

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
November 29, 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 12:03 pm on Tuesday, November 29, 2022 in the Agency's Boardroom.

**Commissioners Present**

Mark Sullivan, Chairman  
Dave Aiazzi, Vice Chairman  
Mayor Hillary Schieve-**via phone**  
Jazzmeen Johnson-**via phone**

**Commissioners Absent**

**Staff Present**

Hilary Lopez, Ph.D., Executive Director  
Heidi McKendree, Deputy Executive Director  
Ryan Russell, Legal Counsel  
Linda Long, Director of Administration  
Darren Squillante, Director of HR  
Darrell Playford, Director of Development  
Samantha Arellano IT Manager  
Cori Fisher, Director of Resident Services  
Jamie Newfelt, Director of Rental Assistance  
Kristin Scott, Director of Public Housing  
Kim Anhalt, Moving to Work Coordinator  
April Conway, Public Affairs Officer  
Lindsay Dobson, Executive Administrative Assistant

**Staff Absent**

**Others Present**

None

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

- **Call to order and roll call.**
- **Receive introduction of guests.**  
None
- **First Period of 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, under these items.**

There was no public comment.

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

Chairman Sullivan motioned to approve the agenda. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes, no nays. Chairman Aiazzi declared the motion carried and the agenda approved.

**1. Approval of the minutes of the closed session Board meeting held September 27, 2022, and the minutes of the annual Board meeting held October 25, 2022. (For Possible Action)**

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

**2. 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 Spanish Springs Construction in the amount of \$598,000 to replace concrete and pavement at Stead Manor Public Housing Project NV39-P001-006. (For Possible Action)
- b) Possible action to authorize the Executive Director to execute a contract with 295 Cabling in the amount of \$79,250 to replace the video surveillance system at Stead Manor Public Housing Project NV39-P001-006. (For Possible Action)
- c) Possible action to authorize the Executive Director to execute a contract with 295 Cabling in the amount of \$73,840 to replace the video surveillance system at Myra Birch Public Housing Project NV39-P001-010. (For Possible Action)

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

**3. Commissioner Reports. (Discussion)**

There were no commissioner reports

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

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,524,211	1,556,280	(32,068)
Expenditures	1,727,506	1,895,233	167,727
<b><i>Net Surplus (deficit)</i></b>	<b><i>(203,295)</i></b>	<b><i>(338,953)</i></b>	<b><i>135,659</i></b>

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

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	7,931,433	8,530,868	(599,435)
HAP Payments to Landlords	8,548,618	8,408,305	(140,312)
Fee & Other Revenue	1,072,458	890,864	181,594
Expenditures	965,207	1,131,357	166,151
<b><i>Net Surplus (deficit)</i></b>	<b><i>(509,933)</i></b>	<b><i>(117,930)</i></b>	<b><i>(392,003)</i></b>

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	395,034	398,068	(3,034)
Expenditures	236,380	229,250	(7,130)
<b><i>Restricted Surplus (deficit)</i></b>	<b><i>158,654</i></b>	<b><i>168,818</i></b>	<b><i>(10,164)</i></b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,489,342	1,365,826	123,516
Expenditures	615,035	573,698	(41,337)
<b><i>Unrestricted Surplus (deficit)</i></b>	<b><i>874,307</i></b>	<b><i>792,128</i></b>	<b><i>82,178</i></b>

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	8,606,146	8,579,097	27,049
HAP Payments to Landlords	8,606,146	8,579,097	(27,049)
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
Admin and Fee Revenue	342,772	344,338	(1,567)
Expenditures	256,282	235,853	(20,430)
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>86,489</i></b>	<b><i>108,486</i></b>	<b><i>(21,996)</i></b>
<b><i>Net compared to budget</i></b>	<b><i>86,489</i></b>	<b><i>108,486</i></b>	<b><i>(21,996)</i></b>

