

# 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 OCTOBER 9<sup>TH</sup>, 2024 SPECIAL BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### CALL TO ORDER:

The October 9<sup>th</sup>, 2024, Special Board Meeting for the Housing Authority of the City of Madera was called to order by Commissioner Cece Gallegos at 6:04 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 C. 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:**

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

**A. WORKSHOPS:**

No workshops.

**B. CONSENT CALENDAR:**

None.

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

**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.**

Executive Director Blanca Mendoza-Navarro presented resolution No. 1307, a memorandum requesting an increase in employer contributions for health benefits. Despite an anticipated 10% rise in health insurance premiums, the actual increase was 4%. The proposal includes a \$75 employer contribution for all premium options (Employee Only, Employee Plus 1, and Family) to help reduce the premium cost for employees, minimizing their financial burden.

Commissioner J. Rodriguez moved to approve the Item C-1; 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)

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

Executive Director Blanca Mendoza-Navarro presented item C-2, proposing a holiday closure in December 2024. She explained that the Agency typically does not have a backout period during office shutdowns. This year, the observed holidays are Tuesday, December 24th, Wednesday, December 25th, and Friday, December 27th, which is specifically for office closure.

Staff is requesting to discuss the potential closure of Thursday, December 26th. However, employees would need to use vacation time to be compensated for that day. The purpose of this proposal is to streamline operations and avoid skeleton shifts that would require some staff to work. Additionally, several employees have already requested December 26th off. If approved, this day off would be unpaid unless vacation hours are used.

Commissioner C. Gallegos moved to approve Item C-2; 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)

**D. WRITTEN COMMUNICATIONS:**

No written communication was received.

**E. ADMINISTRATIVE REPORTS:**

None.

**F. EXECUTIVE DIRECTOR REPORT:**

None.

**G. COMMISSIONER REPORTS:**

None.

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

No closed session items to discuss.

**I. ADJOURNMENT:**

The meeting was adjourned at 6:24 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

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

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

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