

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
December 15, 2020

The December regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Sullivan at 12:00 pm on Tuesday, December 15, 2020. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, is suspended in order to mitigate against the possible exposure or transmission of the COVID-19 (Corona Virus). This meeting was held by video/telephone conference.

**Commissioners Present**

Mark Sullivan, Chairman  
Dick Scott, Vice Chairman  
Mayor Hillary Schieve  
Dave Aiazzi  
Barbara Wilhelms

**Commissioners Absent**

**Staff Present**

Amy Jones, Executive Director  
Chuck Zeh, Legal Counsel  
Mishon Hurst, Deputy Executive Director  
Heidi McKendree, Director of Rental Assistance  
Maribel Martinez, Director of Asset Management  
Matt Robinson, Director of Development  
Cathy Steed, Elderly Services Administrator  
Linda Long, Accountant  
Samantha Arellano, IT Manager  
Kathy Merrill, Executive Administrative Assistant

**Staff Absent**

Ryan Aeschlimann, Director of Administration

**Others Present**

Britton Griffin, Chair RHA Development Committee  
Shanda Golden, Paradise Park Initiative

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

- **Call to order and roll call.**
- **Receive introduction of guests.**
- **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.**

Shanda Golden thanked the Board for the opportunity to speak about the state of Paradise Park. Ms. Golden asked for a community effort between the City of Reno (City) and the Reno Housing Authority (RHA) to beautify the park and to make it safer. Jaime Schroeder of the City joined Ms. Golden in a tour of the park. The City has some ideas to help the park to be safer and more pleasant for the public to enjoy. Ms. Golden requested some help and guidance in

raising money to beautify the park. She would like to see a community effort to focus on bringing the public back to the park by way of fishing derby's through the Nevada Department of Wildlife and food trucks. This could be a great unifier for the community. Ms. Golden asked the Board for guidance and a blessing with this community effort. She believes communities can be built at the grassroots level. Ms. Golden offered the idea of a neighborhood meeting to grasp the needs and desires of the neighbors of the park. The emphasis would be to bring more people to the park.

Commissioner Schieve asked for this item to be agendaized for the next Board meeting to further discuss how the Authority can assist in this endeavor. She indicated there may be funding available through the Community Development Block Grant (CDBG) that could be utilized for this project.

Commissioner Aiazzi would like to see input from the Neighborhood Advisory Board (NAB). Commissioner Schieve stated the NAB's were on pause but are starting back up in January 2021.

Chairman Sullivan requested that RHA staff reach out to Ms. Golden to get her ideas for the park that are related to the mission of the Authority. Chairman Sullivan recommended that Ms. Golden pursue the assistance of the Parks department, as well as the Nevada Division of Wildlife.

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

Commissioner Wilhelms moved to approve the agenda posted on December 10, 2020. Commissioner Aiazzi 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. Approval of the minutes of the regular Board meeting held November 17, 2020, the special Board meeting held November 24, 2020, the closed session minutes from the November 17, 2020 regular meeting, and the closed session minutes from the November 24, 2020 special meeting. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held November 17, 2020, the special Board meeting held November 24, 2020, the closed session minutes from the November 17, 2020 regular meeting, and the closed session minutes from the November 24, 2020 special meeting. 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.

**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) Consider adoption of Resolution 20-12-01 RH approving revisions to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy of Public Housing Units updating language in existing policies for clarity. (For Possible Action)**

**b) Consider adoption of Resolution 20-12-02 RH authorizing the Executive Director to make two modifications to the Organizational Plan/Staffing chart; (1) rename the**

**Information Systems Specialist title to IT Professional – Systems Analyst and (2) redirect the IT Professional – Network Administrator and IT Professional – Systems Analyst positions to report directly to the IT Manager. (For Possible Action)**

Commissioner Aiazzi was concerned about the added language in the ACOP Plan that excludes certain dog breeds. The Board requested further review by Legal Counsel to ensure that such language is not harmful to the Agency.

