

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

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

Notice and Agenda

6:00 PM
Wednesday, July, 9th, 2025

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/88074571165?pwd=CvUAJRrUSuw2MGV0727KVeL7xqgWSq.1)

<https://cityofmadera.zoom.us/j/88074571165?pwd=CvUAJRrUSuw2MGV0727KVeL7xqgWSq.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 882 0754 1261.

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 Anita Evans

ROLL CALL:
Chairperson Anita Evans,
Vice-Chairperson Jose Rodriguez,
Commissioner Cece Gallegos,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

INVOCATION:
Joe Alicea with Awaken Church of God 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:

A. 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.

B-1 Approval of June 11th, 2025, Regular Board Meeting Minutes.

B-2 Approval of Registered Audited Demands for June 2025.

B-3 Informational Item: Renewal Agreement/Membership for Special Services with Libert Cassidy Whitmore.

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

C-1 RESOLUTION No. 1328 of the Housing Authority of the City of Madera Approval of Agency Annual Plan, Administrative Plan, Admission and Continued Occupancy (ACOP) Plan FY 2025-2026.

C-2 Informational Item: Update on FY2025-2026 proposed Farm Labor Budget Rents increase, and Utility Allowance effective October 1, 2025.

C-3 Informational Item: Update on HCV Shortfall Prevention and EHV Funding

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	720	664	659	694	672	660						
YTD Lease Up projection	89%	83%	89%	86%	84%	82%						
MTD HAP Expenses	\$536,564	\$536,229	\$529,309	\$614,532	\$605,607	\$609,505						
Waiting List	269	269	269	269	269	269						
Public Housing	Public Housing											
Vacancies	8	10	6	7	2	3						
Waiting List	3,242	3,242	3,145	3161	3,236	3,280						
Unit Turnover	2	5	3	4	2	1						
Farm Labor	Farm Labor											
Vacancies	1	0	0	1	1	1						
Waiting List	8	5	5	8	7	16						
Unit Turnover	1	2	0	0	1	1						
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	329	127	90	37	32	104						
Average days	23.22	25.09	18.73	15.88	7.85	10.98						
Farm Labor	Farm Labor											
Open Work Orders	116	40	50	105	98	132						
Average days	24.32	21.89	16.44	12.12	20.19	24.14						

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. Public Employee Performance Evaluation: CA Govt. Code Section 54957 (b) – evaluation of Executive Director
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) - 2 cases;
- C. Real Estate Negotiations: CA Govt. Code Section 54956.8
 - 1. Beal Property, Woodward Way, Madera, CA 93637
 - 2. Public Housing Property, Fig/Clinton, Madera, CA 93637

I. ADJOURNMENT:

The next Regular Monthly Meeting will be August 13th, 2025, 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 **July 9th, 2025** 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 3:00 PM.

Executed this 3rd day of July 2025.

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

Housing Authority of the City of Madera



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MINUTES OF THE JUNE 11TH, 2025 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

CALL TO ORDER:

The June 11th, 2025, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chairperson Anita Evans 6:01 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:

Chair Anita Evans	(In Person at the City of Madera Council Chambers)
Vice Chair Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)
Commissioner Rohi Zacharia	(In Person at the City of Madera Council Chambers)

COMMISSIONERS ABSENT:

Commissioner Steve Montes
Commissioner Elsa Mejia

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (In Person)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Ana Alicia Huerta, Esq. (Via Zoom)
HACM Housing Services Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Housing Programs Manager Jared Knittel (In Person)

INVOCATION:

Commissioner Artemio Villegas led the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Vice Chair Rodriguez led the Pledge of Allegiance.

APPROVAL OF AGENDA:

Commissioner J. Rodriguez moved to approve the June 11, 2025, Meeting Agenda. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (5) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Cece Gallegos,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia
Commissioner Steve Montes

ABSTAIN: (0)

PUBLIC COMMENT:

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

A. WORKSHOPS:

There were no workshops to report.

B. CONSENT CALENDAR:

Approval of consent items.

B-1 Approval of May 14th, 2025, Regular Board Meeting Minutes.

B-2 Approval of Registered Audited Demands for May 2025.

B-3 Informational Item: Renewal of property, liability, and auto coverage from Housing Authority Risk Retention Pool (HARRP) effective 07/01/2025-06/30/2026.

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

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

YAYES: (5) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Cece Gallegos,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia
Commissioner Steve Montes

ABSTAIN: (0)

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

C-1 Resolution No. 1327 of the Housing Authority of the City of Madera to Approval the 2025-2026 and 2026-2027 Fiscal Year Operations and Maintenance Contract (Standard Agreement) for Pomona Ranch.

Blanca Mendoza-Navarro, HACM’s Executive Director, presented item C-1 regarding the Operations and Maintenance Contracts for Pomona Ranch for Fiscal Years 2025-2026 and 2026-2027. Ms. Mendoza-Navarro explained that the Pomona Ranch Budget operates on a bi-annual cycle and that the State of California’s Department of Housing and Community Development, in coordination with the Office of Migrant Services (OMS), has tentatively approved funding for the upcoming two – year period.

The proposed budget allocates \$479,596 for the first Fiscal Year (July 1, 2025, to June 30, 2026) and \$503,191 for the second Fiscal Year (July 1, 2026, to June 30, 2027), with a total not-to-exceed the amount of \$982,797. Ms. Mendoza-Navarro noted that while negotiations are ongoing, Board approval of the resolution is required at this time. She also referenced the previous bi-annual contract, which totaled \$803,563 and was extended through September of the current year due to additional rehabilitation funding.

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.

YAYES: (5) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Cece Gallegos,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (2) Commissioner Elsa Mejia
Commissioner Steve Montes

ABSTAIN: (0)

C-2 Informational Item of the Housing Authority of the City of Madera Draft Annual Plans, i.e. Administrative Plan, Admission and Continued Occupancy (ACOP) Plan FY 2025-2026.

Ms. Blanca Mendoza-Navarro, HACM Executive Director, presented Item C-2 regarding the annual updates to the Agency’s Administrative and Annual Plans, which are required by the U.S. Department of Housing and Urban Development (HUD) for all the Housing Authorities. These plans govern the policies of the Housing Choice Voucher (HCV) program and the Admissions and Continued Occupancy Plan (ACOP) for Public Housing (PH). Ms. Mendoza-Navarro noted that the Agency is currently working with the Resident Advisory Board (RAB Committee) to review the proposed changes. She explained that several changes originally scheduled to take effect on July 1, 2025, have been postponed to January 2026 due to delays in the implementation of new software systems. These changes primarily relate to income and asset calculations. As a result, the Agency has had to temporarily revert to previous policy standards.

Ms. Mendoza-Navarro also highlighted that Nan McKay has provided two policy options – Option A and Option B – for specific chapters (6,7, 9 and 11), which the Agency will evaluate for implementation after January 1. Additional proposed updates include giving preference to individuals transitioning from programs such as bridge housing, allowing them to move into permanent housing through regular vouchers, contingent on availability.

Ms. Mendoza-Navarro shared that the rules for ending a lease in PH have changed, instead of different notice periods, the Agency is proposing to follow a standard 30–day notice, as required by California law. She also announced that the Agency has been recognized by HUD as a “High Performer”, which is a big improvement from its previous rating. This new status allows the Agency to submit its plans with fewer restrictions. She reminded everyone that the final vote on the updated plans will take place at the next Board meeting on July 9th.

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

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

HACM Executive Director Blanca Mendoza-Navarro presented an update to the Board regarding all of the Agency's programs. She explained that fewer families are currently receiving Housing Choice Vouchers because the Agency is facing a funding shortage. HUD has asked the Agency to pause issuing new vouchers until they can apply for extra funding, which became available earlier this month. For now, only special programs, like those for veterans, families in crisis, and project-based housing – are still active.

Ms. Mendoza-Navarro also mentioned that the Housing Assistance Payments (HAP) payments have gone down slightly, which helps with managing the budget. Right now, there are two (2) open units in Public Housing (PH) and one coming up in Farm Labor (FML) housing. PH is getting ready for inspections, and maintenance teams are working on repairs. There are about 32 open work orders in PH, usually completed in about a week, and 98 open inspections in FML housing, which take about 20 days on average. Emergency repairs are still being handled quickly, within 24-48 hours.

