

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
September 27, 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 12:02 pm on Tuesday, September 27, 2022 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve
Oscar Delgado
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

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 motioned to have agenda item one heard after agenda item nine. Commissioner Delgado moved to approve the change to 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 approved.

1. Ethics presentation by Legal Counsel Ryan Russell, Allison MacKenzie, Ltd.

Due to timing issues, the ethics presentation was postponed and will be agendized at a future meeting.

2. Approval of the minutes of the regular Board meetings held July 26, 2022, and August 23, 2022. (For Possible Action)

Vice Chairman Aiazzi moved to approve the July 26, 2022, minutes. Commissioner Delgado seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Commissioner Delgado moved to approve the August 23, 2022, minutes. Commissioner Johnson seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was three ayes, one abstention. 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 adoption of Resolution 22-09-01 RH approving a final budget revision and close out of FY 2018 Capital Fund Program (CFP) NV39P001501-18. (For Possible Action)

Commissioner Schieve moved to approve the consent agenda. Commissioner Delgado 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.

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

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

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	761,818	778,140	(16,322)
Expenditures	744,004	947,617	203,613
Net Surplus (deficit)	17,814	(169,477)	187,291

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	4,384,470	4,265,434	119,036
HAP Payments to Landlords	4,551,521	4,204,153	(347,368)
Fee & Other Revenue	497,656	445,432	52,224
Expenditures	479,925	565,679	85,753
<i>Net Surplus (deficit)</i>	(149,320)	(58,965)	(90,355)

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	195,629	199,034	(3,405)
Expenditures	109,641	114,625	4,984
<i>Restricted Surplus (deficit)</i>	85,988	84,409	1,579

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	651,541	682,913	(31,372)
Expenditures	235,899	286,849	50,950
<i>Unrestricted Surplus (deficit)</i>	415,643	396,064	19,579

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	4,285,776	4,289,548	(3,773)
HAP Payments to Landlords	4,285,776	4,289,548	3,773
<i>HAP Surplus (Deficit)</i>		-	-
Admin and Fee Revenue	177,087	172,169	4,917
Expenditures	112,855	117,926	5,071
<i>Unrestricted Profit (Loss)</i>	64,231	54,243	9,988
Net compared to budget	64,231	54,243	9,988

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	336,940	397,065	(60,125)
Expenditures	512,584	646,284	133,700
Net compared to budget	(175,644)	(249,219)	73,575

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	8,670,245	8,554,982	115,263
HAP Payments to Landlords	8,837,296	8,493,701	(343,595)
<i>HAP Surplus (Deficit)</i>	<i>(167,051)</i>	<i>61,281</i>	<i>(228,332)</i>
Fee & Other Revenue	2,620,671	2,674,753	(54,082)
Expenditures	2,194,908	2,678,980	484,071
<i>Unrestricted Profit (Loss)</i>	<i>425,763</i>	<i>(4,226)</i>	<i>429,989</i>
Net Surplus (deficit)	258,712	57,055	201,657

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

There were no commissioner reports.

6. Executive Director/Secretary's Report. (Discussion)

Executive Director Lopez reported RHA received a Moving To Work (MTW) site visit from the Department of Housing and Urban Development (HUD) on September 22nd. Executive Director Lopez reported the site visit went very well and staff was able to hold very productive discussions. Executive Director Lopez will work with HUD staff to understand how to maximize fungibility RHA receives from being an MTW site. HUD staff indicated how impressed they were with the RHA properties. HUD staff noted that property maintenance and management was doing a tremendous job of maintaining the cleanliness of each Public Housing site.

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	2,382	2,222	93%	214
VASH	416	272	65%	55
EHV	137	50	36%	55
FYI	15	3	20%	4

Number HQS Inspections Conducted by Month	
August 2022	299

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	\$9,856,530	1309	94%
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

- Staff is excited to welcome Kristin Scott, our new Director of Asset Management. Kristin Scott joins the RHA September 26, and we are excited to have her as staff continues to focus on a more streamlined approach to managing and maintaining RHA properties.