Commissioner Aiazzi motioned to approve Resolutions 20-12-01 RH through 20-12-02 RH. Commissioner Wilhelms 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 stated resolutions 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 5 MONTHS ENDED NOVEMBER 30, 2020**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,671,589	1,712,191	(40,602)
Expenditures	1,633,335	1,986,796	353,461
<b>Net Profit (loss)</b>	<b>38,254</b>	<b>(274,605)</b>	<b>312,859</b>

We received \$195,525 of the additional operating subsidy funds for COVID-19.

Funds received from the 2012 Operating Subsidy lawsuit of \$28,456.

Positions are vacant and haven't been filled due to COVID-19.

**HOUSING CHOICE VOUCHER (S8 and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	15,192,098	6,425,009	8,767,089
HAP Payments to Landlords	10,515,956	6,235,140	(4,280,816)
<b>HAP Surplus (Deficit)</b>	<b>4,676,142</b>	<b>189,869</b>	<b>4,486,273</b>
Fee & Other Revenue	2,425,405	717,665	1,707,740
Expenditures	1,177,243	1,376,947	199,704
<b>Unrestricted Profit (Loss)</b>	<b>1,248,162</b>	<b>(659,282)</b>	<b>1,907,444</b>
<b>Net Profit (loss)</b>	<b>5,924,304</b>	<b>(469,413)</b>	<b>6,393,717</b>

Additional COVID-19 administration fees of \$515,690 were received in August.

Fee & Other Revenue reflects the CHAP rental assistance the RHA received from the City of Reno City of Sparks and Nevada Housing Division.

MTW Activity for rent revenue lost is \$215,118.00 which is reimbursable through MTW and be reflected in future months.

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	468,993	461,427	7,566
Expenditures	234,275	269,217	34,942
<b>Restricted Profit (loss)</b>	<b>234,718</b>	<b>192,210</b>	<b>42,508</b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,263,956	1,291,735	(27,779)
Expenditures	697,311	544,746	(152,565)
<b>Unrestricted Profit (loss)</b>	<b>566,645</b>	<b>746,989</b>	<b>(180,344)</b>

Vacancies at Sarrazin reflecting lower revenue. Utility expense was under-budgeted.

Utilities were under budgeted by \$100k.

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	10,707,664	9,442,034	1,265,630
HAP Payments to Landlords	10,707,664	9,442,034	(1,265,630)
<b>HAP Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Admin and Fee Revenue	345,026	279,173	65,853
Expenditures	285,158	304,022	18,864
<b>Unrestricted Profit (Loss)</b>	<b>59,868</b>	<b>(24,849)</b>	<b>84,717</b>
<b>Net compared to budget</b>	<b>59,868</b>	<b>(24,849)</b>	<b>84,717</b>

FY21 Budget Homeless Prevention Program is included and this program has not resumed.

Actual revenue and expenses were budgeted low and will need to be reforecasted to reflect actual figures.

Landlords associated with Washoe Affordable applied for and received \$74,352 in COVID-19 funds. These are pass-through monies.

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	827,701	960,829	(133,128)
Expenditures	701,010	885,115	184,105
<b>Net compared to budget</b>	<b>126,691</b>	<b>75,714</b>	<b>50,977</b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	25,899,762	15,867,043	10,032,719
HAP Payments to Landlords	21,223,620	15,677,174	(5,546,446)
<i>HAP Surplus (Deficit)</i>	<i>4,676,142</i>	<i>189,869</i>	<i>4,486,273</i>
Fee & Other Revenue	7,002,669	5,423,020	1,579,649
Expenditures	4,728,332	5,366,843	638,511
<i>Unrestricted Profit (Loss)</i>	<i>2,274,338</i>	<i>56,177</i>	<i>2,218,161</i>
<b>Net Profit (loss)</b>	<b>6,950,480</b>	<b>246,046</b>	<b>6,704,434</b>

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

Executive Director Jones highlighted Agency activities that included the Thanksgiving dinner that was provided to RHA seniors from a grant from the City of Reno for food and insecurity. The Sky Tavern Program was able to open more scholarships to allow youth on the waiting list to enroll for a total of 130 participants.

The Agency was awarded an additional 98 HUD VASH vouchers. This process is implemented through HUD by a Request of Notice of Interest letter to the Agency. Vouchers request seen in the past are normally in the 10 – 15 range. The Agency was pleased to have the opportunity to serve these additional individuals. The vouchers are specifically for homeless veterans with case management services provided by the VA.