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

F. EXECUTIVE DIRECTOR REPORT:

HACM Executive Director Blanca Mendoza-Navarro presented the Executive Director Report, which highlighted several key updates across the Agency's departments. She shared that the Agency has remained busy as it approaches the end of the Fiscal Year. She reported ongoing efforts to manage the Housing Choice Voucher (HCV) program during a funding shortfall. The Agency is working closely with HUD in reviewing reports to ensure eligible families receive assistance and that no overpayments are being made.

The Family Self-Sufficiency (FSS) Coordinator is working with the Resident Advisory Board (RAB) and preparing to support families throughout their participation in the program. At Pomona Ranch, preparations are underway for the upcoming opening season in early July. The property has seen improvements, including new trees and concrete work, and has received positive feedback from vendors.

Public Housing (PH) staff are addressing the vacant units and preparing for another HUD inspection scheduled for June 24. Although the Agency already passed an inspection in December, HUD has scheduled another due to internal staffing changes. Only AMP 1 will be inspected this time. Farm Labor (FML) housing is currently fully occupied, with one vacancy expected soon. The Agency has submitted its annual budget and is requesting an 8% increase on contract rents.

Maintenance teams are busy with day-to-day repairs and capital improvement projects, including replacing aging air conditioning units. Graffiti remains a challenge, but staff are actively addressing it. At Pomona, the agency is also replacing old lawn equipment after one machine caught fire.

The Finance department is updating procedures and has been doing a great job while the Finance Manager is out. Administrative staff are monitoring HUD notices for policy changes, and management recently participated in a statewide call with other Housing Authorities to discuss the Federal budget and its impact on local programs. Ms. Mendoza-Navarro encouraged Board members to stay involved, as their voices are important in shaping housing policy.

Staff have also received training on software updates and attended a Regional Housing Conference in Fresno, where they learned about funding strategies, procurement, and other key topics. The Agency continues to use Aspire for safety and compliance training.

Ms. Mendoza-Navarro also reminded Commissioners about the upcoming National NAHRO Conference in Phoenix this September. One Commissioner is already confirmed to attend, and there is funding available for one more. She also noted that while the Agency is no longer a part of a formal consortium, it continues to collaborate with other Agencies through an interagency agreement.

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

G. COMMISSIONER REPORTS:

1. Commissioner Gallegos asked the Executive Director to look into issuing an RFP for their attorney, as they have been out of compliance for some time. She suggested that, before anything else comes to light, it would be best to address this issue as soon as possible.
2. Commissioner Zacharia had nothing to report.
3. Vice Chair Rodriguez shared that there will be a 4th of July event at the District Fair in town. He recommended the Agency to share an extended invitation to their tenants.
4. Commissioner Villegas had nothing to report.
5. Chair Evans had nothing to report.

H. CLOSED SESSION: Attorney Ana Alicia 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 7:18 p.m. regarding the following:

H-1: Discussion of litigation matters pursuant to CA Govt. Code Sections listed below:

A. Public Employee Performance Evaluation: CA Govt. Code Section 54957(b) – 6-month evaluation of the Executive Director.

B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) – 2 cases;

C. Real Estate Negotiations: CA Govt. Code Section 54956.8

1. Beal Property, Woodward Way, Madera, CA 93637

2. Public Housing Property, Fig/Clinton, Madera, CA 93637

Upon resuming open session, Attorney Ana Alicia Huerta reported that there were no actionable items to report.

I. ADJOURNMENT:

Chair A. Evans announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, July 9th, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:28 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing June 11th, 2025, 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 9th, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 11th day of July, 2025.

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

Payment Summary

Bank=revfund AND mm/yy=06/2025-06/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	161	CIT04 - CITIZENS BUSINESS BANK	06/08/2025	06/2025	19,416.21	
revfund - WF Revolving Fund	162	mis02 - MISSIONSQUARE-303376	06/07/2025	06/2025	3,887.20	
revfund - WF Revolving Fund	163	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	06/06/2025	06/2025	8,406.53	
revfund - WF Revolving Fund	164	usbank001 - U.S. Bank National Association	06/10/2025	06/2025	2,090.95	
revfund - WF Revolving Fund	165	pge01 - P. G. & E.	06/30/2025	06/2025	-376.95	
revfund - WF Revolving Fund	166	pub02 - CA Public Employees' Health	06/23/2025	06/2025	29,797.07	
revfund - WF Revolving Fund	167	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	06/23/2025	06/2025	8,397.07	
revfund - WF Revolving Fund	168	mis02 - MISSIONSQUARE-303376	06/20/2025	06/2025	3,911.28	
revfund - WF Revolving Fund	169	gec01 - GE Appliances, A Haier Company	06/30/2025	06/2025	-72.39	
revfund - WF Revolving Fund	170	hds00 - HD SUPPLY FACILITIES MAINTENANCE	06/30/2025	06/2025	-686.18	
revfund - WF Revolving Fund	47644	47t01 - 47TH PLACE CARPET AND LINOLEUM, INC.	06/05/2025	06/2025	5,949.41	
revfund - WF Revolving Fund	47645	aff01 - AFFORDABLE HOUSING NETWORK	06/05/2025	06/2025	750.00	
revfund - WF Revolving Fund	47646	att06 - AT&T CALNET	06/05/2025	06/2025	810.88	
revfund - WF Revolving Fund	47647	bct00 - BCT CONSULTING, INC.	06/05/2025	06/2025	798.73	06/17/2025
revfund - WF Revolving Fund	47648	bdo00 - BDO USA, P.A.	06/05/2025	06/2025	275.00	06/13/2025
revfund - WF Revolving Fund	47649	CWS01 - CORBIN WILLITS SYSTEM INC	06/05/2025	06/2025	755.50	06/13/2025
revfund - WF Revolving Fund	47650	DIA01 - DIAMOND COMMUNICATION,INC	06/05/2025	06/2025	461.00	06/09/2025
revfund - WF Revolving Fund	47651	hds00 - HD SUPPLY FACILITIES MAINTENANCE	06/05/2025	06/2025	3,305.80	
revfund - WF Revolving Fund	47652	hom04 - HOME DEPOT CREDIT SERVICE	06/05/2025	06/2025	3,059.90	
revfund - WF Revolving Fund	47653	kjwater00 - KJ Water Services	06/05/2025	06/2025	551.00	06/12/2025
revfund - WF Revolving Fund	47654	mad02 - CITY OF MADERA UTILITY BILLING	06/05/2025	06/2025	23,516.62	06/10/2025
revfund - WF Revolving Fund	47655	MAD0K - MADERA TRIBUNE	06/05/2025	06/2025	250.00	06/13/2025
revfund - WF Revolving Fund	47656	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	06/05/2025	06/2025	2,632.00	06/13/2025
revfund - WF Revolving Fund	47657	met00 - METROPOLITAN LIFE INSURANCE COMPANY	06/05/2025	06/2025	1,567.71	06/17/2025
revfund - WF Revolving Fund	47658	mis01 - MISSION UNIFORM SERVICE 3	06/05/2025	06/2025	163.12	06/11/2025
revfund - WF Revolving Fund	47659	off02 - ODP BUSINESS SOLUTIONS, LLC	06/05/2025	06/2025	410.97	06/13/2025
revfund - WF Revolving Fund	47660	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	06/05/2025	06/2025	400.00	06/11/2025
revfund - WF Revolving Fund	47661	pera4 - PERIMETER PEST CONTROL	06/05/2025	06/2025	325.00	06/09/2025
revfund - WF Revolving Fund	47662	pge01 - P. G. & E.	06/05/2025	06/2025	4,514.18	06/10/2025
revfund - WF Revolving Fund	47663	ric05 - RICOH USA, INC.	06/05/2025	06/2025	41.00	06/11/2025
revfund - WF Revolving Fund	47664	smith001 - Smith Marion & Co., Inc	06/05/2025	06/2025	500.00	06/12/2025
revfund - WF Revolving Fund	47665	spe00 - SPECIALTY LANDSCAPE, INC.	06/05/2025	06/2025	9,990.00	06/09/2025
revfund - WF Revolving Fund	47666	ste02 - STERICYCLE, INC.	06/05/2025	06/2025	349.44	06/12/2025
revfund - WF Revolving Fund	47667	TEC06 - TECH HEROES, INC.	06/05/2025	06/2025	6,597.96	06/17/2025
revfund - WF Revolving Fund	47668	TMO00 - T-MOBILE USA INC.	06/05/2025	06/2025	1,213.41	
revfund - WF Revolving Fund	47669	ADP00 - ADP, INC.	06/20/2025	06/2025	120.00	
revfund - WF Revolving Fund	47670	ale00 - ALESHIRE & WYNDER, LLP	06/20/2025	06/2025	28,010.00	
revfund - WF Revolving Fund	47671	chw01 - C.H.W.C.A.	06/20/2025	06/2025	11,221.00	
revfund - WF Revolving Fund	47672	com0h - COMCAST	06/20/2025	06/2025	1,047.72	
revfund - WF Revolving Fund	47673	DIA01 - DIAMOND COMMUNICATION,INC	06/20/2025	06/2025	1,028.00	
revfund - WF Revolving Fund	47674	FER04 - FERGUSON ENTERPRISES, INC	06/20/2025	06/2025	934.20	

