

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
August 23, 2022

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:00 pm on Tuesday, August 23, 2022 in the Agency's Boardroom.

**Commissioners Present**

Mark Sullivan, Chairman  
Mayor Hillary Schieve-**via phone 12:29 p.m.**  
Oscar Delgado  
Jazzmeen Johnson-**via phone**

**Commissioners Absent**

Dave Aiazzi, Vice Chairman

**Staff Present**

Hilary Lopez, Ph.D., Executive Director  
Heidi McKendree, Deputy Executive Director  
Darrell Playford, Director of Development  
Ryan Russell, Legal Counsel  
Samantha Arellano IT Manager -**via phone**  
Cori Fisher, Director of Resident Services  
Jamie Newfelt, Director of Rental Assistance  
Kim Anhalt, Moving to Work Coordinator  
April Conway, Public Affairs Officer  
Lindsay Dobson, Executive Administrative Assistant

**Staff Absent**

Linda Long, Director of Administration  
Darren Squillante, Director of HR

**Others Present**

Britton Griffith, Development Committee Chair-**via phone**

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**
- **Receive introduction of guests.**  
None

**Public Comment. Public comment, if any, must be limited to any item on the agenda which is listed as an item for action by the Board. Comment from the public is limited to three minutes per person, under these items.**

There was no public comment.

➤ **Approval of agenda (For Possible Action)**

Chairman Sullivan moved to approve the agenda. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the agenda approve.

**1. Open Meeting Law and Ethics presentation by Legal Counsel Ryan Russell, Allison MacKenzie, Ltd.**

Legal Counsel Russell has prepared a presentation regarding the Open Meeting Law. This presentation was made available via Power Point for all members not in attendance.

**2. Approval of the minutes of the closed session Board meeting held May 24, 2022, the minutes of the regular Board meetings held May 24, 2022, June 28, 2022, and the minutes of the special Board meetings held July 8, 2022, and July 22, 2022. (For Possible Action)**

Commissioner Delgado moved to approve minutes. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the minutes approved.

**3. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)**

- a) Possible action to authorize the Executive Director to execute a contract with Simerson Construction in the amount of \$630,081 to replace 100 water heaters at Essex Manor Public Housing Project NV39-P001-009. (For Possible Action)

Commissioner Delgado moved to approve the consent agenda. Commissioner Schieve seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the agenda approved.

**3. Receive Commissioner's Reports regarding routine matters not otherwise requiring separate consideration. (Discussion)**

There were no commissioner reports.

#### 4. Receive regular Financial Reports for the current period. (Discussion)

ENTITY-WIDE FINANCIAL REPORT  
FOR THE 10 MONTHS ENDED JULY 31, 2022

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	378,034	389,070	(11,036)
Expenditures	337,989	473,808	135,819
<b><i>Net Surplus (deficit)</i></b>	<b><i>40,045</i></b>	<b><i>(84,738)</i></b>	<b><i>124,784</i></b>

**HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	1,550,287	2,132,717	(582,430)
HAP Payments to Landlords	1,651,414	2,102,076	450,662
Fee & Other Revenue	221,403	222,716	(1,313)
Expenditures	226,588	282,839	56,251
<b><i>Net Surplus (deficit)</i></b>	<b><i>(106,312)</i></b>	<b><i>(29,483)</i></b>	<b><i>(76,829)</i></b>

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	91,958	99,517	(7,559)
Expenditures	43,982	57,313	13,330
<b><i>Restricted Surplus (deficit)</i></b>	<b><i>47,976</i></b>	<b><i>42,205</i></b>	<b><i>5,771</i></b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	360,655	341,457	19,199
Expenditures	109,782	143,424	33,642
<b><i>Unrestricted Surplus (deficit)</i></b>	<b><i>250,873</i></b>	<b><i>198,032</i></b>	<b><i>52,841</i></b>

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	2,071,945	2,144,774	(72,829)
HAP Payments to Landlords	2,071,945	2,144,774	72,829
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
Admin and Fee Revenue	77,941	86,085	(8,143)
Expenditures	62,333	58,963	(3,370)
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>15,608</i></b>	<b><i>27,121</i></b>	<b><i>(11,513)</i></b>
<b><i>Net compared to budget</i></b>	<b><i>15,608</i></b>	<b><i>27,121</i></b>	<b><i>(11,513)</i></b>