HUD performed the annual contract and review of Washoe Affordable Housing Corporation (WAHC) programs. There were no audit findings or concerns. HUD was highly complementary of the WAHC staff in how they administer their programs and serve the families of Nevada through the Performance Based Contract Administration (PBCA) program.

Staff will be meeting with the Development Committee this week to discuss design build options for the 8<sup>th</sup> Street property. Additional discussions will include the Horizon Hills property and the newly acquired Fourth Street property.

The purchase of the Fourth Street property was recorded on December 11, 2020. The Agency is the official owner of the site, along with the City. Executive Director Jones thanked the chair and legal counsel for their assistance with executing all of the necessary documents to complete the purchase in the required short time period.

Staff will follow up with the chairman on his request for the number of beds the Agency has assisted the Eddy House with.

Director of Development Robinson stated the structural repairs needed at Hawk View are \$43,000 per building for a total cost of \$932,000 to cover each building section (22 total). Adding in a contingency of 30% would bring the amount to repair the entire complex to \$1.2

million. This is an assumption that all of the buildings are in the same disrepair and would require a similar amount of work as the model building.

#### **A. Update on MTW Activities**

- Due to the COVID 19 pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and implemented an amendment that would expand upon these exclusions and allow for any increase in household income between now and December 31, 2020 to be excluded. Follow up notifications will be going out to residents this month.
- Staff has been working with the Eddy House on monthly invoicing of beds occupied.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement.
- Staff is beginning to work on the upcoming FY2022 plan.

#### **B. Update on Housing Choice Voucher Program / Asset Management**

##### **Housing Choice Voucher Program – Heidi McKendree**

- Total Voucher Allocation: 2523
- MTW Baseline: 2382
- HUD VASH Allocation: 318
- Housing Choice/Project Based Vouchers issued and leased – 2237
- Housing Choice/Project Based Vouchers issued and shopping – 89
- HUD VASH Vouchers currently issued and leased – 228
- HUD VASH Vouchers currently issued and shopping – 23
- New clients briefed in November 2020 – 4
- Housing Quality Standards inspections conducted in November 2020 – 171

##### **Public Housing – Maribel Martinez**

- Public Housing (PH) ended the month of November leased at 98%.
- Maintenance and management continue to work together to clean up the work orders in preparation for the new work order touch system implementation. Maintenance staff continues to familiarize themselves with the new work order touch system and will continue to provide feedback and report any issues they encounter.
- With the new implemented flex schedule of working from home and the office, management experienced expected challenges, however the schedule is now running smoothly with staff being productive. We will continue to see residents by appointment only when in the office.

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

##### **Elderly Services**

- Thanks to the City of Reno's \$5,000 grant, RHA was able to provide Thanksgiving meals to residents of our Senior and Disabled Public Housing sites. The meals were catered by Famous Dave's and residents were extremely grateful.
- The Boys & Girls Club of Truckee Meadows also donated 60 freezable "to-go" Thanksgiving meals that were delivered to homebound seniors.
- RHA staff is working internally with Gospel Mission to plan a Christmas meal for our senior residents.

##### **Workforce Development (WFD)**

- The WFD Coordinator continues to enroll new participants into the traditional FSS program, monitor existing participant contracts, and provide referral services to the existing 60 participants.
- The WFD Coordinator continues to adjust operations to meet the needs of program participants while maintaining social distancing restrictions. Meetings are held over the telephone, workshops are conducted using remote services, and paperwork is expedited through the mail.

### Youth Activities

- Sky Tavern recently received extra grant funding and has decided to use it to get more RHA families enrolled in the program. Our entire waitlist has now been accepted for a total of 130 spots filled!
- During the week of November 30, through December 4, 2020, RHA staff assisted residents in the Jr. Ski program in receiving their equipment for the season. All gear including a helmet, skis or a snowboard, and boots are rented at no cost to our participants through Bobo's Ski & Board. In addition to the gear, Bobo's also donates a pair of warm socks, gloves, and goggles to each participant.
- RHA staff has been working with Public Housing families that are in need of holiday gift assistance to ensure all applications are in on time for assistance programs such as Toys for Tots, Angel Tree, and Catholic Charities. This opportunity has now been extended to Section 8 clients.