Payment Summary

Bank=refund AND mm/yy=06/2025-06/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
refund - WF Revolving Fund	47675	hds00 - HD SUPPLY FACILITIES MAINTENANCE	06/20/2025	06/2025	441.91	
refund - WF Revolving Fund	47676	hom04 - HOME DEPOT CREDIT SERVICE	06/20/2025	06/2025	5,185.18	
refund - WF Revolving Fund	47677	mad02 - CITY OF MADERA UTILITY BILLING	06/20/2025	06/2025	12,871.22	
refund - WF Revolving Fund	47678	mad03 - CITY OF MADERA CITY SERVICES	06/20/2025	06/2025	15,723.87	
refund - WF Revolving Fund	47679	mag0010 - Magdaleno Arroyo	06/20/2025	06/2025	734.00	
refund - WF Revolving Fund	47680	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	06/20/2025	06/2025	2,806.00	
refund - WF Revolving Fund	47681	mis01 - MISSION UNIFORM SERVICE 3	06/20/2025	06/2025	159.10	
refund - WF Revolving Fund	47682	nat01 - NATIONAL CREDIT REPORTING	06/20/2025	06/2025	44.75	
refund - WF Revolving Fund	47683	off02 - ODP BUSINESS SOLUTIONS, LLC	06/20/2025	06/2025	25.97	
refund - WF Revolving Fund	47684	pera4 - PERIMETER PEST CONTROL	06/20/2025	06/2025	932.00	
refund - WF Revolving Fund	47685	pge01 - P. G. & E.	06/20/2025	06/2025	2,454.13	
refund - WF Revolving Fund	47686	pre06 - PRESTIGE CUSTOM GLASS	06/20/2025	06/2025	2,914.81	
refund - WF Revolving Fund	47687	qua07 - QUADIENT FINANCE USA, INC	06/20/2025	06/2025	2,074.00	
refund - WF Revolving Fund	47688	red05 - RED ROCK ENVIRONMENTAL GRP	06/20/2025	06/2025	204.44	
refund - WF Revolving Fund	47689	ric05 - RICOH USA, INC.	06/20/2025	06/2025	2,419.09	
refund - WF Revolving Fund	47690	rvd02 - RVD HEATING & AIR AND SON	06/20/2025	06/2025	3,400.00	
refund - WF Revolving Fund	47691	spec001 - Charter Communications Holdings, LLC	06/20/2025	06/2025	3,211.10	
refund - WF Revolving Fund	47692	val0017 - Valladares	06/20/2025	06/2025	96.23	
refund - WF Revolving Fund	47693	van00 - VAN DE POL ENTERPRISES	06/20/2025	06/2025	532.45	
					242,550.59	



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: July 9, 2025

AGENDA ITEM: B-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: July 1, 2025

SUBJECT: INFORMATIONAL ITEM – Renewal Agreement/Membership for Special Services with Liebert Cassidy Whitmore effective July 1, 2025 – June 30, 2026.

EXECUTIVE SUMMARY:

The purpose of this memo is to inform the Board of Commissioners about the renewal of the Housing Authority of the City of Madera's (HACM) membership agreement with Liebert Cassidy Whitmore (LCW), effective July 1, 2025, through June 30, 2026.

LCW is a member of the Central Valley Employment Relations Consortium (ERC), providing specialized legal services tailored to public sector employers. Their resources support compliance with evolving labor and employment laws while promoting effective human resource practices. Services available through this membership include:

- Labor and employment law consultations
- Specialized HR training sessions
- Monthly newsletters with legal and regulatory updates
- Telephone access to legal counsel at a membership rate.

After reviewing available membership tiers, staff selected the ERC Membership with the Premium Liebert Liberty subscription. This enhanced package offers:

- Unlimited digital access to LCW training workbooks
- Over 200 sample forms, model policies, and check lists
- Tools and templates to reinforce consistent and compliant HR practices.

Continued membership with LCW provides HACM with critical access to expert guidance, legal tools, and HR resources that help ensure agency policies and practices align with legal mandates and industry standards.

RECOMMENDATION:

The item is presented for informational purposes only. No Board action is required.

FISCAL IMPACT:

There is no additional fiscal impact. The cost of the membership was included in the FY 2024–2025 operating budget.



June 27, 2025

Blanca Mendoza-Navarro
Executive Director
Housing Authority of the City of Madera
205 North G Street
Madera, CA 93637

blanca@maderaha.org

Re: *Central Valley Educational Resources Consortium*

Dear Ms. Mendoza-Navarro:

We look forward to another successful year with the Central Valley Training Consortium. We are pleased to provide the consortium with Five (5) group trainings annually, our monthly newsletter and telephone consultation.

Enclosed is an Agreement for Special Services for your signature. If you are not the authorized signer for your organization, you can simply forward the DocuSign email to the authorized signer. Once signed you will be able to download a fully executed copy for your records.

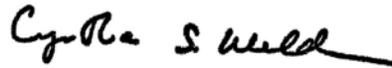
The annual workshop schedule will be sent out shortly.

Some members have requested information regarding our customized training. We provide training outside of the consortium on a variety of topics, all of which can be customized to include your policies and procedures. The rates vary depending on the presenter. We are willing to provide this customized training for an individual Consortium Member or a group of agencies so that the rate can be pro-rated.

If you have any questions about this program or our services, do not hesitate to contact me at (310) 981-2055 or cweldon@lcwlegal.com.

Very truly yours,

LIEBERT CASSIDY WHITMORE



Cynthia S. Weldon
Director of Marketing and Training

Enclosures

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the Housing Authority of the City of Madera, hereinafter referred to as "Consortium Member," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "LCW" for the below described special services ("Agreement"). Consortium Member and LCW may be referred to herein individually as "Party" or collectively as "Parties."

WHEREAS Consortium Member has the need to secure expert training and consulting services to assist Consortium Member in its workforce management and employee relations; and

WHEREAS LCW is specially experienced and qualified to perform the special services desired by the Consortium Member and is willing to perform such services;

NOW, THEREFORE, Consortium Member and LCW agree as follows:

1. Term & Termination:

This Agreement is effective July 1, 2025 and shall remain in effect until terminated by either Party. Either Party may terminate this agreement by providing thirty (30) days written notice to the other Party using the contact information in the signature blocks. Upon receipt of the notice and as of June 30th of the year during which notice was received, the Agreement shall be considered terminated.