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

Workforce Development

- RHA hosted **Greater Nevada Credit Union** for a banking workshop on September 7th for Workforce Development and Start Smart program participants. October's workshop will be the final workshop of our 2022 financial wellness series.
- Staff updated and scheduled all 2023 workshops to include new workshops such as: personal branding and marketing, preventative car maintenance, computer skills 101, and more!

- Staff is attending the National Family Self-Sufficiency Conference virtually in October and is looking forward to connecting with other workforce programs and hearing innovative tactics to help us deliver an even more effective program.

Youth/Family Activities

- Three RHA families (up to twelve family members each) took advantage of Commissioner Delgado's generous contingency fund donation and attended the **Sierra Nevada Journeys'** Labor Day family camp. Families were so grateful for the opportunity to attend and enjoy the great outdoors together.
- Forty-two RHA youth had the opportunity to ride in a tethered balloon ride at the Great Reno Balloon Races thanks to the generous donation of tickets from **the Children's Cabinet**.
- Commissioner Aiazzi's contingency fund donation to the **Reno Bike Project** is going to great use to provide 10 RHA youth with a one-week, full-day Fall Break camp. Youth will be provided breakfast, lunch, and snacks and will travel to nearby bike trails to enjoy nature while learning to safely ride. All youth will be able to keep their new mountain bikes at the end of the week!
- The annual holiday card competition has concluded and are available for staff vote! Card packets will be mailed to partners in November.

Elderly Services

- RHA partnered with **Health Plan of Nevada** and **Liberty Dental** to host its' first wellness resource fair at Silverada Manor on August 29th. 19 community organizations set up tables to provide information on their services offered and **Optum's** Medicine on the Move Van provided on-site wellness visits, mammograms, and immunizations. Staff is planning a second event at a family public housing site in November.
- RHA is hosting a Medicare Advantage Plan event in which representatives from various organizations (**Prominence**, **Senior Care Plus**, etc.) as well as **Access to Healthcare Network**, are coming to provide RHA seniors with information prior to Medicare open enrollment. This event is open to all Medicare Advantage Plans.
- RHA is holding a flu shot/COVID vaccine clinic for RHA seniors and persons with disabilities through partnership with **Immunize Nevada** on October 7th.

Resident Councils

- Silverada and Tom Sawyer resident councils partnered for a Labor Day BBQ open to all RHA seniors. Activities included lawn games, guest speakers from **Medicare Advisors** and **Aetna**, and a presentation from **St. Mary's Home Care Services**.

- 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

- Refining site wire diagram with Maslow Creative. Meeting nearly each week with them.

Educational Mini-Videos

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

Social Media, Commercial Media, Other

- Organizing Myra Birch Outdoor Rec grand opening
- Helping organize Breakfast with the Boss
- Continuing work on board/leadership photo wall, and employee wall
- Starting work on RHA 2023 calendar
- 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. Inspections are complete. Utility information is being gathered and should be complete and forwarded to AEI the week of September 26, 2022.
- **(OPS) Dick Scott Manor Project:** H & K Architects have completed approximately 90% of the design documents. Construction Documents deliverables will be October 25, 2022. The Architect will forward the final plans to Plenium Builders for the bid phase of the GMP. A final GMP will be submitted to RHA the end of November/ first week in December 2022.
- **(CF2019) Myra Birch Playground Improvements:** TNT Lawns Plus (\$40,513.00). Work began June 29, 2022. The project is substantially complete pending close-out and final payment.

- **(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:** Michael's Plumbing (\$141,909.00). Board approval was received at the July 2022 meeting. Michael's Plumbing is in the process of updating their enrollment in SAM.
- **(CF 2020) Essex Manor Water Heater Replacement:** Simerson Construction (\$630,081.00). The Board approved the project at the August 23, 2022, meeting. Contracts were signed and executed September 14, 2022. The Contractor is currently procuring long lead items. A notice to Proceed will be executed when all equipment has been received.
- **(CF2021) Stead Manor Concrete and Pavement Replacement:** Plans and Specifications have been completed. Advertising for bids is anticipated for September 23, 2022.
- **(CF 2021) Myra Birch Manor Video Surveillance System:** A draft copy of the development plan was distributed for review September 16, 2022. Any comments or changes will be incorporated into the drawings. Final specifications will be prepared, and the project is anticipated to be advertised for bids the last week of September 2022.