### **D. Update on Modernization Activities**

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

- **(CF2019) Silverada Manor - Breaker Replacement Project:** Triumph Electric was awarded the contract in the amount of \$19,700. A change order in the amount of \$5,072.19 was added to this contract to provide critical units with electricity during this project. New project total of \$24,772.19. Project began on November 12, 2020 and was completed on November 23, 2020.
- **(CF2019) Silverada Water Shut-Off Valves:** An Invitation for Bid (IFB/ITB) was advertised from September 9 through October 9, with only one interested contractor (Michael's Plumbing) to replace old water isolation valves with new curb-stop isolation valves, risers, and Christy boxes. Contract was signed November 5, 2020 and work began on November 16, 2020 and is roughly 50% complete.
- **(OPS) 880 Fluorite ADA Shower Project:** Gilliam Construction was awarded the contract in the amount of \$7,100.00. Bed bug remediation delayed this project and has now been scheduled to begin October 19, 2020. Update: Mold and extensive wood rot was discovered. Tenant has been relocated, demo and mold abatement has begun, new wall re-enforcement to be installed and encapsulated, and new shower enclosure tile to be installed. Gilliam has provided a change order #1 to the proposal in the amount of \$15,730.00 and a second change order to complete the shower floor tile as part of this same project for \$1,755.00 with a new grand total of \$24,585.00. Work was completed on November 30, 2020.
- **(OPS) Hawk View Structural:** A detailed site structural reconnaissance was requested from RHA to McElhaney Structural Engineers to provide a ROM (Rough order of Magnitude) on correcting the structural shifting of the interior footings of multiple buildings at Hawk View. McElhaney was awarded this work on September 15, 2020 in the amount of \$9,400. The reconnaissance and needed survey work is now 100% complete. Staff is reviewing cost estimate and scheduling zoom meeting with McElhaney to discuss survey and options.

- **(OPS) 1948 Citron Sewer line:** A sewer blockage at the lateral to city sewer main saddle was discovered at our vacant 1948 Citron unit. An IFB/ITB was advertised on November 2, 2020 to excavate down through asphalt and remove 64 +/- L.F of Orangeburg pipe, replace with a new sewer line, backfill and re-pave. Michael's Plumbing was the low bid at \$9,950.00. Work began on December 2, 2020 and was completed same day.
- **(N/A) 1035 8<sup>th</sup> Street Property:** Is in conception and will be able to provide more details in the coming months.
- **(N/A) Horizon Hills:** An Architectural RFQ was advertised on September 9, and has closed as of October 9, with two architectural firms interested in this project. (Frame Architecture & H + K Architects)(Pronounced H&K). Architect Interviews were performed on November 12, 2020 with H+K Architects in partner with Wood Rodgers ultimately selected.

## **E. Update on other Agency activities**

- The Homeless Prevention Program administered by WAHC has started to receive inquiries for assistance.
- HUD has extended the Performance Based Contract Administrator (PBCA) contract to January 31, 2021.
- HUD is conducting the Annual Contract Review (ACR) for WAHC. The entrance conference will be held Monday, November 16, 2020.
- The FDS unaudited submission was submitted on October 30, 2020
- Clifton Larson Allen has begun the annual audit and will be working with the Finance department over the upcoming months.
- Due to COVID 19, the lobby and all common areas remain closed to the public. Clients continue to utilize the drop box and email to submit documents. An intercom was installed to allow reception staff to safely communicate with clients.
- The CDC has issued a halt on evictions for nonpayment of rent until December 31, 2020. To claim protection under the order, residents must self-execute a declaration and present it to their landlord.
- Jeff Jacobs and his affiliate, Reno Real Estate Development, submitted a letter on October 13, 2020, stating they no longer wish to purchase the Sarrazin Arms Apartments. A follow up letter was sent to Mr. Jacobs attorney, Garret Gordon, clarifying this request and the need to clear the title of the option agreement.
- CHAP
  - Nevada Housing Division Funding (\$5M) – total funds expended \$1,045,630.
  - City of Sparks Funding (\$2M) - total funds expended \$548,417
  - City of Sparks CDBG-COV Funding (\$402,633) - total funds expended \$402,633. All funds expended
  - City of Reno Funding (\$1.5M)- total funds expended \$1,500,000. All funds expended.
  - We have received a total of 2,972 applications. Based on the current figures, the average payout is \$6,078.
  - Total payments made \$3,482,835. Total households assisted 573.



