

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, December 10th, 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/82362755762?pwd=PW7ZOM3CZMbG84xQSvcsya2obdMfeX.1)

<https://cityofmadera.zoom.us/j/82362755762?pwd=PW7ZOM3CZMbG84xQSvcsya2obdMfeX.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No 823 6275 5762.

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:
Pastor Daniel Martinez.

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. PRESENTATIONS/WORKSHOPS:

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 the November 12th, 2025, Regular Board Meeting Minutes

B-2 Approval of Registered Audited Demands for November 2025

B-3 RESOLUTION No. 1342 of the Housing Authority of the City of Madera consideration of approval of Second quarter schedule of accounts chargeable to collections losses for Public Housing (write offs).

B-4 RESOLUTION No. 1343 of the Housing Authority of the City of Madera consideration of approval of Second quarter schedule of accounts chargeable to collections losses for Farm Labor program (write offs).

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

C-1 Informational Item Only: The Housing Authority of the City of Madera 2026 Agency Calander.

C-2 Informational/Discussion Item: Update on Emergency Housing Voucher Waiver Shortfall Prevention Measure and HCV HAP payments for the Housing Authority of the City of Madera

D. WRITTEN COMMUNICATIONS: Giselle Flores, Executive Administrative Assistant

E. ADMINISTRATIVE REPORTS: Blanca Mendoza-Navarro, Executive Director

E-1: Monthly Housing Activity Report

	25-Jan	25-Feb	25-Mar	25-Apr	5-May	25-Jun	24-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec
Section 8	Section 8											
Households Assisted	720	664	659	694	672	660	664	269	628	630	643	
YTD Lease Up projection	89%	83%	89%	86%	84%	82%	82%	81%	78%	78%	80%	
MTD HAP Expenses	\$536,564	\$536,229	\$529,309	\$614,532	\$605,607	\$609,505	\$602,752	\$584,239	\$581,529	\$569,529	\$569,529	
Waiting List	269	269	269	269	269	269	269	269	269	269	269	
Public Housing	Public Housing											
Vacancies	8	10	6	7	2	3	4	1	0	3	1	
Waiting List	3,242	3,242	3,145	3161	3,236	3,280	3,311	3,028	1,292	1,323	3,120	
Unit Turnover	2	5	3	4	2	1	1	0	2	0	1	
Farm Labor	Farm Labor											
Vacancies	1	0	0	1	1	1	0	0	0	0	0	
Waiting List	8	5	5	8	7	16	8	12	17	18		
Unit Turnover	1	2	0	0	1	1	1	0	0	0	0	
Maintenance	MAINTENANCE											
Public Housing	Public Housing											
Open Work Orders	329	127	90	37	32	104	41	22	21	15	37	
Average days	23.22	25.09	18.73	15.88	7.85	10.98	9.42	10.07	9.03	7.91	9.66	
Farm Labor	Farm Labor											
Open Work Orders	116	40	50	105	98	132	87	78	75	75	62	
Average days	24.32	21.89	16.44	12.12	20.19	24.14	9.42	22.94	23.7	23.7	24.72	

F. EXECUTIVE DIRECTOR REPORT: Blanca Mendoza-Navarro, Executive Director

G. COMMISSIONER REPORTS:

H. CLOSED SESSION: Attorney Megan Crouch

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. Conference with Real Property Negotiations (§ 54956.8)

- Property: 210/212 N C, 412 E 4th, Madera Apts Agency
- Negotiator: Executive Director, Blanca Mendoza-Navarro
- Negotiating Parties: Rick Amerine, Director of Cushman & Wakefield
- Under Negotiation: Price, terms of payment

I. ADJOURNMENT:

The next Regular Monthly Meeting will be January 14th 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 **December 10th, 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 4:30 p.m.

Executed this 5th day of December

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 NOVEMBER 12TH

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

CALL TO ORDER:

The November 12th, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chairperson Anita Evans 6:01PM.

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

GUESTS/STAFF PRESENT:

HACM Executive Director Blanca Mendoza-Navarro (In Person)
HACM Executive Administrative Assistant Giselle Flores (In Person)
HACM Legal Counsel Megan Crouch (In Person)
HACM Finance & Administration Manager Djordan Didulo (In Person)
HACM Housing Services Manager Lucia Lopez (In Person)
HACM Maintenance Manager Jared Garza (In Person)
HACM Housing Programs Manager Jared Knittel (In Person)
HACM Housing Office Assistant Nancy Reyes (In Person)
Madera Ministry Association Priest, Sammy Neely.

INVOCATION:

Invocation conducted by Commissioner A. Villegas.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance conducted by Pastor Sammy Neely.

APPROVAL OF AGENDA:

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

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

PUBLIC COMMENT:

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

A. WORKSHOPS:

New Employee Introductions.

- Nancy Reyes Office Assistant
- Djordan Didulo, Finance & Administration Services Manager

Executive Director, Blanca Mendoza-Navarro, provided the Board with background information on the recent recruitment process. She explained that the positions were only open for a few days due to the high volume of applicants. This resulted in a strong pool of candidates, and the finalists were present at the meeting for introductions. Ms. Mendoza-Navarro then introduced Nancy Reyes as the new Office Assistant.

Nancy Reyes expressed her gratitude for the opportunity and shared her enthusiasm about joining the Housing Authority. She noted that she brings over 20 years of office experience and looks forward to contributing her skills to the team.