F. Update on Information Technology activities

Electronic Document Management System

- 9/20/2022: Staff continues to scan Rental Assistance files into the production environment
 - 897 out of approx. 2500 client files have been scanned
 - All files will be scanned within 1 year and 3 months at current scan rate
- 9/20/2022: Staff has scanned all active personnel files into the production environment
- 9/16/2022: Staff has scanned all Applicant files in the Admissions Department. Admissions staff is now creating new client folders directly in Laserfiche.
- 9/22/2022: Laserfiche Training for Washoe Affordable Housing Corporation began.
- 10/3/2022: Physical file prepping and scanning into Laserfiche will begin for the Asset Management Department

Yardi

- 9/9/2022: Yardi began creating the RHA Yardi Voyager environment on the cloud
- 9/28/2022: Yardi Aspire (Training Platform) implementation kick-off meeting scheduled

10/4/2022: Yardi Voyager (PHA Software) implementation kick-off meeting scheduled

G. Update on MTW Activities

FY 2022 Annual Report

- Following the conclusion of each MTW activities data analysis, RHA's FY 2022 Annual MTW Report was drafted. The annual report highlights and details each of RHA's MTW activities approved by HUD and implemented by the agency during the plan year. The report provides comparisons of actual outcomes to benchmarks set forth in the FY 2022 Annual Plan. It also provides an update on each of the ongoing activities that were approved and implemented by the agency in previous plan years. Once the report is reviewed by leadership, it will be submitted to HUD. The annual report is due to HUD by September 30, 2022.

HUD Site Visit

- HUD staff from both the MTW office and the San Francisco field office will be on site at RHA on September 22. After HUD staff provided program updates, topics of discussion included RHA's Housing Choice Voucher utilization, Public Housing occupancy, and RAD. Discussions around RHA's planned use of HUD-held reserves, Workforce Development Program, and RHA's Landlord Incentive initiatives were also included. This was the fourth site visit by HUD staff since RHA became an MTW agency.

FY 2024 Annual MTW Plan

- Staff will begin brainstorming new MTW activities in the coming weeks. Current activities that have been implemented by RHA will also be reviewed to note any changes that should be made. Once new activities are identified, data will be gathered and analyzed to identify what the proposed activity's effects could be on the agency, current tenants, etc.

7. Discussion and possible action to direct staff to revise the Personnel Policies section six to allow annual leave to be utilized the pay period after it has been earned/accrued. (For Possible Action)

Commissioner Schieve moved to direct staff to revise the current Personnel Policy section six as written. Commissioner Delgado seconded the motion. Commissioner Delgado 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.

8. Closed Session regarding the possible negotiation of the acquisition of 419 10th Street, Sparks, NV for future housing development. No action may be taken during the closed session.

9. Discussion and possible action to direct the Executive Director or designee to enter into negotiations with the Seller to purchase 419 10th Street, Sparks Nevada. Possible action may further include authorizing the Executive Director or a designee to conditionally enter a non-binding Letter of Intent for the purchase of 419 10th Street, subject to presentation to and approval by the Board at a subsequent meeting. The Board may also consider other approaches to pursue the purchase of the 419 10th Street property. (For Possible Action)

Chairman Sullivan adjourned the closed session at 12:48 p.m.

Chairman Sullivan moved to approve agenda item nine as written. Commissioner Delgado 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.

10. Additional items:

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

Executive Director Lopez reported staff anticipates bringing changes to the Section 8 Payment Standards with potentially Small Area Payment Standards allowing voucher recipients to have a higher likelihood of securing housing in certain areas.

Commissioner Schieve stated concerns with the forms distributed to clients. Commissioner Schieve requests that client communication be reviewed and updated to provide clarification wherever necessary.

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

None discussed.

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 1:06 pm.