- We have implemented an Attestation Statement to aid in verifying the need of assistance and simplify the submission of documentation.
- The RHA has been discussing the process of ending the program in December with the Nevada Housing Division.

## **F. Strategic Plan**

- Director level staff are participating in HUD Repositioning Training

### Development Committee

- 8th Street – we are looking at partnering with the Community Services Agency (CSA) and working with their families. The concept of three-bedroom townhouses are being considered. Discussion of a design build approach will be discussed with the Committee.
- Horizon Hills – Staff are working with H&K Architect on the contract and start date.
- 4th Street Site- purchase of the property closed on 12/8. The property site and use will be discussed at the next Committee meeting.
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report completed.

### Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources — MTW plan 2021 activity to utilize HUD held reserves has been approved

### Overall Health of the organization

- Staff Satisfaction- on going employee barbeque, volunteering events, ongoing
- Staff Succession Plan

### Communications

- Plan - Public and Internal
  - Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and expand awareness.
  - Expand- information provided on website and creation of social media page

### Sarrazin Arms – Tenant Strategy

- Rent increases scheduled for October 2020. Vacant units continue to be rehabbed and the rents for these units are set at \$800 upon completion. There are 12 units total that have or will be rehabbed, four have been leased.

### Moving to Work Activities

- Promote Self Sufficiency – Workforce Development Program, creation of the Apprenticeship program approved.
- Landlord Incentives – ongoing.

- Create Activities to Address Community Needs – Sponsor based subsidy partnership; use of reserves for future development in 2021 MTW plan.

## Government Affairs

### Public / Private Partnerships

#### Develop Metrics to Measure Success

- Board retreat rescheduled for January 2021
- 6. Receive Report of Legal Counsel: Review by the Housing Authority’s legal counsel of the work performed on behalf of the Housing Authority during the reporting period which generally runs from the date of the last Board meeting to the present. (Discussion)**

Legal Counsel Zeh reported legal work performed by his firm for the past month consisted of completing the acquisition of the Fourth Street property in conjunction with the City of Reno and reviewed and edited the bylaws of the RHA Development Committee. Legal Counsel Zeh further stated he is honored to be able to serve this Board and looks forward being part of the future endeavors of the Agency.

- 7. Update from the Executive Director and discussion of the status of the components that make up the Nevada CARES Campus project. Discussion may include the Partnership Agreement with the City of Reno, the Purchase Agreement for the two parcels, APN 008-211-46 and APN 008-211-43, and the future outlook of the project. (Discussion)**

Executive Director Jones stated the purchase of the property was recorded December 11, 2020. The final documents have been forwarded to the Board. The concerns brought up by the Board were addressed in the interlocal agreement which is the guarantee from the City that they will take responsibility for most all potential liabilities. This was due to the fact that a due diligence period was not feasible under the time constraints imposed by the CARES Act funding guidelines. The lease back agreement states the owners can access the property with a 24 hour notice. As to the concern of extending the easement through the property, the property has two access points. One is off of Fourth Street and one off of Line Drive. The interlocal agreement states that if any additional access is required or needed due to fire department regulations or for any other reason, that the City will comply with that request.

A boundary line assessment will be conducted to identify the split in the property between the City and the RHA parcels.

Over the next 12 months, RHA staff will start the planning process for its role of the property. Discussion will include the needs of the individuals that will be serviced by the campus and those that work with these individuals to know specifically what is needed to make it successful.

Chairman Sullivan asked what is the expected timeline that individuals will be able to move into the site? Executive Director Jones state the City will be placing “sprung shelters” on the far side of the campus with separate shower and bathroom facilities. The structures are planned to be in place by March 2021.