Following this, the newly appointed Finance and Administrative Services Manager, Djordan Didulo, introduced herself to the Board. Djordan shared her professional background, stating that she was born and raised in the Philippines and earned a bachelor's degree in accounting from a leading state university.

After migrating to the United States in 1994, she completed a Master's degree in Public Administration with a concentration in Human Resource Management in 2013.

Djordan highlighted her extensive career spanning over two decades across nonprofit, government, and private sectors in Central California. Her experience includes roles such as Accounting Manager at the Central California Food Bank, where she managed grant and financial accounting operations and ensured compliance with GAAP; Controller and HR Director at Allwire, where she oversaw full-cycle accounting and HR initiatives; and Auditor Accountant for Madera County, conducting internal audits and financial reporting. She also held progressive roles with the County of Fresno, including Supervising Accountant, where she managed social services grant and program revenue exceeding \$500 million.

Djordan emphasized her commitment to financial integrity, operational excellence, and community service. Her core competencies include financial analysis and reporting, grant and government accounting, staff development, leadership, HR and payroll, GAAP compliance, and audit coordination. She expressed gratitude for the opportunity to join the Housing Authority and looks forward to collaborating with the team to serve the community.

The Board welcomed Nancy Reyes and Djordan Didulo to their new roles and expressed appreciation for their contributions to the organization.

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

Approval of consent calendar items.

B-1 Approval of the September 10th, 2025, Regular Board Meeting Minutes

B-2 Approval of the September 22nd, 2025, Special Board Meeting Minutes.

B-3 Approval of the September 25th, 2025, Special Board Meeting Minutes.

B-4 Approval of the October 1st, 2025, Special Board Meeting Minutes.

B-5 Approval of Registered Audited Demands for September 2025.

B-6 Approval of Registered Audited Demands for October 2025.

B-7 INFORMATIONAL ITEM: 2026 Flat Rents for the Housing Authority of the City of Madera for the Public Housing Program effective January 1, 2026.

B-8 INFORMATIONAL ITEM: Update to the Utility Allowance rates for Public Housing and Housing Choice Voucher Program effective January 1, 2026.

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

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

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

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

C-1 RESOLUTION No. 1336 of The Housing Authority of the City of Madera to Consider Authorizing change in authorized signers and online access holders for the Housing Authority of the City of Madera’s Citizens Business Bank accounts: 5108152,5108020, and 5107067.

HACM Executive Director, Blanca Mendoza-Navarro presented item C-1 regarding authorized signers for the Housing Authority of the bank accounts. She explained that whenever there are staff changes or changes in Board members, the agency is required to update the authorized signature list with the bank. The memo presented by Ms. Mendoza-Navarro stated removing Alex Estrada, the former Finance Services Manager, and all designations from Citizens Bank, and adding Djordan Didulo, the newly appointed Finance Services Manager, as an authorized signer on the accounts. Ms. Mendoza-Navarro invited questions, comments, or concerns from the Board regarding the proposed changes.

Vice Chair J. Rodriguez moved to approve Item C-1. Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-2 RESOLUTION No. 1337 of The Housing Authority of the City of Madera to Consider Authorizing change in authorized signers and online access holders for the Housing Authority of the City of Madera's Wells Fargo Bank Accounts.

HACM Executive Director, Blanca Mendoza-Navarro, presented Item C-2, which was similar to the previous resolution regarding authorized signers. She explained that this item authorizes the removal of Mr. Estrada as the current signer and online bank authorization and adds Ms. Didulo, the new Finance Services Manager, as an authorized signer. Ms. Mendoza-Navarro clarified that all current signers, including herself, Chair Anita Evans, and Vice Chair Jose Rodriguez, will remain on the accounts. She noted that this resolution applies to nine accounts with Wells Fargo, including the revolving account, payroll accounts, HCV account for HAP payments, and escrow accounts for the FSS program. This item was presented to the Board to approve the removal of Alex Estrada and add Djordan Didulo as the new signer with online access.

Commissioner A. Villegas moved to approve Item C-2. Commissioner E. Mejia seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-3 RESOLUTION No. 1338 of The Housing Authority of the City of Madera to Consider Authorizing change to authorized signers and online access holders for the Housing Authority of the City of Madera's LAIF Accounts: 25-20-002.

HACM Executive Director, Blanca Mendoza-Navarro presented a resolution to update authorized signers for the Local Agency Investment Fund (LAIF) account. The proposal removes Alex Estrada as an authorized signer and online banking user and adds Djordan Didulo, the new Finance Services Manager, to the account. All other current signers remain unchanged. The item was presented for Board approval.

Commissioner A. Villegas moved to approve Item C-3. Commissioner E. Mejia seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-4 RESOLUTION No. 1339 of The Housing Authority of the City of Madera to Consider Authorizing SEMAP Certification for FYE 09/30/2025.

HACM Housing Services Manager Lucia Lopez presented Item C-4, which involved authorizing the Section 8 Management Assessment Program (SEMAP) certification for the fiscal year ending September 30, 2025. She explained that SEMAP serves as a performance assessment for the agency's Section 8 program, evaluating compliance and effectiveness across 14 key areas such as inspections and certifications. Lucia reported that the Housing Authority is currently rated as a standard performer, primarily due to leasing restrictions that impacted scores. She noted that the agency previously improved from troubled to high performer status in one year and hopes to appeal the current score once federal operations resume. The item was presented for Board approval.