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	164,059	198,533	(34,474)
Expenditures	227,840	323,142	95,302
<b><i>Net compared to budget</i></b>	<b><i>(63,781)</i></b>	<b><i>(124,610)</i></b>	<b><i>60,829</i></b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	3,622,232	4,277,491	(655,259)
HAP Payments to Landlords	3,723,359	4,246,851	523,491
<i>HAP Surplus (Deficit)</i>	<i>(101,127)</i>	<i>30,641</i>	<i>(131,768)</i>
Fee & Other Revenue	1,294,051	1,337,377	(43,326)
Expenditures	1,008,514	1,339,490	330,975
<i>Unrestricted Profit (Loss)</i>	<i>285,536</i>	<i>(2,113)</i>	<i>287,649</i>
<b>Net Surplus (deficit)</b>	<b>184,409</b>	<b>28,528</b>	<b>155,882</b>

**5. Receive Executive Director/Secretary's Report. (Discussion)**

Executive Director Lopez reported RHA is currently working on applications for the American Rescue Plan Act funding. Executive Director Lopez indicated the state invited 180 applicants across the state to move from the pre-application to the full-application process.

RHA staff is continuing to work on the sale of the Fourth Street property to Washoe County. Staff is hoping to close escrow by the end of the month.

Executive Director Lopez and Deputy Executive McKendree will be going to the Reno City Council in September with a request to reallocate the \$6 million in city ARPA funds that were set aside for the potential purchase of the Bonanza property. RHA staff seek to reallocate those to fill a funding gap in the Dick Scott Manor development project as well as the Carville Court redevelopment project.

Executive Director Lopez reports the Agency is moving towards 100% completion of design documents and a final guaranteed maximum price on Dick Scott Manor. RHA staff has identified a funding gap based on preliminary estimates and is hopeful the City will approve the reallocation funds.

The US Department of Housing and Urban Development (HUD) will be conducting a Moving To Work (MTW) site visit on September 22. One of the topics of discussion will be voucher utilization and ways our Rental Assistance department can continually increase utilization which is currently at 94%.

## A. Update on Rental Assistance Voucher Programs / Asset Management

### Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 8/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2,189	92%	218
VASH	416	265	64%	58
EHV	137	42	31%	47
FYI	15	2	13%	5

Number HQS Inspections Conducted by Month	
July 2022	281

### Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$15,950,000	\$9,243,779	1283	60%
Washoe County	\$6,380,855	\$6,380,855	739	100%
City of Reno	\$5,700,000	\$5,699,999	718	100%

#### **Housing Choice Vouchers (HCV)**

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to Project Base 107 of our HCV's to assist special populations obtain housing. Of the total 107 PBV units, 95 are assigned to RHA owned properties.

Lease-Up Expectations: Although total voucher allocation is 2524, HUD has set the agency's leasing expectation at 2382 (AKA RHA's MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency's MTW activities and therefore full lease up of all 2524 vouchers is not expected or suggested by HUD.

#### **Veteran's Affairs Supporting Housing Vouchers (VASH)**

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 9 of these vouchers.

#### **Emergency Housing Vouchers (EHV)**

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with four local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place and Volunteers of America) that have experience providing services to this population. Referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system. Direct referrals are received by the RHA from the partnering agency and the RHA provides the EHV voucher.

#### **Foster Youth to Independence Vouchers (FYI)**

Description: Voucher allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide referrals and case management to clients. Direct referrals are received by the RHA from the partnering agency and the RHA provides the FYI voucher.

## Asset Management

- Interviews for the Director of Asset Management have been conducted, and the pre-employment process has begun for the selected candidate. Consideration and discussion of a restructuring of the department have begun. A possible restructure of the department could provide a more streamlined approach to managing and maintaining RHA properties. Staff are focusing on decreasing the time it takes to turn a vacated unit and ensuring work orders are addressed as quickly as possible.

## **B. Update on Workforce Development, Elderly Services, and youth activities**

### Workforce Development

- RHA hosted a credit and debt workshop on August 3<sup>rd</sup> for Workforce Development and Start Smart program participants, with special guest speaker Lucille Mercado of **US Bank**. September's workshop will continue the financial wellness series.
- Workforce development coordinators are each taking a specialty training this fall to ensure our clients have stable access to financial coaching and small business consulting.
- Staff is awaiting FSS action plan approval from HUD to begin enrolling new clients in the program. We are looking forward to extending the invitation to all adult members of RHA households.