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	686,252	794,130	(107,878)
Expenditures	1,103,900	1,292,568	188,668
<b><i>Net compared to budget</i></b>	<b><i>(417,648)</i></b>	<b><i>(498,438)</i></b>	<b><i>80,790</i></b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	16,537,579	17,109,965	(572,386)
HAP Payments to Landlords	17,154,764	16,987,402	(167,362)
<i>HAP Surplus (Deficit)</i>	<i>(617,185)</i>	<i>122,563</i>	<i>(739,747)</i>
Fee & Other Revenue	5,510,069	5,349,507	160,562
Expenditures	4,904,311	5,357,959	453,649
<i>Unrestricted Profit (Loss)</i>	<i>605,759</i>	<i>(8,452)</i>	<i>614,211</i>
<b>Net Surplus (deficit)</b>	<b>(11,426)</b>	<b>114,110</b>	<b>(125,536)</b>

**A. Executive Director/Secretary’s Report**

- Staff received notification of the below funding awards from the State’s Home Means Nevada Initiative (HMNI) American Rescue Plan Act monies:
  - \$25M towards redevelopment of Hawk View (bond/LIHTC transaction)
  - \$18M towards substantial rehabilitation of Stead Manor
  - \$3.5M for rehabilitation at McGraw Court
  - \$1.5M for capital improvements at Essex Manor
  - \$775k for potential land acquisition of 419 10th Street; and
  - \$1.5M for potential land acquisition of Redfield Parkway.

Staff is developing critical path schedules for these projects and beginning preliminary due diligence for the required HUD Part 58 Environmental Assessments and Rental Assistance Demonstration/Section 18 processes. Next steps and timeframes will be shared with the Board once preliminary schedules are finalized.

- Staff received notice that CIRE Equity is awarding RHA the Paradise Plaza property to create a services hub for residents. A formal award letter is forthcoming. Staff is working with CIRE Equity to get access to the property to begin a needs assessment.
- The ownership group for 419 10<sup>th</sup> Street signed RHA’s Letter of Intent to purchase the referenced property. We have opened escrow for this transaction and started due diligence for the HUD required Part 58 Environmental Assessment. Staff met with the City of Sparks on November 22, 2022, to discuss sewer and permit fee deferrals or waivers as well as other funding opportunities and will follow up after Thanksgiving.

- Clifton Larson completed the on-site portion of their annual financial audit and did not note any significant findings or items of concern. The final draft will be provided to the Board in February for discussion and approval.
- The Executive Team is working through the goals set by the Board at its November 7, 2022, retreat and will be meeting with the leadership team in early 2023 to set department goals for the coming year and longer-term.

## B. 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	2,480	2,240	90%	182
VASH	416	285	69%	36
EHV	137	60	44%	48
FYI	15	3	20%	3

Number HQS Inspections Conducted by Month	
OCTOBER 2022	143

### Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$10,448,554	\$10,367,135	1349	99%
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**

- Maintenance staff have been busy with vacancies, winterizing mechanical systems and covering sites with open positions.
- Staff are working on obtaining leaf removal quotes to assist maintenance with the cleanup of the properties. The quotes are due no later than November 18, 2022, with the hopes work can begin in December.
- Public Housing ended the month of October with 19 vacancies for an overall occupancy rate of 97.47% across all sites. In October, seven residents vacated their unit, and eight units were leased. Four of the lease ups originated from the Reasonable Accommodation or VAWA transfer list. Those transfers created four additional vacancies for staff to work on during the month of November.
- The remaining two open positions for the Asset Management Department have been offered to eligible candidates and preemployment checks have been completed. Both positions have an expected start date of November 28, 2022.
- During the month of October, Mobility interest letters were sent to sixty-one eligible Public Housing residents. Thirty-one residents returned their response letter by the deadline and indicated they wanted to be considered for one of the three available Scattered Site Properties. The 2<sup>nd</sup> step of the process is to mail out survey letters which will be completed during the month of November. The final step of the lottery drawing will take place in late November or early December.
- Essex playground improvement project started on October 24, 2022. Work is anticipated to be completed mid-December.
- Security camera improvement projects for Myra Birch and Stead have been advertised and the job walk was completed in October. Bids are due for both projects in November for board approval in December.
- Essex and McGraw Court water heater replacement projects are in process and expected to begin around the end of November to mid-December. The contractors are waiting for all water heaters to arrive prior to starting the work.