Vice Chair J. Rodriguez moved to approve Item C-4. Commissioner E. Mejia seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-5 RESOLUTION No. 1340 of The Housing Authority of the City of Madera to Consider Authorizing update to Previous Salary Study approved effective June 1, 2025, due to correction to Grade 1 Step C only.

HACM Executive Director Blanca Mendoza-Navarro presented Item C-5, which involved authorizing an update to the previously approved salary study effective June 1, 2025. She explained that the correction applies only to Grade 1, Step C, due to a missed 5% increment between steps. The starting and ending salary ranges remain correct, and no positions are affected by this change. Ms. Mendoza-Navarro noted that the update ensures the posted salary scale is accurate and informed the Board that a further update will be brought in January to reflect the new minimum wage increase effective January 1, 2026. The item was presented for Board approval.

Vice Chair J. Rodriguez, moved to approve Item C-5. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-6 RESOLUTION No. 1341 of The Housing Authority of the City of Madera to Consider Authorizing update to Position Title from Finance Services Manager to Finance and Administration Manager.

Blanca Mendoza-Navarro presented Item C-6, which involved updating the position title from Finance Services Manager to Finance and Administration Manager. She explained that during the salary study in July 2023, it was noted that the role included significant administrative responsibilities, such as payroll administration, benefits coordination, and communication with brokers, in addition to finance duties. Since the position also assumed responsibilities typically handled by a Finance Supervisor, the title change better reflects the scope of work. There is no change in pay or compensation; only the title is being updated. The item was presented for Board approval.

Commissioner S. Montes moved to approve Item C-6. Vice Chair J. Rodriguez, seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

C-7 CONSIDERATION for approval for Request Office Closure on January 2, 2026, and authorize for Staff to use Accrued Leave.

Blanca Mendoza-Navarro presented Item C-7, requesting approval for an office closure on Friday, January 2, 2026. She explained that the request is similar to the previous year due to the way holidays fall on the calendar. Staff would be required to use accrued leave for the day, and most employees have already requested the time off. Proper postings will be made to notify the public of the closure. The item was presented for Board approval.

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

Commissioner S. Montes moved to approve Item C-6. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,
Vice Chair Jose Rodriguez,
Commissioner Elsa Mejia,
Commissioner Steve Montes,
Commissioner Artemio Villegas, and
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Commissioner Cece Gallegos,

ABSTAIN: (0)

D. WRITTEN COMMUNICATIONS:

No written communications were received.

E. ADMINISTRATIVE REPORTS:

HACM Executive Director Blanca Mendoza-Navarro presented the Administrative reports for the agency, providing updates on monthly activities across the agency's programs. She reported that the Housing Choice Voucher (HCV) program is currently not leasing up due to the continued shortfall projection, with 630 families assisted as of October and 269 families remaining on the waitlist. Housing Assistance

Payments (HAP) decreased slightly from \$581,529 to \$569,529, though front-loaded funds have been received for October and November, with additional funds expected for December. The Public Housing (PH) department currently has three vacancies and approximately 1,300 applicants on the waitlist. Farm Labor Housing (FML) is fully leased with 18 families on the waitlist. There are 15 open work orders for PH and 75 for FML properties.

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

F. EXECUTIVE DIRECTOR REPORT:

HACM Executive Director Blanca Mendoza-Navarro provided the Executive Director Report, highlighting departmental updates and key initiatives. She emphasized ongoing efforts to improve Section Eight Management Assessment Program (SEMAP) scores and noted challenges caused by the federal government shutdown, which has delayed meetings with the U.S. Department of Housing and Urban Development (HUD) and approvals for program changes.

The Pomona Ranch property currently has 30 units leased and 20 vacant, with additional move-outs expected. The Parlier Migrant Center is closing soon, and some families are requesting transfers. Office of Migrant Services (OMS) will visit to discuss Assembly Bill 2240 and potential funding for farm labor housing expansion, including tenant surveys to assess year-round housing needs. Recent health department outreach provided 20 flu shots, with more scheduled.

Ms. Mendoza-Navarro further reported progress on technology upgrades, including the rollout of Rent Café for online certifications, rent payments, and work orders. Maintenance staff are addressing vacancies, installing new lighting, and completing camera installations—12 at public housing sites and 3 at farm labor sites—while performing annual servicing at Pomona Ranch. Finance has completed fiscal year-end processes and submitted unaudited financials ahead of deadlines. The new Finance Manager, Djordan Didulo, brings advanced technical skills, including SQL and data programming, which will support Yardi system optimization. Ms. Mendoza-Navarro expressed enthusiasm for these capabilities and noted that Djordan is actively completing Aspire training modules and board commissioner trainings. Additionally, Ms. Mendoza-Navarro shared that she graduated from the Emerging Leadership Program, a six-month course, and attended procurement training in Tennessee alongside the Housing Programs Manager. The agency plans to leverage this knowledge and Djordan's expertise to expedite capital fund spending. A recent Yardi upgrade was implemented at no cost to the agency, streamlining recertification processes for staff. Ms. Mendoza-Navarro concluded by noting that auditors are expected on-site in mid-January for audited financials due June 30, 2026, and that administrative staff are working closely with new legal counsel to address agency needs.

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

G. COMMISSIONER REPORTS:

1. Commissioner Zacharia had nothing to report.
2. Commissioner Montes reminded the Board about a volunteer opportunity at the Madera County Food Bank scheduled for Saturday, the 15th. The event will include a food drive, which he noted is especially relevant during this time of year. He shared that he volunteers

annually before Thanksgiving and Christmas and encouraged others to participate, describing it as a rewarding experience. He added that volunteers who arrive early are treated to pancakes prepared by the Board.