### Youth/Family Activities

- RHA partnered with **S.W.A.A.A.G. Foundation** for our annual back to school event, "Fresh Fades and Braids Backpack Drive." Approximately 150 backpacks filled with school supplies were handed out and 120 students received a haircut all at no cost to the families.
- RHA is hosting **Health Plan of Nevada's** "Medicine on the Move Van" in conjunction with a wellness resource fair for residents. Over twenty organizations have confirmed their attendance including **Liberty Dental, Community Health Alliance, JTNN** and more.
- Staff is throwing a "Christmas in August" event at each public housing site to collect holiday card contest submissions. All artwork will be brought to staff for voting in early September.

### Elderly Services

- Staff is partnering with **Immunize Nevada** to host a flu shot/COVID vaccine clinic in October for all RHA seniors.
- Staff is working with **Access to Healthcare Network** to plan an informational meeting for residents to hear from the four different managed care organizations offered through Nevada Medicaid before open enrollment begins.
- A new elderly services coordinator was hired for Willie J. Wynn and she has already planned multiple events including coffee meet-and-greets, resident breakfasts, and blood pressure management workshops. The residents are excited to have her.

### Resident Councils

- BBQ food, lawn games, water balloon games and more were brought to our public housing family sites as Myra Birch, Stead, and Hawk View resident councils each planned and hosted an end of summer party for their communities.

- Silverada and Tom Sawyer resident councils are partnering to offer a Labor Day BBQ for all senior public housing residents.
- Staff is preparing for 2023 resident council elections. Nominations will take place in October, elections will begin in November, and an “all-council” training will be provided in December.

\* The Authority’s community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities headers.

## D. Update on Public Information Activities

### Opportunity Knocks Magazine

- First proof back from printer, currently making edits before submitting to ED

### Website Revamp

- Beginning site wire diagram with Maslow Creative. Will populate with directors to ensure drafts make sense

### Educational Mini-Videos

- Four scripts written. Two awaiting ED approval
- Gathering b-roll (video) to roll into each video

### Social Media, Commercial Media, Other

- Employee newsletter completed
- Fielded media including Nevada Independent, Senior Spectrum radio, Reno Gazette-Journal, KRNV, KTVN
- Intern completing WFD/Youth WFD videos
- Continuing work on board/leadership photo wall, and employee wall
- Continuing other collateral items

## E. Update on Development Activities

The Development Department is currently working on the following improvement projects:

- **(RFP 2021- 11cnac)-** AEI Consultants. Contracts were executed March 17, 2022. AEI inspections began May 18, 2022, and were concluded May 20, 2022. RHA has received draft reports for all eight properties. Final reports are pending additional utility information.
- **(OPS) Dick Scott Manor Project:** H & K Architects have completed approximately 85% of the design documents. A review meeting was held with H & K Architects to revise the elevations. The next meeting is scheduled for September 5, 2022. This will be a final review of the 100% Design Documents and a Final Guaranteed Maximum Price (GMP) from Plenum Builders prior to submitting for building permits.
- **(CF2019) Myra Birch Playground Improvements:** TNT Lawns Plus (\$40,513.00 Work began June 29, 2022. The project is currently under construction. Change Order #1 was issued extending the contract completion date anticipated to be the week of September 12, 2022.



- **(CF2019) Essex Manor Playground Redevelopment:** TNT Lawns Plus (\$125,313.00) The contract was awarded May 31, 2022. The Contractor has ordered long lead materials and is expected to begin construction following completion of the Myra Birch project.
- **(CF2020) John McGraw Court Water Heater Replacement:** Plans and Specifications were completed May 11, 2022. The project was advertised to bid May 12, 2022. Bids were received June 17, 2022. The apparent lowest qualified bidder was Michael's Plumbing (\$141,909.00). Board approval was received at the July 2022 meeting. The project is anticipated to begin mid-September 2022.
- **(CF 2020) Essex Manor Water Heater Replacement:** Bids were received July 29, 2022. The successful low bidder was Simerson Construction (\$630,081.00). Staff is requesting approval of the project at the August 23<sup>rd</sup> Board meeting.
- **(CF2021) Stead Manor Concrete and Pavement Replacement:** Plans and Specifications are being prepared. The plans have been reviewed and stamped by McElhaney Engineering. Staff met with the City of Reno to ascertain the permit requirements. Staff will be making modifications to the plans and specifications to meet the new code requirements.
- **(CF 2021) Myra Birch Manor Video Surveillance System:** Development staff is in the pre-planning stage for this project. Plans and Specifications will follow by mid-September 2022.