2. LCW's Services:

Annually, from July 1st through June 30th, LCW will provide an annual membership in a consortium and the Liebert Library, which includes the following Services to Consortium Member (and the other consortium members) in exchange for payment in full of the Fee defined below:

- A. Five (5) group training days covering various trainings applicable to Consortium Member, with the specific subjects covered and lengths of individual workshop presentations to be determined by Consortium Member and the other members of the consortium.
- B. Availability of LCW attorney for Consortium Member to consult by telephone. Consortium calls cover questions that the attorney can answer quickly with little research. They do not include the review of documents, in depth research, written responses (like an opinion letter) or advice on on-going legal matters. The caller will be informed if the question exceeds the scope of consortium calls. Should the caller request, the attorney can assist on items that fall outside the service, but these matters will be billed at the attorney's hourly rate. (See Additional Services section.)
- C. Providing of a monthly newsletter covering employment relations developments.
- D. Access to the Liebert Library at the PREMIUM subscription level.

3. Fee:

The current cost for these special services to Consortium Member is \$2,685.00 (Two Thousand Six Hundred Eighty Five Dollars). Payment of the annual Fee is due by August 1 each year to cover that year's membership. There is a \$100 late fee for payments received by LCW after this date.

The Fee will cover the above Services, including related development and distribution of written materials provided to attendees at the training programs (also "Materials").

LCW reviews its consortium rates on an annual basis, and if appropriate, adjusts them effective July 1st. LCW will provide Consortium Member with written notification of any adjustments in the rates and Consortium Member agrees to pay such adjusted rates or notify LCW of its intent to cancel its membership.

4. **Additional Services:**

LCW shall, as and when requested by Consortium Member, make itself available to Consortium Member to provide representational, litigation, and other services that are not included within the Services or Materials described herein ("Additional Services"). The Consortium Member will be billed for the actual time Additional Services are rendered, including reasonable travel time, plus any necessary and reasonable costs and expenses.

The range of hourly rates for attorney time is from Two Hundred Ninety Five to Four Hundred Eighty Five Dollars (\$295.00 - \$485.00) per hour for attorney staff, Three Hundred Fifteen Dollars (\$315.00) per hour for Labor Relations/HR Consultant and from One Hundred Sixty Five to Two Hundred Thirty Dollars (\$165.00 - \$230.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. LCW reviews its hourly rates on an annual basis and if appropriate in its discretion, adjusts them effective July 1. LCW will provide the Consortium Member with written notification of any adjustments in the ranges of hourly rates.

5. **Ownership & Use of Materials:**

LCW shall have and retain ownership of all intellectual property rights. Consortium Member warrants they will not use LCW Material in other trainings without the expressed written permission of LCW. To the fullest extent permitted by law, Consortium Member hereby waives and release LCW, and each of their officers and employees ("Released Party(ies)") from any and all claims, demands, damages, or liabilities, including, but not limited to, those for the ordinary negligence of a Released Party, claims for bodily injury, personal injury or illness, emotional distress, property damage, wrongful death, consequential damages, economic damages, infringement, and attorney's fees and costs ("Claims" or "Claim"), which arise from or relate to Consortium Member's unauthorized use of or modification of Material or breach of this Agreement. This release does not apply to a Released Party to the extent a Claim is caused by the willful misconduct or gross negligence of that Released Party.

6. **No Representation or Warranty.**

LCW does not make any specific promise, representation or warranty regarding the Materials. LCW is not responsible for updating the Materials and, as time passes, the Materials may become outdated or contrary to applicable laws. LCW does not guarantee that the Materials will meet the needs of the Consortium Member or achieve certain results. LCW provides the Materials "AS IS" and without any warranty of any kind and any use by Consortium Member is at their own risk. LCW expressly disclaims any and all warranties, including the implied warranty of merchantability, fitness for a particular purpose and non-infringement to the fullest extent permitted by law. To the fullest extent permitted by law, Consortium Member releases LCW from Claims arising from their use or modification of the Materials.

7. **Miscellaneous.**

This Agreement represents the entire and integrated contract between Consortium Member and LCW, and supersedes all prior representations, or agreements. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining valid provisions will nevertheless continue in full force and effect. The signators to this Agreement are authorized to execute this Agreement on behalf of and bind their respective Parties hereto. This Agreement may be executed in counterparts (including by electronic means), which taken together will form one legal instrument.

ACCEPTED AND AGREED on the date indicated below:

LIEBERT CASSIDY WHITMORE

A Professional Corporation
Attn: Melanie Chaney
6033 W. Century Blvd., 5th Floor
Los Angeles, CA 90045
Email: mchaney@lcwlegal.com

**HOUSING AUTHORITY OF THE CITY OF
MADERA**

By: 
Melanie Chaney / Co-Managing Partner

By: 
9C6DF91FD8C643C...

Name: Blanca Mendoza-Navarro

Date: 6/27/2025

Title: Executive Director

Date: 7/1/2025



6033 WEST CENTURY BOULEVARD, 5TH FLOOR
LOS ANGELES, CALIFORNIA 90045
T: 310.981.2000 F: 310.337.0837

Invoice

Blanca Mendoza-Navarro
Executive Director
Housing Authority of the City of Madera
205 North G Street
Madera, CA 93637

(MA160-10000)
Invoice Number: 298075

Central Valley Employment Relations Consortium

Membership: July 1, 2025 through June 30, 2026

Consortium Membership & Premium Liebert Library Access	\$2,685.00
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For more information about the Liebert Library, please visit www.liebertlibrary.com, or email library@lcwlegal.com.

Please add an additional \$100.00 to your payment over the amount specified above as a late fee if payment is sent after August 1, 2025.



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: July 9, 2025

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: July 2, 2025

SUBJECT: Resolution #1328 of the Housing Authority of the City of Madera Regarding approval of 2025-2026 Annual Agency Plan submission to HUD.

EXECUTIVE SUMMARY:

The purpose of this memo is to request approval from the Board of Commissioners to submit the 2025 - 2026 Agency Plans to U.S. Department of Housing and Urban Development (HUD). These Agency Plans consist of four (4) key documents governing major program operations:

- The **5-Year Plan**: Outlines the Agency's mission, along with long-term goals and objectives.
- The **Annual Plan**: Details current policies and procedures, track progress toward 5-Year Plan goals, and includes updates for Asset Management and Development activities. Revisions here are incorporated into the Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP).
- The **Administrative Plans (Admin Plan)**: These plans encompass and clarify the policies applicable to the administration of the Housing Choice Voucher Program (HCV).
- The **Admissions & Continued Occupancy Policies (ACOP)**: These plans encompass and clarify the policies applicable to the Low-Income Public Housing Program (LIPH).

Per HUD regulations, these plans must be submitted at least 75 days before the end of the Agency's fiscal year, which is no later than July 17, 2025.

Staff has collaborated with the Resident Advisory Board (RAB) to incorporate feedback into the 2025-2026 Agency Plans.

PROPOSED CHANGES:

Revisions to the plans are guided by Nan McKay's latest templates and align with the final rule of the Housing Opportunity Through Modernization Act (HOTMA), effective January 1, 2024, with some areas having a July 1, 2025, or January 1, 2026, effective date. These changes address HUD's delayed implementation of updated inspections, income, and asset protocols due to system updates in HUD's





Housing Authority of the City of Madera

Public and Indian Housing Online Systems (PIC/IMS). HUD has continued to delay some of the HOTMA implementations; therefore, Nan McKay has given suggested guidance for PHAs to have an A and B version for some chapters, i.e., Chapter 6, Chapter 7, and Chapter 9 (ACOP) Chapter 11 (Admin Plan). This will assist PHAs if the rule becomes final after the July 1, 2025, implementation date.

To support review, Staff has prepared a color-coded summary of changes to assist the Boards and the public in reviewing the above documents and proposed changes.

Color	Meaning
Green	Regulatory changes mandated by HUD
Yellow	Significant changes impacting program eligibility or admissions policies per HUD
Blue	Staff recommendations within HUD’s permitted discretion
Gray	New content in the Annual Plan related to development, homeownership, and asset management activities.

RECOMMENDATION:

Staff recommend that the Board of Commissioners approve the attached Resolution and authorize the Executive Director, Blanca Mendoza-Navarro, and/or her designee, to submit the 2025-2026 Agency Plans, including Five-Year, Annual Plan, Administrative Plan, and Admissions & Continued Occupancy Policy on behalf of the Housing Authority of the City of Madera by the deadline of July 17, 2025.