3. Commissioner Mejia had nothing to report.
4. Vice Chair Rodriguez congratulated Office Assistant Nancy Reyes and Djordan Didulo Finance Service Manager for their contributions and expertise. He shared that he graduated over the weekend from Well Education for Latino Leaders program and thanked Commissioner Mejia for the referral. He noted the program provided valuable insight into water policy, hydrology, and leadership strategies for better community decision-making.
5. Commissioner Villegas congratulated and welcomed new personnel, Nancy Reyes as Office Assistant and Djordan Didulo as Financial Service Manager. He expressed appreciation and said he looked forward to working with them.
6. Chair Evans welcomed everyone to the Housing Authority family and echoed Commissioner Montes' comments regarding food bank giveaways. She announced a turkey drive at the Islamic Center on the 25th and offered to share the flyer for distribution. She reported attending the Veterans Day Festival with Commissioner Villegas and visiting Tesoro Viejo, expressing gratitude to all veterans and current service members. She emphasized recognizing those serving abroad and wished everyone a Happy Thanksgiving.

H. CLOSED SESSION: Attorney Megan Crouch

Pursuant to CA Govt. Code 54957(b), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 6:58 p.m. regarding the following:

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

A. Real Estate Negotiations: CA Government Code Section 54956.8

- Property: Beal Property, Woodward Way, Madera, CA 93637
- Agency negotiator: Blanca Mendoza-Navarro
- Negotiating parties: Beal Properties Inc.
- Under negotiation: terms of payment

B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

- Government. Code Section 54956.9(d)(1)
- Name of case: Wright v Housing Authority of the City of Madera, Case No. MCV094421

Upon resuming open session, Attorney Megan Crouch reported one item of reportable action. The Board voted 6-0 to accept the donation of property known as the Beal property, specifically APN 047-101-009. This concluded the reportable action.

I. ADJOURNMENT:

Chair A. Evans announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday December 10 at 6:00 p.m., in the City of Madera Council Chambers.
The meeting was adjourned at 7:30 p.m.

CERTIFICATE OF THE BOARD OF COMMISSIONERS

The undersigned hereby certifies that the foregoing November 12, 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 December 10th where a quorum was present in accordance with the HACM Bylaws.

Executed on this 3rd day of December 2025.

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

Payment Summary

Bank=revfund AND mm/yy=11/2025-11/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	201	ale00 - ALESHIRE & WYNDER, LLP	12/01/2025	11/2025	-619.50	
revfund - WF Revolving Fund	202	pub02 - CA Public Employees' Health	12/01/2025	11/2025	29,734.83	
revfund - WF Revolving Fund	205	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	11/07/2025	11/2025	8,440.55	
revfund - WF Revolving Fund	206	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	11/21/2025	11/2025	8,849.67	
revfund - WF Revolving Fund	207	usbank001 - U.S. Bank National Association	11/11/2025	11/2025	1,476.04	
revfund - WF Revolving Fund	47998	men0039 - Mendoza	11/10/2025	11/2025	82.00	11/17/2025
revfund - WF Revolving Fund	47999	pge01 - P. G. & E.	11/10/2025	11/2025	465.00	11/18/2025
revfund - WF Revolving Fund	48000	ADP00 - ADP, INC.	11/20/2025	11/2025	123.60	11/26/2025
revfund - WF Revolving Fund	48001	att06 - AT&T CALNET	11/20/2025	11/2025	186.53	
revfund - WF Revolving Fund	48002	bcs001 - Bettys Cleaning Service	11/20/2025	11/2025	1,423.00	
revfund - WF Revolving Fund	48003	bct00 - BCT CONSULTING, INC.	11/20/2025	11/2025	763.73	
revfund - WF Revolving Fund	48004	ben00 - BENJAMIN, NICHOLAS	11/20/2025	11/2025	251.82	
revfund - WF Revolving Fund	48005	cal04 - CALIFORNIA ASSOCIATION OF HOUSING...	11/20/2025	11/2025	375.00	
revfund - WF Revolving Fund	48006	com0h - COMCAST	11/20/2025	11/2025	1,048.90	11/26/2025
revfund - WF Revolving Fund	48007	con0c - CONCENTRA MEDICAL CENTERS	11/20/2025	11/2025	364.00	11/25/2025
revfund - WF Revolving Fund	48008	DIA01 - DIAMOND COMMUNICATION,INC	11/20/2025	11/2025	62.00	11/24/2025
revfund - WF Revolving Fund	48009	edd01 - EMPLOYMENT DEVELOPMENT DEPARTMENT	11/20/2025	11/2025	161.44	
revfund - WF Revolving Fund	48010	EGB01 - E. G. BABCOCK COMPANY	11/20/2025	11/2025	733.54	
revfund - WF Revolving Fund	48011	FED00 - FEDEX	11/20/2025	11/2025	10.82	
revfund - WF Revolving Fund	48012	FER04 - FERGUSON ENTERPRISES, INC	11/20/2025	11/2025	2,611.88	11/26/2025
revfund - WF Revolving Fund	48013	hartford - THE HARTFORD	11/20/2025	11/2025	888.72	
revfund - WF Revolving Fund	48014	hds00 - HD SUPPLY FACILITIES MAINTENANCE	11/20/2025	11/2025	3,077.99	
revfund - WF Revolving Fund	48015	hom04 - HOME DEPOT CREDIT SERVICE	11/20/2025	11/2025	7,276.28	
revfund - WF Revolving Fund	48016	hue01 - LAW OFFICE OF EMILIO J. HUERTA	11/20/2025	11/2025	2,600.00	
revfund - WF Revolving Fund	48017	kjwater00 - KJ Water Services	11/20/2025	11/2025	516.00	11/25/2025
revfund - WF Revolving Fund	48018	mad02 - CITY OF MADERA UTILITY BILLING	11/20/2025	11/2025	44,901.69	11/25/2025
revfund - WF Revolving Fund	48019	mad04 - MADERA FLEET SERVICES	11/20/2025	11/2025	1,212.33	
revfund - WF Revolving Fund	48020	mad46 - PUBLIC WORKS FAIRMEAD LANDFILL	11/20/2025	11/2025	85.40	
revfund - WF Revolving Fund	48021	mad49 - MADERA PUMPS, INC.	11/20/2025	11/2025	10,948.20	11/25/2025
revfund - WF Revolving Fund	48022	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	11/20/2025	11/2025	80.00	
revfund - WF Revolving Fund	48023	mis01 - MISSION UNIFORM SERVICE 3	11/20/2025	11/2025	238.65	11/28/2025
revfund - WF Revolving Fund	48024	nat0l - NATIONAL CREDIT REPORTING	11/20/2025	11/2025	62.65	11/25/2025
revfund - WF Revolving Fund	48025	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	11/20/2025	11/2025	16,347.35	
revfund - WF Revolving Fund	48025	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	12/04/2025	11/2025	-16,347.35	
revfund - WF Revolving Fund	48026	pera4 - PERIMETER PEST CONTROL	11/20/2025	11/2025	375.00	11/24/2025
revfund - WF Revolving Fund	48027	pge01 - P. G. & E.	11/20/2025	11/2025	2,032.49	11/25/2025
revfund - WF Revolving Fund	48028	pre06 - PRESTIGE CUSTOM GLASS	11/20/2025	11/2025	800.24	
revfund - WF Revolving Fund	48029	qua07 - QUADIENT FINANCE USA, INC	11/20/2025	11/2025	1,000.00	
revfund - WF Revolving Fund	48030	red05 - RED ROCK ENVIRONMENTAL GRP	11/20/2025	11/2025	862.70	11/25/2025
revfund - WF Revolving Fund	48031	rey0002 - Salas De Reyes	11/20/2025	11/2025	292.00	
revfund - WF Revolving Fund	48032	ric05 - RICOH USA, INC.	11/20/2025	11/2025	2,530.78	11/28/2025