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

#### **Department Updates**

- RHA received notice that **CIRE Equity** is granting the Agency the proposed Paradise Plaza property to create a services hub for residents. This hub will greatly benefit our residents and will allow for our services to take place in one, centralized location.

- The resident services team is attending an all-day team retreat on November 30<sup>th</sup> to focus on department communication, team building, and 2023 goal setting/planning. The team is looking forward to finding new ways to reach more residents.

### Workforce Development

- RHA held a resume writing workshop in partnership with **JOIN, inc.** The final workshop of 2022 is focused on communication and leadership.
- RHA hosted a job fair with 18 employers including **The Row, Reno Fire Department, CSA, Salvation Army, Washoe County School District, Arrow Electronics, Uline Reno, VIA Seating**, and more!
- In December, workforce development is hosting a networking event for all current clients to share resources, business ideas, and to get to know one another. Staff will provide light beverages and snacks.

### Youth/Family Activities

- The 150 original Junior Ski scholarship spots are almost full! **Sky Tavern** and **Bobo's Ski & Board** have generously offered to work with us if we need additional spots. **Salvation Army** is partnering with RHA to equip our youth in need with snow gear like jackets and snow suits.
- Staff is partnering with **Northern Nevada Hopes** to offer their teen pregnancy prevention program called Seventeen Days to RHA residents on site. Fourteen youth attended the first session, and all responded positively and would like to attend the second.

### Elderly Services

- **Holy Cross Catholic Church** provided hot Thanksgiving meals to all residents at our senior/disabled public housing sites on Thanksgiving Day. **Gospel Mission** provided a similar meal to residents at Willie J. Wynn. Staff were invited to attend voluntarily and visit with senior residents.
- Staff will host an early holiday celebration on December 14<sup>th</sup> for seniors to come pick up their **Salvation Army** Silver Angel Tree gift, enjoy some coffee, tea, and hot cocoa, and watch some holiday classics.

### Resident Councils

- All site's resident council elections have concluded. The newly elected executive board members are looking forward to 2023.
- Staff is hosting a training and working session for all resident council board members in December to prepare for the new year.

*\* 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

- Awaiting second proof from printer. He thinks we still owe him content so I'm looking into it.

### Website Revamp

- Finalizing site wire diagram with Maslow Creative and directors. Have met with about half of the directors to get their input on pages that pertain to them.

### Educational Mini-Videos

- First draft of first video is complete. Mckenzie making my suggested edits and shooting new video.
- Mckenzie is also editing second video.

### Social Media, Commercial Media, Other

- RHA 2023 calendar is in final stages. Contracted with Mid-Town Printing. With one last look-see by Hilary, can send to printer by Monday, 11/21.
- Continuing other collateral items.
- Only about 40% of staff had taken online Safe Place at last count. Sent reminder. Assuming more staff completes training, should be able to make public announcement as soon as signs arrive from Children's Cabinet.
- Finalized and distributed Front Porch employee newsletter.
- Coordinating with KTVN for *Share Your Christmas Drive-By Food Drive*.
- Collecting content for the January resident newsletter.

## E. Update on Development Activities

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

- **CF2021 Stead Manor Concrete and Pavement:** Spanish Springs Construction (\$598,000.00)

Spanish Springs Construction Inc. was the lowest responsive bidder in the amount of (\$598,000.00). Most of our public housing sites still have asphalt parking areas that are original construction for the site. Staff is looking to install new parking areas and any broken sidewalks and curbing in the public housing projects most in need. This contract will provide all new aggregate base material and asphalt paving that should have a useful life of 20 years or more if adequately maintained. This project will also repair sections of sidewalk and curb adjacent to the parking areas in an effort to eliminate tripping hazards.