FISCAL IMPACT:

There is no fiscal impact associated with submitting these Agency Plans.

ATTACHMENTS:

Follow the link to view attachment: Draft Agency Plans



RESOLUTION NO. 1328

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA
AUTHORIZING THE SUBMISSION OF THE 2025-2026 AGENCY ANNUAL PLANS TO
THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

RECITALS

A. **WHEREAS**, following the Housing Authority of the City of Madera (the “Housing Authority”), is mandated to comply with federal laws, regulations, and notices;

B. **WHEREAS**, a Public Housing Authority (“PHA”), must establish policies and procedures to both clarify federal requirements and so as to ensure consistency in program operations (“Agency Plans”);

C. **WHEREAS**, the Agency Plans inform HUD, residents, participants, and the public of the PHA’s mission for serving low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy/participation in public and affordable housing programs; and,

D. **WHEREAS**, HUD requires each PHA, including the Housing Authority, to submit its 2025-2026 Agency Plan, i.e., Five-Year Plan, Annual Plan, Administrative Plan, and Admission & Continued Occupancy Policy.

**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. Approval of the Revised 2025-2026 Annual Agency Plans, i.e., Five-Year Plan, Annual Plan, Administrative Plan, and the Admission & Continued Occupancy Policy. The Housing Authority’s Board of Commissioners has considered and herein approves and authorizes the Executive Director, and/or her designee, to submit the Agency Plans to HUD by the deadline of July 17, 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 on this 9th day of July 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

Executive Director
Blanca Mendoza-Navarro

I, Giselle Flores, Executive Administrative Assistant to the Executive Director for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on July 9, 2025, 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

Proposed Summary of Changes
Admissions and Continued Occupancy Policy (ACOP)
Effective October 1, 2025

Below is a summary of changes incorporated into the 2025-2026 Admissions and Continued Occupancy Policy (ACOP). Changes derived, in part, from Nan McKay Guidebooks.

Chapter 1

Section -1.II. Sentence added regarding HUD issuing a revised version of a PIH notice 2023-27 on February 2, 2024.

Section I-II.D. APPLICABLE REGULATIONS – 24 CFR Part 100: The Fair Housing Act added to list of applicable regulations.

Chapter 2

Section – 2-II.B. DEFINITION OF REASONABLE ACCOMODATION – Type of reasonable accommodation added allowing a change in the family’s rent due date to correspond with the receipt of the head of household or spouse/cohead’s SSI or SSDI benefits.

Chapter 3

Section – 3-I.M. LIVE-IN AIDE – HACM policy change with language added to live-in aide policy stating that the HACM will verify the need for a live-in aide if necessary unless the disability-related need is apparent or known to the HACM. Current HACM policy contains language stating that HACM will verify “if necessary”, while this additional language provides clarification on when it wouldn’t be necessary.

Section – 3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION – Change to the CFR, adding 24 CFR 5.232 as well as language requiring PHA’s to review income information in EIV within 120 days after the move-in information is transmitted to HUD, rather than both EIV AND Income Validation Tool reports.

Section – 3-III.C. RESTRICTION ON ASSISTANCE BASED ON ASSETS – Language added regarding HUD-published asset limitation amounts which are adjusted annually by HUD. Asset limitation does not apply until PHA HOTMA compliance date. HACM Policy added defining “geographic hardship.”

Chapter 4

Section – 4-I.B. APPLYING FOR ASSISTANCE – “email” language added for families to obtain or complete applications through. Added “email” language seen throughout this chapter.

Section – 4-II.C. OPENING AND CLOSING THE WAITLIST – HACM policy updated regarding public notice of opening the waitlist to suitable media outlets rather than specific outlets listed by name due to some listed media outlets having shut down.

Section – 4-II.F. UPDATING THE WAITING LIST – HACM policy change to have reinstatement onto waitlist being approved by “HACM management” rather than specifically “supervisor or manager”.

Section – 4-III.B. SELECTION METHOD – Emergency VAWA transfer preference language added/changed to add clarity on already-existing emergency VAWA preference. HCV abatement-affected families will also receive preference if a family’s HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who are unable to lease a new unit within the term of the voucher, per 24 CFR 982.404(e)(2).

Chapter 5

“Email” language added multiple times in this chapter as a means of contact by the HACM or by the resident. No other notable changes in this chapter.

Chapter 6.A

This chapter is applicable prior to the PHA’s HOTMA 102/104 compliance date. After this date, the PHA will follow policies as outlined in Chapter 6.B. of the model policy.

Numerous changes made within this chapter due to the HOTMA income and asset changes per HUD regulations. Specifically, various updates to income and asset definitions and determinations.

Chapter 6.B

This chapter is applicable upon the PHA’s HOTMA 102/104 compliance date. Prior to this date, the PHA will follow policies as outlined in Chapter 6.A. of the model policy.

Numerous changes made within this chapter due to the HOTMA income and asset changes per HUD regulations. Specifically, various updates to income and asset definitions and determinations.

Chapter 7.A

Prior to the PHA's HOTMA compliance date, the PHA will follow policies as outlined in this chapter. Upon the PHA's HOTMA compliance date, the PHA will follow policies as outlined in Chapter 7.B.

Numerous changes made within this chapter due to the HOTMA income and asset changes per HUD regulations. Specifically, various updates regarding income verification and family verification requirements.

Chapter 7.B

This chapter is applicable upon the PHA's HOTMA 102/104 compliance date. Prior to this date, the PHA will follow policies as outlined in Chapter 7.A. of the model policy.

Numerous changes made within this chapter due to the HOTMA income and asset changes per HUD regulations. Specifically, various updates regarding income verification and family verification requirements.

Chapter 8

Section – 8-I.F. PAYMENTS UNDER THE LEASE – Language added stating that the lease must contain a provision that tenants will receive notification at least 30 days before an eviction for nonpayment of rent, per 24 CFR 966.(4)(q). 24 CFR 966.4(q) and (r) added for late fees and nonpayment, expanding on 30-day notification language relating to eviction for nonpayment of rent.

HACM policy language added stating that the HACM will not proceed with filing an eviction if the tenant pays the alleged amount of rent owed within the 30-day notification period.

Chapter 9.A

This chapter is applicable until the PHA's HOTMA 102/104 compliance date. After this date, the PHA will follow policies as outlined in Chapter 9.B of the model policy.

Section – 9-I.A. OVERVIEW – Language added to allow PHA's to have the option of using a Safe Harbor income verification from another federal means-tested program to verify gross

annual income. Chapter 7 contains the PHA's policies related to use of Safe Harbor income verifications.

Chapter 9.B

This chapter is applicable upon the PHA's HOTMA 102/104 compliance date. Prior to this date, the PHA will follow policies as outlined in Chapter 9.A. of the model policy.

"Email" language added at various points of this chapter relating to reporting changes.

Section – 9-I.D. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION –

Language added to allow PHA's to use verification obtained from an interim reexamination to determine a family's total annual income.

Section – 9-III.B. CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION – Addition to HACM policy where additions to add a new family member do not need to be requested by families if due to birth, adoption, or court-awarded custody. This is in conjunction with 24 CFR 966.4(d)(3) which already states this.

Calculations example updated at the end of this chapter.

Chapter 10

No significant changes to this chapter aside from some grammatical corrections.

Chapter 11

No significant changes to this chapter aside from some grammatical corrections.

Chapter 12

No significant changes to this chapter aside from some grammatical corrections.

Chapter 13

Numerous changes made within this chapter due to the HOTMA income and asset changes per HUD regulations. Specifically, various updates relating to lease terminations.

Section – 13-IV.D. LEASE TERMINATION NOTICE – Policy update stating that the HACM will give written notice of 30 calendar days from the date the tenant receives the notice for nonpayment of rent. This policy changes from 14 days to 30 days.