Payment Summary

Bank=revfund AND mm/yy=11/2025-11/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	48033	rlts001 - Rod's Landscape and Tree Service Inc.	11/20/2025	11/2025	895.00	
revfund - WF Revolving Fund	48034	san03 - San Joaquin Valley Air Pollution Control Dist.	11/20/2025	11/2025	314.00	
revfund - WF Revolving Fund	48035	sie05 - SIERRA HR PARTNERS	11/20/2025	11/2025	526.00	11/26/2025
revfund - WF Revolving Fund	48036	spec001 - Charter Communications Holdings, LLC	11/20/2025	11/2025	3,808.42	
revfund - WF Revolving Fund	48037	ste02 - STERICYCLE, INC.	11/20/2025	11/2025	357.66	11/28/2025
revfund - WF Revolving Fund	48038	t0006555 - Valdez	11/20/2025	11/2025	102.50	
revfund - WF Revolving Fund	48039	t0006560 - Ornelas	11/20/2025	11/2025	216.00	
revfund - WF Revolving Fund	48040	t0006562 - Rivas	11/20/2025	11/2025	122.00	
revfund - WF Revolving Fund	48041	t0006563 - Sandoval Jr.	11/20/2025	11/2025	93.41	
revfund - WF Revolving Fund	48042	t0006564 - Sandoval	11/20/2025	11/2025	125.50	11/28/2025
revfund - WF Revolving Fund	48043	t0006569 - Orozco	11/20/2025	11/2025	53.00	11/25/2025
revfund - WF Revolving Fund	48044	t0006572 - Martinez	11/20/2025	11/2025	121.00	11/24/2025
revfund - WF Revolving Fund	48045	t0006578 - Cisneros	11/20/2025	11/2025	48.82	
revfund - WF Revolving Fund	48046	t0006584 - Cisneros	11/20/2025	11/2025	15.50	
revfund - WF Revolving Fund	48047	t0006591 - Cisneros	11/20/2025	11/2025	87.50	11/24/2025
revfund - WF Revolving Fund	48048	t0006593 - Perez	11/20/2025	11/2025	78.00	
revfund - WF Revolving Fund	48049	t0006595 - Alvarez	11/20/2025	11/2025	21.00	
revfund - WF Revolving Fund	48050	t0006598 - Romero	11/20/2025	11/2025	68.00	11/25/2025
revfund - WF Revolving Fund	48051	t0006600 - Valdez	11/20/2025	11/2025	165.00	11/28/2025
revfund - WF Revolving Fund	48052	t0006601 - Ramirez	11/20/2025	11/2025	124.00	
revfund - WF Revolving Fund	48053	TEC06 - TECH HEROES, INC.	11/20/2025	11/2025	2,763.00	
revfund - WF Revolving Fund	48054	v0000027 - SUMMIT TECHNOLOGY AFFILLIATE C...	11/20/2025	11/2025	464.11	
revfund - WF Revolving Fund	48055	v0000028 - Griswold , LaSalle, Cobb, Dowd and Gin, LLP	11/20/2025	11/2025	625.00	11/28/2025
revfund - WF Revolving Fund	48056	van00 - VAN DE POL ENTERPRISES	11/20/2025	11/2025	1,242.14	
revfund - WF Revolving Fund	48056	van00 - VAN DE POL ENTERPRISES	12/04/2025	11/2025	-1,242.14	
revfund - WF Revolving Fund	48057	WIL01 - SHERWIN WILLIAMS COMPANY	11/20/2025	11/2025	1,504.93	
					149,025.32	