## F. Update on Information Technology activities

### Electronic Document Management System

- Staff continues to scan Rental Assistance files into the production environment
- 7/15/202
- 787 out of approx. 2500 client files have been scanned
- All files will be scanned within 1 year and 4 months at current scan rate
- Staff continues to scan HR files into the production environment
- 7/18/2022
- All files will be scanned within 1 month at current scan rate
- 62 out of approx. 90 personnel files have been scanned
- Staff has scanned all Applicant files in the Admissions Department. Admissions staff is now creating new client folders directly in Laserfiche.
- 8/12/2022: Discovery for Washoe Affordable Housing Corporation began.
- 8/26/2022: User Acceptance Testing (UAT) will be completed for the Asset Management Department

## Yardi

- 8/5/2022
- Yardi and RHA executed a contract for PHA Software as a Service (SaaS) totaling \$304,600.50 for year one.
- Travel costs are estimated not to exceed \$32,000.
- 8/10/2022
- Welcome to Yardi introduction and transition of RHA from the Yardi sales team to the Yardi implementation team
- The implementation Kick-off meeting will tentatively take place the week of August 29, 2022.

## **G. Update on MTW Activities**

### FY 2022 Annual Report

- Data collection for RHA's FY 2022 Annual MTW Report to HUD continues. Much of this data needs to be pulled by manually looking up every assisted household multiple times. To date, data has been pulled for 16 of RHA's 21 MTW activities. This report is due to HUD by September 30, 2022.
- Survey results and internal data on Mobility Demonstration households including income, family composition, and employment status were sent to Rebecca J. Walter, PhD at the University of Washington (UW). This data is being used by UW to evaluate the overall progress of these families and the program. Ms. Walter will have her analysis back to RHA for inclusion before the September 30 report deadline.

### FY 2021 Compliance Determination

- A written response was drafted and submitted to HUD to address the number of households served based on HUD's preliminary FY2021 compliance determination. HUD has determined RHA to be non-compliant with the MTW requirement to serve substantially the same number of families since FY2018, although this number has steadily improved over the last two years.

### HUD site visit

- HUD staff from both the MTW office and the San Francisco field office will be onsite at RHA on September 22. This will be fourth site visit by HUD staff since RHA became an MTW agency. HUD's priorities for this site visit include discussion around RHA's voucher utilization and HUD-held reserves. As with previous site visits, HUD has planned a two-three-hour presentation/discussion followed by an afternoon tour of RHA's properties.

**6. Discussion and possible action to approve proposed date for Annual Board Retreat. (For Possible Action)**

RHA staff have identified The Elm Estate as a possible location for the Annual Board Retreat. Possible dates would include November 2, November 3, or November 7. Executive Director Lopez stated the goal of the retreat would be to revisit last year's goals and discuss goals for the upcoming year. Executive Director Lopez recommended finding a facilitator to help manage discussions and identify next steps during the retreat.

Commissioner Delgado moved to approve the proposed date for the Annual Board Retreat for November 7. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried.

**7. Discussion and possible action on RHA's priorities on legislative initiatives advanced by the Nevada Housing Coalition and the State of Nevada Affordable Housing Advisory Committee. (For Possible Action)**

Executive Director Lopez indicated RHA is a member of the Nevada Housing Coalition (NHC). Executive Director Lopez also reported she is a member of the state's Advisory Committee on Housing. The Advisory Committee is permitted to advance one Bill Draft Request (BDR) for the next legislative session. The NHC is attempting to work with legislators to adopt the legislative priorities that the housing industry throughout Nevada is interested in, in order to ascertain if there could be some (BDR) around those items. Executive Director Lopez requested guidance from the Board to ensure she is in alignment with items the Board supports. The Nevada Housing Coalition provided list of affordable housing priorities for consideration as BDR to the Advisory Committee on Housing. That information has also been included in today's packet.

Robust discussions were had. No action was taken on this item.

**8. Additional items:**

**i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**

None discussed.

**ii) Reports on conferences and trainings. (Discussion)**

There were no conferences or trainings discussed.

**iii) Old and New Business. (Discussion)**

Executive Director Lopez wanted to mention to the Board, RHA staff is in preliminary discussions with the City of Reno in regards to transferring some of the senior programming from the Paradise Park Community Center to RHA's Silverada Community Center.

**iv) Request for Future Agenda Topics**

v) **Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, September 27, 2022; Tuesday, October 25, 2022; and Tuesday, November 15, 2022. (For Possible Action)**

9. **Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.**

There was no public comment.

11. **Adjournment. (For Possible Action)**

Commissioner Delgado motioned to adjourn the meeting. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the meeting adjourned at 1:10 pm.