Chapter 14

Section – 14-III.F. SELECTION OF HEARING OFFICER – Policy language change here stating that HACM will appoint an impartial person who was uninvolved in the decision relating to the grievance. This policy changes the verbiage from “staff member” to “impartial person” in order to promote equity.

Chapter 15

Section – 15-II.C. PHA-CAUSED ERRORS OR PROGRAM ABUSE – Language “supervisory harassment” deleted from policy relating to prohibited activities effective upon the HOTMA 102/104 compliance date.

Chapter 16

Section – 16-VII.C. NOTIFICATION – Policy updated relating to VAWA providing a specific HUD form 5380, notice of occupancy rights, for posting in HACM offices and on the website. Change includes requirement of the specific Form HUD-5380, Notice of Occupancy Rights, rather than the previous language “notice of occupancy rights” with no form named.

Glossary

Updates to coincide with pre-HOTMA implementation vs. post-HOTMA implementation.

Proposed Summary of Changes
Administrative Plan (Admin Plan)
Effective October 1, 2025

Below is a summary of changes incorporated into the 2025-2026 Administrative Plan (Admin Plan).

The following Admin Chapters had no notable changes: Chapter 1 Overview of the Program and Plan, Chapter 2 Fair Housing, Chapter 4 Applications, Chapter 6 Income, Chapter 8 HQS, Chapter 10 Moving, Chapter 13 Owners, Chapter 18 Emergency Housing Voucher (EHV) & Chapter 19 Special Purpose Vouchers

Chapter 3 ELIGIBILITY

Section 3-I.B FAMILY AND HOUSEHOLD updated the verbiage of family section to add eligibility criteria for supporting youth transitioning out of foster care

Section 3-I. K FOSTER CHILDREN AND FOSTER ADULTS removed previous verbiage to add current foster adult and foster child definitions; verbiage was also added for HACM policy to reflect the updated definitions

Section 3-II.D FAMILY CONSENT TO RELEASE OF INFORMATION updated to CFR's & added HOTMA 102/104 compliance date, following on revocation of consent

Chapter 5 BRIEFINGS & Voucher Issuance

Section 5-I.B BRIEFING PACKET updated/added current verbiage and updated HACM policy to current version as per the CFR

Chapter 6A: Income and Subsidy Determinations

INTRODUCTION Added verbiage to this chapter to indicate HOTMA 102/104 regulations that were incorporated previously and are currently pending full implementation, pre-HOTMA regulations are still in affect for the program

Section 6-1A Overview removed the CFR and updated the verbiage for annual income, inclusions/exclusions and definition as per HUD regulations; added/removed verbiage regarding general requirements and methods for calculating annual income

Section 6-1 B Household Composition and Income updated/removed verbiage for the summarization of income that is included and excluded by person; updated CFRs and updated per HOTMA

Section 6-1 C Anticipating Annual Income updated/removed verbiage for the summarization of income that is required to count for anticipated income receive from outside sources & family; updated CFRs and updated per HOTMA & HACM policy to reflect the updated verbiage

Section 6-1D. Earned Income updated/removed verbiage for the summarization of income that is included for annual recertifications; updated CFRs, PIH Notice and updated per HOTMA

Section 6-1F Business Income updated/removed verbiage for the summarization of business income that is included from, the operation of a business or profession; updated CFRs and updated per HOTMA & HACM policy to reflect updated verbiage

Section 6-1G Student Financial Assistance updated/removed verbiage for the summarization for students that receive Financial Assistance & Requirements; the types of assistance by categories, what is excluded & included under HOTMA regulations; verbiage was added/updated for calculating income from students & HACM policy to reflect changes

Section 6-1H Periodic Payments updated/removed verbiage for the summarization for periodic payments and income inclusion, guaranteed income programs, insurance & workers compensation payments, retirement accounts and lump sum payments which each indicate the distinctions between periodic payments and non-recurring income as per HOTMA; HACM policy was updated to reflect the changes

Section 6-1I Nonrecurring Income updated/removed verbiage for the summarization for nonrecurring income under HOTMA; to ensure clarity and precision of critical distinctions between periodic and nonrecurring income from independent contractors, day laborers, seasonal workers, unemployment benefits, and lump sums.

Section 6-1J State Payments to Allow Individuals with disabilities to live at home updated/removed verbiage under HOTMA and updated CFR; to ensure compliance with Medicaid and HUD regulations to maintain clarity in income exclusions and or inclusions for caregiving services

Section 6-1K Civil Rights Settlements updated/removed verbiage under HOTMA and updated CFRs and PIH Notice; to ensure clarity for exclusions and inclusions from annual income for settlements & including back pay awards; clarity regarding if a settlement is received and it increases HUDs threshold then inputted income will then apply can lead to a possible interim or change will be at the next annual recertification

Section 6-1L Additional Exclusions from Annual Income updated/removed verbiage under HOTMA and updated CFRs and PIH Notices; to ensure clarity for exclusions on payments received for caring of foster children, insurance payments, settlements, income earned by government contributions, income for serving in the Armed Forces, Veteran income, loans, payments that are received by Tribals, payments/distributions under the FSS program, payments received for out of pocket medical expenses, Stipends and any training programs funded by HUD or a qualifying federal, state, tribal or local employment training programs; updated HACM policy to reflect changes

Section 6-1M Assets updated/removed verbiage under HOTMA and updated CFRs and PIH Notices; to ensure clarity how the value of the assets will be determined or canceled; general policies for income from assets for all the following types: for valuing the assets, lump sums, imputing income from assets, determining actual anticipated income from assets, the withdrawal of cash or liquidation of investments, jointly owned assets, assets disposed of for less than fair market value, the minimum thresholds, for the separation or divorce, foreclosure or bankruptcy, the type of assets from a checking and savings accounts, investment accounts (stocks, bonds, saving certificates & money market funds), equity in real estate property, capital investments, trusts, retirement accounts, and life insurance; updated HACM policy accordingly for each type

Section 6-1O Periodic and Determinable Allowances updated/removed verbiage under HOTMA and updated CFR; to ensure clarity for periodic and determinable allowances such as alimony and child support payments, and or regular contributions or gifts received from organization or from persons not residing with the assisted family; updated HACM policy to reflect update

Section 6 Part II Adjusted Income

For this section updated/removed verbiage to ensure HUD regulations to deduct from annual income for any of the following mandatory deductions (dependents, elderly/disabled, health/medical care expenses, eligible auxiliary apparatus, eligible attendant care & childcare expenses) for which a family qualifies; updated HACM policy accordingly for each type

Chapter 6-Part III Calculating Family Share and PHA Subsidy

Section 6-IIIA Overview of rent and subsidy calculations updated/removed verbiage under the TTP specially for family share to determine/verify income

Section 6-IIIC Applying Payment Standards updated/removed verbiage and updated CFRs & PIH Notices; to ensure clarity of the use of appropriate payment standard for the following areas: the regulations governing increases & decreases in the payment standard, changes in family unit size (voucher size), for moves and reasonable accommodations; updated HACM Policy for each area accordingly

Section 6-IIID Applying Utility Allowances updated/removed verbiage and updated CFRs & PIH Notices; to ensure clarity of establishing a utility allowance schedule for actual flat fees charged by an owner and for PBV Developments the utility allowance are in accordance with PBV regulations and must use they project specific utility allowance schedule

Chapter 6.B Income & Subsidy Determination Under HOTMA 102/104

Chapter 6.B is applicable upon the HOTMA 102/104 compliance date: Prior to this date, HACM will follow policies as outlined in Chapter 6A of the policy

Chapter 7. A Verification

Prior to HACM HOTMA compliance date, HACM will follow policies as outlined in this chapter. Upon HACM's HOTMA compliance date, HACM will follow policies as outlined in Chapter 6B of the policy.

Updated CFRs & PIH Notices

*Updated/removed verbiage for penalties for failing to consent, which means if the family fails to sign a consent form, HACM must deny admission to applicants and terminate assistance of participants.

*Updated/removed verbiage for the overview of verification requirements to determine family's annual income to ensure clarity of the multiple verifications from the same or different acceptable Safe Harbor programs.

