

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

MINUTES OF THE OCTOBER 9TH, 2024 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The October 9th, 2024, Regular Meeting for the Housing Authority of the City of Madera was called to order by Commissioner Cece Gallegos at 6:25 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 Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

Chair Elsa Mejia	(Absent)
Vice Chair Anita Evans	(Absent)
Commissioner Santos Garcia	(Absent)

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:

Commissioner Cece Gallegos led the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Steve Montes led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Commissioner J. Rodriguez moved to approve the Agenda; Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

PUBLIC COMMENT:

HACM Maintenance Worker II, Thomas Gonzalez, raised concerns about a topic from the Special Board Meeting. He was worried about the Maintenance Worker who is scheduled on-call for the week of December 22nd, especially regarding the day off on December 26th. His main concern was whether the on-call worker would be paid for that day off, as he might be the one on-call. He also pointed out that major maintenance issues could arise during the holiday week, adding to his concerns.

A. WORKSHOPS:

No workshops.

B. CONSENT CALENDAR:

Approval of consent items.

B-1 Approval of September 11th, 2024, Board Meeting Minutes.

B-2 Approval of Registered Audited Demands for September 2024.

B-3 RESOLUTION NO. 1304 of The Housing Authority of the City of Madera, consideration of approval to renew Agreement with Madera Police Department beginning October 1, 2024.

B-4 RESOLUTION NO. 1305 of The Housing Authority of the City of Madera, consideration of approval for disposal of non-working appliances from the Public Housing and Farm Labor programs.

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

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

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

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

C-1 RESOLUTION NO. 1306 of The Housing Authority of the City of Madera authorizing Executive Director to execute and submit electronically the Form 50071, SF-424 (application for federal assistance) and related forms for CY2025 Public Operating Subsidy Funding.

Executive Director Blanca Mendoza-Navarro presented Resolution No. 1306, outlining the annual public operating subsidy funding process. The deadline for submission is October 22nd, 2024. Due to the tight timeline, Ms. Mendoza-Navarro is seeking the Board's authorization to submit the documents electronically. The Agency is set to receive \$931,580 in public operating subsidy, which is great news.

Commissioner C. Gallegos moved to approve the Consent Calendar Items. Commissioner J. Rodriguez seconded the motion. The motion passed unanimously.

YAYES: (4) Commissioner Cece Gallegos,
Commissioner Steve Montes,
Commissioner Jose Rodriguez, and
Commissioner Artemio Villegas

NOES: (0)

ABSENT: (3) Chair Elsa Mejia,
Vice Chair Anita Evans,
Commissioner Santos Garcia

ABSTAIN: (0)

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

E-1: Monthly Housing Activity Report:

Executive Director Blanca Mendoza-Navarro presented the Monthly Housing Activity Report for the Agency's programs for the month of September. The Housing Voucher Services (HCV) department experienced a decline in assisted households by about 7%, although there was an increase in the program's subsidy. The HCV department is currently processing 216 applications and is continuing efforts to close the waitlist, though the busy season has made this challenging.

The Public Housing (PH) department saw an increase in vacancies, currently totaling 5, along with 3-unit turnovers. Staff is working diligently to fill these vacancies as soon as possible. Households have been pulled from the list, which remains open. Work orders are being addressed through NSPIRE inspections, resulting in an average turnover time of 12.5 days per work order.

The Farm Labor (FML) department has 4 vacancies and 2-unit turnovers. The department is facing a low number of applicants, and some families are moving out because they no longer qualify for assistance for the program. FML is currently managing 24 open work orders with an average completion time of 10 days.

F. EXECUTIVE DIRECTOR REPORT:

Executive Director Blanca Mendoza-Navarro presented the Executive Director Report for September 2024. The Housing Voucher Services (HCV) department continues to issue vouchers for year-end reporting. They are also preparing for the Section 8 Management Assessment Program (SEMAP) reporting period, which covers the fiscal year from October 1, 2023, to September 30, 2024. The team is ensuring compliance with all requirements, including rent increases, quality assurance inspections, and annual certifications, before submitting the report to the U.S. Department of Housing and Urban Development (HUD). Given last year's low scores, staff anticipates better results this year, which should improve the Agency's status.

The FSS/ROSS program is working on issuing escrow payments for a participant who recently graduated from the program. Staff plans to present this check during the next Board Meeting.

Public Housing (PH) staff is focused on leasing vacancies and completing annual certifications, maintaining 100% reporting each month, which helps keep the program on track. The Farm Labor (FML) department continues to lease vacancies and is actively participating in community events to market their units and attract applicants.

The Finance department is preparing the Fiscal Year 2024-2025 budget and working on the year-end process for Fiscal Year 2024, which spans from October 1, 2023, to September 30, 2024. They are also finalizing the classification and compensation salary study, which will be discussed in the upcoming closed session meeting. Additionally, the Finance team is collaborating with BDO (fee accountant) to submit the necessary documents for the recently approved operating subsidy.

The Maintenance department is diligently processing work orders and finalizing the window replacement project.

The Administration department is reviewing the classification compensation salary study. Submitted the 30-day update for the HUD PHARS review to ensure the Agency can exit the PHARS agreement. Continuous investment in staff training is a priority, with Ms. Mendoza-Navarro and Board Chair Elsa Mejia attending the 2024 National NAHRO Conference in Orlando, Florida. Ms. Mendoza-Navarro participated in sessions such as the Executive Director Boot Camp and sessions for small housing agencies, gaining valuable insights from other Executive Directors. Additionally, the Maintenance Management and Housing Program Manager are currently attending a maintenance management training through NAHRO for four hours per day this whole week. While much of the training covers basic topics, it also includes important reminders and updates essential for their roles.

Ms. Mendoza-Navarro provided some updates about the Executive Administrative Assistant and Housing Programs Compliance Manager positions. She mentioned that these roles are still under review in the classification and compensation studies. Once these studies are completed, the positions will be open to recruitment.

G. COMMISSIONER REPORTS:

1. Commissioner S. Montes had nothing to report.
2. Commissioner J. Rodriguez had nothing to report.
3. Commissioner A. Villegas had nothing to report.
4. Commissioner C. Gallegos reported receiving positive feedback from two Housing Authority residents. They expressed their appreciation for the newly added green grass in their yards. Commissioner Gallegos thanked the Agency for promptly addressing her concern from the last meeting by ensuring the grass was added quickly. She also reminded everyone about Hurricane Milton, expected to hit at 9 p.m. that night, and encouraged prayers for those affected by the natural disaster.

H. CLOSED SESSION: Attorney Emilio J. Huerta

Pursuant to CA Govt. Code 54956.9 (d)(4), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 6:46 p.m. regarding the following:

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/Salary Study discussion;
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) – 3 cases.

During the closed session, Attorney Emilio J. Huerta reported that the main topic of discussion was labor negotiations. The only action taken was the appointment of Commissioner J. Rodriguez and Commissioner S. Montes to a salary survey Ad-Hoc Committee.

Nothing else to report.

I. ADJOURNMENT:

Commissioner Gallegos announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, November 13th, 2024, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:58 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing October 9th, 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 November 13th, 2024, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 13th day of November 2024.

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