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 10, 2025

AGENDA ITEM: B-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Jared Knittel, Housing Programs Manager

DATE: December 3, 2025

SUBJECT: RESOLUTION #1342 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES FOR THE PUBLIC HOUSING PROGRAM.

EXECUTIVE SUMMARY:

The purpose of this memo is to request that the Board of Commissioners consider approving a resolution to write off accounts deemed chargeable to collection losses for the Public Housing programs.

In particular, the write-off account for the Public Housing program totals \$1,384.92.

Writing off this balance will ensure accurate financial reporting and maintain compliance with the Agency's financial policies.

RECOMMENDATION:

Staff recommends the Board of Commissioners to Adopt the attached Resolution approving the write off amount of \$1,384.92 for the Public Housing Program.

FISCAL IMPACT:

The fiscal impact will be \$1,384.92 in uncollectable losses.

ATTACHMENTS:

1. Schedule of Accounts Chargeable to Collection Losses – Public Housing
2. Resolution.





Housing Authority of the City of Madera



RESOLUTION NO. 1342

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING THE WRITE OFF OF \$1,384.92 IN UNCOLLECTABLE CHARGES FOR THE HOUSING AUTHORITY’S PUBLIC HOUSING PROGRAM.

A. **WHEREAS**, the Housing Authority for the City of Madera’s Public Housing Programs’ Schedule of Accounts reflects uncollectable charges in the amount of \$1,384.92 (“Charges”);

B. **WHEREAS**, the Housing Authority’s Executive Director and staff is of the good faith opinion that they have diligently attempted to collect such charges without any success; and

C. **WHEREAS**, in light of the fact that there is no likelihood that such charges will be collected, the Housing Authority’s Executive Director and staff recommend that the Housing Authority write-off such charges as “uncollectable debt”.

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 Grant of the Authority to the Housing Authority’s Executive Director to Write-Off \$1,384.92 of Uncollectable Public Housing Program Debt. The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Executive Director to Write Off \$1,384.92 of Uncollectable Public Housing Program Charges.

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 this 10th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera, herein attests or certifies, as a witness to a board meeting held on December 10th, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 10, 2025

AGENDA ITEM: B-4

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Jared Knittel, Housing Programs Manager

DATE: December 3, 2025

SUBJECT: RESOLUTION #1317 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING THE SCHEDULE OF ACCOUNTS CHARGEABLE TO COLLECTION LOSSES FOR THE FARM LABOR PROGRAM.

EXECUTIVE SUMMARY:

The purpose of this memo is to request that the Board of Commissioners consider approving a resolution to write off accounts deemed chargeable to collection losses for the Farm Labor Housing programs.

Specifically, the Farm Labor program has an outstanding balance of \$482.00 resulting from Rental Assistance (RA) tied to a late certification. Because USDA did not disburse the RA payment before the resident moved out, the amount could not be collected.

Writing off this balance will ensure accurate financial reporting and maintain compliance with the Agency's financial policies.

RECOMMENDATION:

Staff recommends the Board of Commissioners to Adopt the attached Resolution approving the write off amount of \$482.00 for the Farm Labor Program.

FISCAL IMPACT:

The fiscal impact will be \$482.00 in uncollectable losses.

ATTACHMENTS:

1. Resolution.



RESOLUTION NO. 1343

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING THE WRITE OFF OF \$482.00 IN UNCOLLECTABLE CHARGES FOR THE HOUSING AUTHORITY’S FARM LABOR PROGRAM.

A. **WHEREAS**, the Housing Authority for the City of Madera’s Farm Labor Programs’ Schedule of Accounts reflects uncollectable Rental Assistance charges in the amount of \$482.00 (“Charges”) that were not collected prior to the resident’s move out date;

B. **WHEREAS**, the Housing Authority’s Executive Director and staff is of the good faith opinion that they have diligently attempted to collect such charges without any success; and

C. **WHEREAS**, in light of the fact that there is no likelihood that such charges will be collected, the Housing Authority’s Executive Director and staff recommend that the Housing Authority write-off such charges as “uncollectable debt”.

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 Grant of the Authority to the Housing Authority’s Executive Director to Write-Off \$482.00 of Uncollectable Farm Labor Program Debt, The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Executive Director to Write Off \$482.00 of Uncollectable Farm Labor Program Charges.