*Added verbiage to HUDs Verification Hierarchy to ensure the use of the most reliable forms of verification that is available and to document the reason when a PHA uses a lesser form of verification; the requirements for acceptable documents used for verifications; file documentation that needs to be in the file and as to why or when third party verifications are used/not used.

Section 7-1C Up Front Income Verification (UIV) removed/added verbiage to ensure clarity of legitimate differences between the information provided by the family and UIV-generated information; added upfront Income Verification using HUDs Enterprise Income Verification (EIV) System (Mandatory) to ensure HACM is using HUDs EIV system in its entirety as a third party source to verify tenant employment and income information during mandatory reexaminations or recertifications in accordance with the CFR and administrative guidance issued by HUD; added a section for EIV Identity Verification and Upfront Income Verification using Non HUD Systems & updated HACM policies to reflect the changes.

Section 7-1D Third Party Written and Oral Verification updated CFRs & PIH notices & HACM policy to reflect changes/updates; removed/added/updated verbiage regarding HUDs current verification hierarchy; written third party verification documentation must be original and authentic and may be supplied by the family or received from a third party source; written third party verification form is used when upfront verifications are not available and the family is unable to provide written third party documents; for oral third party verification HACM can contact sources, identified by UIV or by the family (person or telephone) & oral third party verifications are mandatory if neither form of written third party verification is available; if third party verification is not required when items would have a minimal impact on the family's total tenant payment.

Section 7-1E Self Certification updated CFRs & PIH notices & HACM policy to reflect changes/updates; removed/added/updated verbiage to ensure clarity as to when a self-

certification or tenant declaration is used as a last resort when the thirty-party verification is unable to be completed

Chapter 9 GENERAL LEASING POLICIES

Section 9-1A Tenant Screening added language to indicate HACM may elect to screen applicants for family behavior or suitability for tenancy

Section 9-1B Requesting Tenancy Approval added 24CFR 982.302

SECTION 9-1.D DUPLICATIVE ASSISTANCE added language for initial inspections

Section 9-1G HAP Contract Execution added the VAWA language to the HACM policy

Chapter 11 REEXAMINATIONS

Part A This chapter is applicable until the PHA's HOTMA 102/104 compliance date. After this date, the PHA will follow policies as outlined in Chapter 11.B. of the model policy.

Part B This chapter is under HOTMA 102/104 Numerous changes made within this chapter due to the HOTMA reexaminations and non Interim Reexaminations per HUD regulations. Specifically, various updates regarding income verification, family verification requirements and adjusted income

SECTION 11-C SCHEDULING ANNUAL REEXAMINATIONS updated language for processing annual reexaminations from 90 days to 120 days

PART II: INTERIM REEXAMINATIONS updated/added current PIH Notice and verbiage under the overview section

SECTION 11-II. N CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION updated PIH notice to current version; update HACM policy of when a family having 10 days to report changes and added NSPIRE language and removed previous language

SECTION 11-II.C CHANGES AFFECTING INCOME OR EXPENSES added current language and CFR notice information for estimating income of the family for the upcoming 12-month period to determine family income for the interim to be processed ; removed/updated language in accordance with the CFR notice for HACM policy

CHAPTER 12 TERMINATION OF ASSISTANCE AND TENANCY

SECTION 12-I.D Mandatory Termination of Assistance updated/added current language under HOTMA 102/104 & updated HACM policy

CHAPTER 14 PROGRAM INTEGRITY

Section 14-IID PHA Caused Errors or Program Abuse added language regarding De Minimis Errors in accordance with the CFR and updated the policy to reflect the added language I

reference as to when to reimburse a family for any family overpayment of rent, regardless of whether the overpayment was the result of staff caused error, staff program abuse

CHAPTER 15 SPECIAL HOUSING TYPES

Section 15-VII K Homeownership Assistance Payments & Homeownership Expenses

updated/removed/added verbiage in accordance to the policies determining the amount of homeownership expenses to be allowed & updated the Policy accordingly to reflect those changes and or updates

CHAPTER 16 PROGRAM ADMINISTRATION updated language to reflect the PIH Notice regarding the use of admin fee funding administrative and “other expenses” & updated the policy to reflect; updated/added verbiage regarding the payment standard depending on the type of jurisdiction FMR and added those types (Small Area FMR, Metropolitan FMR and FMR for non-Metropolitan w/definition) ; added the language for reasonable accommodation exceptions for family’s that includes a person with disabilities as per the CFR &PIH Notice (regarding the a higher payment standard) added language regarding ensuing accessibility for persons with disabilities and LEP individuals; added language for remote informal hearings for over the phone, via video conferencing or through virtual platforms

PART IV: Owner or Family Debts to the PHA

SECTION 16.IX.A. OVERVIEW added/removed language to reflect current version of the admin plan & policies concerning repayment by a family of amounts owed to HACM as per HUD regulations and updated the policy to reflect the updates

*updated HUD Form 5380 Notice of Occupancy Rights Under the Violence Against Women Act

CHAPTER 17 PROJECT BASED VOUCHERS

SECTION 17-IX. D OTHER FEES AND CHARGES updated/removed language for each part describing each section that describes the project-based voucher program

Glossary updated new language for the glossary of subsidized housing terms



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: July 9, 2025

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: July 1, 2025

SUBJECT: INFORMATIONAL ITEM – Update on FY2025-2026 proposed Farm Labor Budget, Rent increase, and Utility Allowance effective October 1, 2025.

EXECUTIVE SUMMARY:

The purpose of this memo is to provide an update to the Board of Commissioners regarding the Farm Labor Program's proposed operating budget, rent increase, and utility allowances changes for the 2025–2026 fiscal year.

As part of the annual budget review process, staff reviews both rent levels and utility allowances for the Farm Labor housing units. While rent increases were approved and implemented last year, prior years of stagnation led to a budget shortfall in FY 2024–2025.

To maintain financial viability and align with current operating costs, staff conducted a rental analysis and proposed an average rent increase of 9.4% across all bedroom sizes.

Below is the impact to residents:

- 71 families will not be adversely affected, as they receive Rental Assistance (RA). Their rent will continue to be based on 30% of their adjusted monthly income.
- 28 households currently do not receive RA:
 - 24 of these households are paying less than 30% of their monthly adjusted income and can reasonably absorb the proposed increase.
 - 4 households may now qualify for RA. Staff will assess their income and family composition to determine eligibility and availability of RA.

Under HUD's Multifamily regulations, which govern the USDA program, a Utility Allowance (UA) study must be conducted annually. The methodology includes:

- A baseline analysis conducted every three years, using 12 months of actual utility usage and rates by bedroom size.





Housing Authority of the City of Madera

- A Factor-Based Analysis conducted in the two intervening years, applying the HUD-published Utility Allowance Factor (UAF) to update existing allowance.

Staff completed the factor-based UA analysis for FY2025-2026, resulting in an average increase of 7.5%. The last baseline analysis was completed in 2024.

For households receiving RA, the increase in the UAs will result in a decrease in the Net Tenant Contribution (NTC), which is the portion of rent the resident pays.

Below is the Budget Submission and Timeline:

- The FY2025-26 proposed budget, including the rent increases and updated utility allowance has been submitted to our new USDA representative and is currently pending approval.
- USDA requires that residents receive at least 90 days' notice prior to any rent increase.
- If approved, the proposed changes will take effect October 1, 2025.

The proposed changes are essential to maintain the financial health of the Farm Labor Program by ensuring continued affordability for our residents. The changes have been carefully analyzed to minimize the impact on residents and remain compliant with USDA regulations

Although we are pending USDA approval, Staff has sent out notifications to residents in accordance with the required timeline. Once approval is received, we will send out a notice to all residents advising them of approval and staff will complete applicable certifications.

RECOMMENDATION:

The item is informational only.

FISCAL IMPACT:

There is no fiscal impact on the current budget, this is informational only.





