos thanked staff for the Neighborhood Watch meeting held at the Kennedy location last night. Commissioner Gallegos also inquired about the installation of cameras at certain facilities, citing the high number of crimes in the area. Additionally, Commissioner Gallegos questioned why the By-Laws were not included in this Board Meeting's agenda, noting that it has been in progress for over a year.

Attorney Emilio J. Huerta explained that due to the absence of several commissioners at this Board Meeting, it was deemed ideal to postpone the By-Laws discussion and present it at the next Board Meeting, given the importance of the topic.

2. Commissioner J. Rodriguez wished everyone a good 4th of July and mentioned the great turnout at the 4th of July Fireworks Spectacular Show. He hopes to have an even better event next year and suggested partnering with the Housing Authority to better inform residents and increase attendance.
3. Commissioner A. Villegas had nothing to report.
4. Commissioner S. Garcia stated that it was important to postpone the By-Laws discussion given the significance of the document and the extensive time invested in it. This postponement would allow other commissioners the opportunity to contribute to this important topic. He also mentioned that the City of Madera, the County, and other sponsors invested significant time and money into the 4th of July Fireworks Show at the Madera Fairgrounds, aiming to reduce the use of illegal fireworks and provide families with a free, enjoyable event.

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 Channg 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:

Commissioner S. Garcia announced that the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, August 14th, 2024, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:24 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing July 10th, 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 August 14th, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 14th day of August 2024.

By: _____
Giselle Flores
Executive Administrative Assistant
Housing Authority of the
City of Madera