Staff is requesting Board approval to enter into contract with Michael's Plumbing for (\$598,000.00).

- **CF2021 Myra Birch Manor Video Surveillance:** 295 cabling (\$73,840.00)  
295 Cabling was the lowest responsive bidder in the amount of (\$73,840.00).  
The existing surveillance cameras at Myra Birch have been ineffective/inoperative for several months.  
The installation of new/better cameras will allow for upgraded security monitoring at the site.  
Staff is requesting Board approval to enter into contract with 295 Cabling for (\$73,8940.00).
- **CF2021 Stead Manor Video Surveillance:** 295 cabling (\$79,250.00)  
295 Cabling was the lowest responsive bidder in the amount of (\$79,250.00).  
As with Myra Birch Manor, the outdated security cameras have been ineffective and/or inoperative for several months.  
The installation of new/better cameras will allow for upgraded security monitoring at the site.  
Staff is requesting Board approval to enter into contract with 295 Cabling for (\$79,250.00).

## **F. Update on Information Technology activities**

### Electronic Document Management System

- 11/10/2022: The 1<sup>st</sup> automation workflow has been moved into production in the Admissions department. Laserfiche is creating electronic folders for applicants when new applications are received and reviewed by Admissions staff.
- 11/21/2022: Staff continues to scan Rental Assistance files into the production environment
  - 1068 out of approx. 2500 client files have been scanned
  - All files will be scanned within 1 year and 1 month at current scan rate
- 11/21/2022: Laserfiche UAT for Washoe Affordable Housing Corporation on hold due to staff turnover in IT. Work on this project is expected to resume in December 2022.
- 11/21/2022: Physical file prepping and scanning into Laserfiche on hold for the Asset Management Department due to staff turnover in IT. Work on this project is expected to resume in January 2022.

### Yardi

- 11/21/2022: Yardi Aspire (Training Platform) configuration is complete. Staff will go-live on the platform by department in either December or January.
- 11/21/2022: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.

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

### MTW Collaborative Membership Call

- Attended the MTW Collaborative's quarterly general membership call. Topics discussed included the 2023 MTW conference, voucher utilization & MTW reserves, Public Housing occupancy and an overview of ACC developments.

### Annual Board Retreat

- Preparation of a presentation for the annual retreat to provide the Board with an overview of the MTW program. This included an explanation on the MTW program, an overview of select activities implemented by RHA, funding flexibility, challenges the agency continues to have in meeting the statutory requirement to serve substantially the same number of families, and highlights of additional activities that could be considered.

### FY 2024 Annual MTW Plan

- Data continues to be gathered for possible MTW activities that were identified during brainstorming sessions for RHA's FY 2024 MTW Plan. This data will be used to identify what the proposed activity's effects could be on the agency, tenants, etc. The data will also be used to set the required baselines and benchmarks in RHA's final FY 2024 Annual Plan proposal to HUD. Activities under consideration include amendments to the Landlord Incentive Program and an expansion to the earned income disregard for young adults ages 18-22 in both the Public Housing and Rental Assistance programs. An earned income exclusion for elderly individuals, ages 62+, whose primary source of income is Social Security and the creation of a Local Non-Traditional activity for services only are also being considered.

- 5. Possible approval of changes to the agency's organizational plan/staffing chart, including without limitations addition of new positions, removal of several vacant positions, and reclassification of current positions. Possible action of this item will not constitute an individual employment action. Approval hereof may have a fiscal impact not to exceed \$600,000 annually. (For Possible Action)**

Commissioner Sullivan moved to approve the changes to the Agency's organizational plan and staffing chart as written. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

**6. Additional items:**

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

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

There were no conferences or trainings discussed.

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

None discussed.

- iv) Request for Future Agenda Topics**

Executive Director Lopez requested to discuss the Board's desires for the \$6 million reallocation request to the city of Reno.

- v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, December 20, 2022; Tuesday, January 24, 2023; and Tuesday, February 28, 2023. (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)**

The meeting adjourned at 12:36 pm.