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 this 10th day of December 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera, herein attests or certifies, as a witness to a board meeting held on December 10th, 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 Assistant

Approved as to Legal Form:

Megan Crouch, Legal Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 10, 2025

AGENDA ITEM: C-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro

DATE: November 5, 2025

SUBJECT: INFORMATIONAL UPDATE ONLY: 2026 Agency Calendar

EXECUTIVE SUMMARY:

The purpose of this memorandum is to provide the Board of Commissioners with the Housing Authority of the City of Madera's 2026 Agency Calendar, including the schedule of the agency holidays observed. This item is provided for information only.

Section 5.08 of the Personnel Rules & Regulations establishes the list of holidays observed by the Housing Authority. The policy further authorizes the Executive Director to review, publish, and distribute the annual holiday calendar for staff.

Accordingly, staff has prepared the 2026 Agency Calendar to reflect all approved holidays and to align observed dates with the 9/80 compressed work schedule.

As communicated at the November Board meeting, this calendar is being provided to the Board to ensure transparency and consistency in communication with staff, residents, partners, and the public.

2026 AGENCY HOLIDAYS

The 2026 calendar reflects the following approved holidays:

- New Year's Day – Thursday, January 1
- Martin Luther King Jr. Day – Monday, January 19 (third Monday in January)
- Presidents' Day – Monday, February 16 (third Monday in February)
- Memorial Day – Monday, May 25 (last Monday in May)
- Juneteenth – Friday, June 19
- Independence Day (Observed) – Friday, July 3 (Saturday, July 4th)
- Labor Day – Monday, September 7 (first Monday in September)
- Veterans Day – Wednesday, November 11





Housing Authority of the City of Madera

- Thanksgiving Day – Thursday, November 26 (a Thursday in November designated by the Federal Government)
- Friday After Thanksgiving – Friday, November 27*
- Christmas Eve – Thursday, December 24
- Christmas Day – Friday, December 25*

These dates are consistent with the Personnel Rules & Regulations and HACM's standard holiday schedule.

***Please note:** This year, the Friday after Thanksgiving and Christmas Day coincide with HACM's regular Friday off. Per Section 5.08 of the Personnel Rules & Regulations:

“If a holiday falls on an employee's regular day off, the employee shall be paid one additional day's compensation for the holiday. If a holiday falls on the Friday 'off day,' the preceding Thursday will be the 'off day.'”

Historically, the Agency has observed the Wednesday prior to such holidays as a compensated holiday. Therefore, for 2026, the Agency will observe Wednesday, November 25, 2026, and Wednesday, December 23, 2026, as the official holidays.

RECOMMENDATION:

The item is informational only.

FISCAL IMPACT:

None. Holiday observances are already incorporated into personnel policies and annual budgeting.

ATTACHMENT:

2026 Agency Calander



2026 HACM Agency Calendar



January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 1st - New Years Day	September 7th - Labor Day
January 2nd - Board Approved Office Closure	November 11th - Veteran's Day
January 19th - Martin Luther King Jr. Day	November 26th - Thanksgiving Day
February 16th - President's Day	*November 27th - Day After Thanksgiving
May 25th - Memorial Day	December 24th - Christmas Eve
June 19th - Juneteenth	*December 25th Christmas Day
July 4th - Fourth of July (Observed 7/3)	*Observed 11/25 & 12/23

Holiday Observance
Friday office Closure
Board Meeting
Board Approved

2027 January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: December 10, 2025

AGENDA ITEM: C-2

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: December 4, 2025

SUBJECT: INFORMATIONAL/DISCUSSION ITEM – Update on Emergency Housing Voucher Waiver Shortfall Prevention Measure and HCV HAP payments for the Housing Authority of the City of Madera

EXECUTIVE SUMMARY:

The purpose of this memo is to provide the Board of Commissioners of the Housing Authority of the City of Madera (HACM) with an update on (1) recent communication from HUD regarding the Emergency Housing Voucher (EHV) waiver request and (2) the Shortfall Prevention Measures and delay in Housing Assistance Payments (HAP) for December due to the current HCV program funding shortfall.

EHV Waiver Request

HACM submitted a waiver request to HUD seeking approval to transition eligible Emergency Housing Voucher (EHV) families to the Housing Choice Voucher (HCV) waitlist. This waiver was intended to ensure that EHV households who have already completed the required eligibility screening would not lose continuity of assistance as HUD phases out EHV funding nationally.

Although HACM is experiencing an HCV funding shortfall, the waiver would *not* result in immediate issuance of vouchers. Instead, it would position EHV-eligible families on the HCV waitlist for prioritization once HACM is authorized to resume issuance.

HUD Approval of EHV Waiver

On December 4, 2025, HACM received notification that HUD has approved the EHV waiver. This approval allows HACM to place eligible EHV families onto the HCV waitlist.

Immediate impacts of this approval:

- Eligible EHV families may now be added to the HCV waitlist, even though the HCV list is currently closed.
- These families will be prioritized once HUD provides authorization to resume issuing regular vouchers.





Housing Authority of the City of Madera

- HACM must still obtain additional HUD approval to formally transition these families into the standard HCV program, which would allow them to receive assistance long-term, subject to continued eligibility.
- Staff will continue coordinating with community partners to support EHV families.
- A follow-up meeting with our HUD representative is scheduled for next week, and we will update the Board accordingly.

HUD also notified HACM that we are eligible for shortfall funding, though HUD has not yet provided the following:

- The *amount* of shortfall funding to be awarded
- The *timeline* for when funds will be released
- Whether the funding will fully resolve the shortfall and allow voucher issuance to resume

These determinations are dependent on approval of the federal FY 2026 budget.