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: July 9, 2025

AGENDA ITEM: C-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: July 1, 2025

SUBJECT: INFORMATIONAL ITEM – Update on Shortfall Prevention Measure for the Housing Authority of the City of Madera

EXECUTIVE SUMMARY:

This memo provides an update to the Board of Commissioners of the Housing Authority of the City of Madera (HACM) on the current status of monthly shortfall prevention efforts for the Housing Choice Voucher (HCV) program and the funding outlook for the Emergency Housing Voucher (EHV) program. These updates reflect ongoing efforts to ensure program sustainability and prevent future budget shortfalls.

Housing Choice Voucher (HCV) Program

1. Voucher Utilization Rate

- Staff continues to closely monitor voucher utilization across all programs.
- Ongoing efforts are in place to review continued eligibility and ensure timely completion of re-certifications.
- At present, HACM is not issuing any new HCVs, with the exception of the Veterans Affairs Supportive Housing (VASH) program, which operates on a referral basis.

2. Program Streamlining

- Operational efficiencies are being identified and implemented to reduce administrative costs and improve voucher processing timelines.
- Staff is actively collaborating with landlords and tenants to minimize turnover time between voucher issuance, lease-ups, and transfers.

3. Proposed Funding Adjustment

- As has been reported nationally, Public Housing Authorities (PHAs) are facing HCV budget shortfalls. HACM has been identified by HUD as projecting a shortfall for calendar year 2025.





Housing Authority of the City of Madera

- In response, HACM has applied for HUD Shortfall Funding under:
 - **Category 1:** Prevention of Termination Due to Insufficient Funding
 - **Category 3:** Portability
- Staff is engaged with HUD's Shortfall Prevention Team (SPT) to implement cost-saving measures and to ensure compliance with guidelines.
- Since the initial call with HUD SPT on May 27, 2025, the projected shortfall has reduced by over 60% as of July 3, 2025.

Emergency Housing Voucher (EHV) Funding

The **Emergency Housing Voucher (EHV) program** continues to provide critical support to individuals and families at risk of homelessness due to the pandemic. The following updates are relevant to the **EHV funding**:

1. Current EHV Allocation

- HACM was initially allocated 30 EHV vouchers. As of this update, 21 households are actively participating, of which 2 are ported out to different jurisdictions.
- Staff is working with community partners to ensure participants are connected to wraparound services and receive continued support.

2. EHV Funding and Impact

- HUD has not extended dedicated EHV funding. A recent PIH Notice provides guidance on transitioning EHV participants into the HCV program.
- HACM staff is evaluating transition options to avoid service disruption as EHV funding phases out.

3. Sustainability and Future Planning

- Given the future EHV funding, staff is developing a comprehensive transition plan for EHV participants.
- Continued advocacy at the state and federal levels will be critical to secure funding for emergency housing and rental assistance programs.

Next Steps

- Maintain close monitoring of voucher utilization and the HCV program budget.
- Collaborate with HUD and local partners to pursue additional funding opportunities.
- Finalize and implement contingency plans to address potential shortfalls or funding limitations.





Housing Authority of the City of Madera

- Provide the Board with monthly updates on program performance, funding developments, and risk mitigation strategies.

Staff remains committed to ensuring the continued success and sustainability of the HCV and EHV programs. By proactively addressing shortfall risks and strategically managing funding, we aim to provide stable, long-term housing support for eligible families.

Please let us know if there are any questions or further details needed.

RECOMMENDATION:

The item is informational only.

FISCAL IMPACT:

The fiscal impact is uncertain due to the current political climate.





Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: July 9, 2025

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: July 2, 2025

SUBJECT: UPDATES, COMMUNICATIONS, TRAININGS, AND AUDITS

1. DEPARTMENTAL REPORTS:

- a. **HCV** – HUD monthly SEMAP scores continue to show improvement. Inspections are all current. Efforts continue to house veterans, the HCV Manager meets biweekly with the VA Dept for the HUD VASH vouchers. Currently 28 Veterans are housed, 6 are actively searching for units, 4 will be attending a briefing on Monday, 7/7/25 and 2 new referrals are being processed.
- b. **ROSS/FSS** – Families are continuously being contacted and invited to enroll in the FSS program to enhance support and engagement. This month there were 2 additional families that enrolled. ROSS, a resource fair will be hosted to all PH participants and backpacks will be raffled. Currently 17 agencies have confirmed their participation and will be providing resources and information regarding their programs. Some agencies will be donating an item/gift basket to be raffled.
- c. **POMONA RANCH:** As of July 1, 2025, Pomona Ranch is officially opened and fully leased with all 50 units occupied. One additional family is currently on the waiting list. Move ins will occur as families arrive in Madera, with the majority expected to move in over the upcoming weekend.
The annual “Feeding Those Who Feed Us” event is scheduled for July 25, 2025. This event is organized by the California Southern Baptist Convention with the collaboration of Pastor Solorio of Madera. The event provides the following support for all Pomona Ranch residents:
 - Dinner for all families
 - Backpacks, school supplies, and change of clothes for all school-aged children (ages 5-12)
 - A bag of groceries for each household.





Housing Authority of the City of Madera

This event continues to serve as a vital community support initiative and is greatly appreciated by residents and staff.

In addition to the event, staff is currently coordinating with the Madera Food Bank to establish monthly food deliveries to Pomona Ranch. This will help ensure consistent access to food during the season for all residents families beyond the event date.

- d. **PUBLIC HOUSING** – Staff is continuing to work on Public Housing vacant units and annual certifications. Management is working on reviewing and updating the current Public Housing Lease Agreement in conjunction with the ACOP/Admin Plan. Inspections scheduled for this past month have since been cancelled and are to take place in 2026. Management is monitoring HOTMA compliance ready dates.
- e. **FARM LABOR** - Currently have one vacant unit that staff will be able to fill upon ready date. Staff continues to work on annual certifications. Management is monitoring HOTMA compliance ready dates.
- f. **FINANCE** – Staff welcomes back the Finance Manager, and staff remains engaged in HUD Financial Management and Aspire training.
- g. **MAINTENANCE:**
 - NSPIRE Inspection:** The NSPIRE inspection scheduled for the end of June was cancelled by HUD, we received confirmation that the inspection had already occurred, and a new inspection scheduled in 2026.
 - Hot Weather** – As the heat continues; staff continues experiencing an increase in service calls related to air conditioning.
 - Occupancy/Vacant Units** – Public Housing had four (4) vacancies. Farm Labor has one (1) vacancy.
- h. **ADMINISTRATIVE:** Management staff continues to monitor the HUD PIH Notices to ensure we keep up with potential policy changes. Management staff continues to be engaged with California Association of Housing Authorities (CAHA) and other industry partners to navigate the upcoming Presidential Budget proposals and implications they may have on our budgets. Working with community partners to navigate the needs of the unhoused, EHV participants, and the community needs. Collaborating with the City of Madera on their Consolidated Plan due for 2025-2030. Staff applied for the Emergency Solutions Grant Program, which we identified the need for 21 camera and License Plate Readers throughout the PH portfolio. HUD reopened this grant and had a deadline of June 30,2025; however, the grant did not indicate the deadline was due by 5:00 PM EST. We received notification from HUD that our application was not reviewed due to submitting the application after 5:00 PM EST.





Housing Authority of the City of Madera

2. **TRAINING/CONFERENCES** – As part of continued professional development efforts, team members recently participated in specialized training programs to strengthen their knowledge and skills:
- **Farm Labor:** no updated training
 - **HCV:** Staff attended a Portability webinar training put on by NelRod.
 - **Administration:** - Executive Director - Emerging L.E.A.D.ership program, meeting is scheduled for July 24, 2025.
 - **ASPIRE** - Staff continues to complete the Compliance and Safety training through the Yardi Aspire platform. Maintenance has completed all the Aspire training from customer service to tool and equipment safety. Aspire continues to be a great investment.
 - **Board of Commissioners:** Required Board of Commissioners HUD Exchange training deadline was set for June 30, 2025. This training needs to be completed in compliance with the PHARS Recover Agreement. **Budget allocated were approved at April's Board meeting for two commissioners to attend the National NAHRO Conference in September.** I sent communication to obtain interest for the second commissioner.
- b. **VALLEY AUTHORITIES' CONSORTIA:** No updates at this time.