December 2025 HAP Payment Delay

As previously communicated to the Board of Commissioners, landlords and property management companies, HACM is experiencing a funding shortfall in the HCV program due to delayed release of HUD funding for December. HUD has obligated the funds but has not yet distributed them to PHAs nationwide. HACM received notification as early as the end of October that HACM would receive November and December HAP payments. There was no indication that there would be a delay.

As a result:

- December HAP payments were delayed.
- Once HUD releases the funds, HACM will immediately process and issue all December HAP payments.
- In accordance with the HAP contract, landlords may not assess late fees due to delays caused by HUD or the PHA.
- HACM has communicated with our housing partners to explain the delay and reassure them that payment will be issued as soon as funding is received.
- Staff has reached out to BDO, Fee Accountant, to assist with other resources or options to ensure HAP payments are paid sooner rather than later.

HUD has indicated that shortfall funding is forthcoming; however, its timing and adequacy remain uncertain. The ability to resume regular HCV operations, including voucher issuance, remains contingent upon HUD's release of funds and congressional approval of the FY 2026 budget.

Next Steps

- Continue coordination with HUD regarding shortfall funding and issuance authority.
- Continue monitoring and supporting EHV households during the transition period.
- Provide a status update to the Board following the scheduled HUD meeting.





Housing Authority of the City of Madera

- Notify landlords immediately when December HAP funds are released.

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.

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: December 10, 2025

AGENDA ITEM: F-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: December 4, 2025

SUBJECT: UPDATES, COMMUNICATIONS, TRAININGS, AND AUDITS

1. DEPARTMENTAL REPORTS:

- **HCV Department** – HUD annual SEMAP was submitted to HUD on November 21, 2025, ahead of the 11/29/2025 due date. HACM is waiting for final scores; inspections are all current and up to date.
 - The HCV Manager continues to meet bi-weekly with the VA Dept for the HUD VASH vouchers currently 34 Veterans are housed, 7 are actively searching for units and there are 13 vouchers available
 - EHV voucher program Currently 17 vouchers are being utilized in Madera and 2 port outs. West Care Divergent Team has been in contact with EHV participants and evaluated and prospective services can be provided to 7 families.
- **FSS** – Families continue to be contacted and invited to enroll in the FSS program to enhance support and engagement.
- **POMONA RANCH -**
 - There were a total of 23 move outs for the month of November. One family transferred from the Parlier Migrant Center, effective 11/25/25. Currently there are a total of 7 families remaining at Pomona Ranch. Contact was made to the Madera Food Bank in hopes of commodities for the remaining families, for Thanksgiving.
 - A meeting with staff from the Office of Migrant Services was held on Friday, 11/14/25. The focus of the meeting was for OMS to explain Assembly Bill (AB-2240) and to obtain a survey specifically on the definition of Agricultural Migrant. There were five (5) families present for the meeting and survey. The meeting was held in the laundry room, due to the weather.
- **PUBLIC HOUSING** – Staff continues to work on Public Housing vacant units and annual certifications. Management continues to monitor the fallout of the government shutdown and





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the potential impact the shutdown may continue to have on families within the programs. Notices have been sent out for all residents of both programs regarding office closures during the holidays as well as information for the emergency maintenance line.

- **FARM LABOR** – Staff continues to work on annual certifications and continues to ensure our families are being provided with any information we're able to provide regarding the effects of the government shutdown should they request it. Notices have been sent out for all residents of both programs regarding office closures during the holidays as well as information for the emergency maintenance line
- **FINANCE** – The Finance Department continues to prepare for the upcoming on-site audit visit and working to pay all invoices for Calander year end.

- **MAINTENANCE:**

Public Housing: Staff is working on two (2) vacant units and continue working on upgrading the lighting systems at all the public housing properties. Staff continues to install cameras at the properties as well.

Farm Labor: – There are no current vacancies, however there are a couple upcoming vacancies later in the month. Staff is working on the day-to day workorders as well as closing outstanding workorders from inspections. Jose Ramirez's last day is Friday, December 5, 2025, leaving a vacancy for the farm labor properties. Management is actively recruiting and interviewing for this position.

Pomona Ranch Units – Staff has begun working on vacancy turns and preparing for the next season.

- **ADMINISTRATIVE:** Staff is working on reviewing and updating various agency/programming policies.

2. **TRAINING/CONFERENCES** – As part of continued professional development efforts, team members recently participated in specialized training programs to strengthen their knowledge and skills:

- **Public Housing:** no updates at this time.
- **Farm Labor:** no updated at this time.
- **HCV:** The Inspector will be attending NSPIRE training in Fresno, specifically for the Public Housing side of NSPIRE.
- **Maintenance** – Jared Garza attended a virtual NAHRO training, “How to Effectively Manage Your Maintenance Program”. The four-day training course on improving operations in the maintenance department.





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- **Administration:** - Executive Director and Djordan Didulo, Finance & Administration Manager will be attending the Northern California Chapter of CAHA Winter meeting at the Alameda Housing Authority on December 5, 2025.
- **ASPIRE** - Yardi ASPIRE continues to upload new learning plans. Staff will continue utilizing this tool for training specifically with the Yardi program and best practices. Management is working on rolling out the Compliance Manager module for Public Housing, HCV, and the farm labor program which will make processing certifications more streamlined.
- **Board of Commissioners:** no updates at this time.
- **VALLEY AUTHORITIES' CONSORTIA:** No updates at this time.