Commissioner Schieve commented that Grant Denton has been heading up efforts to address the homeless population residing on the river. The City has putting full-time ambassadors along the river. The City is currently creating a “safe camp” with specific guidelines and criteria

that individuals must adhere to. This will allow individuals to transition off of the river and into a sheltered environment that will be similar to being housing at the new campus site.

**8. Discussion and possible action concerning the logistics of the RHA Board Retreat. Discussion may include, but not limited to, date, format, agency goals and priorities, Development committee matrix (number of projects/ units within a designated timeline), future development funding options, NDOT freeway expansion, and additional topics of interest to the Board and staff. (For Possible Action)**

Executive Director Jones indicated that renaming the meeting to “Strategic Planning Session” is better suited as to the work that will be performed during this time. The PHADA conference date falls on the date that was initially reserved for this meeting. Dates were discussed and the Board agreed to hold the Strategic Planning Session on January 21, 2021 from 8:00 am to 12:00 pm. The format of the meeting, whether virtual or in person, will be determined through a poll of the Board.

Preparing for the Strategic Planning Session will include Agency goals, priorities, and its future vision, goals of the Development Committee as it relates to the development of the 8<sup>th</sup> Street property, as well as their input on the Nevada CARES Campus.

Chairman Sullivan suggested that staff offer their input on ways to be more efficient, any ideas for current or new programs, and any topics the commissioners deem important to cover. Limiting the number of goals for the staff to focus on will be beneficial in accomplishing these priorities. The Board was encouraged to forward any specific topics they would like to discuss to him or to Agency staff.

Commissioner Aiazzi indicated his preference would be not turn this into a regular meeting. He would like to commissioner’s input on what they would like to move forward on and specific actions to take to move forward. Creating a yearly, five-year, and 20-year goal would be beneficial to the Agency.

Commissioner Schieve requested staff to research the top-five innovative things other housing authorities are doing and to bring these to the Strategic Planning Session.

**9. Discussion and possible action to discuss and review the Board’s role in participating in the 2021 Commissioners’ virtual conference hosted by the Public Housing Authorities Directors Association (PHADA). Action may include voluntary participation, assigning topics for attendance by specified Board members, bringing information from the conference back to the Board members or taking a pass on the conference for some or all Board members. (For Possible Action)**

Executive Director Jones stated all of the commissioners have been registered for the conference. This conference is PHADA’s annual commissioner’s conference which is presented virtually and is offered at no cost. This is a great opportunity for RHA commissioners to receive valuable training.

Chairman Sullivan encouraged the Board to attend what sessions they are able to attend.

**10. Additional items:**

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

Commissioner Schieve recommended that Agency staff consider a Crisis Relocation Specialist position. The City has CARES Act funding allocated for this position. Staff has discussed the possibility of using an audit firm to administer this program with the City. Executive Director Jones stated she will follow up with the City on this matter. Chairman Sullivan recommended moving forward with this quickly. Legal Counsel Zeh indicated that the Board has previously given the Executive Director the authority to spend up to \$50,000. No action was requested or taken during this discussion.

Chairman Sullivan discussed that he had a discussion with Executive Director Jones to the fact that the CARES Act funding, through the Nevada Housing Division (NHD) has not all been spent, and that the application approval deadline is December 31, 2020. Payments will be allowed to be made in January 2021 as long as the application has been approved by the deadline set of December 31, 2020. This is a federal program with guidelines that have to be adhered to by the Agency.

Chairman Sullivan complimented the staff on the diligent work that was needed to run the CARES Act program from hiring temporary staff positions, creating the structure of the program, and adhering to the federal requirements. It was a big undertaking and has been handled well.

ii) Reports on conferences and trainings. (Discussion)

There were no reports on conferences and trainings.

iii) Old and New Business. (Discussion)

There were no Old or New Business to discuss.

iv) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: January 26, 2021; February 23, 2021 and March 23, 2021. (For Possible Action)

**11. 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.**

Commissioner Aiazzi commented that his short time on the Board this year has been a joy. He recognized the dedication of the staff and how issues are handled quickly and appropriately.

Vice Chairman Scott commented that having Commissioner Aiazzi as a commissioner on the Board is a great asset to the Agency.

Chairman Sullivan agreed with Vice Chairman Scott that Commissioner Aiazzi is a great asset and further recognized the dedication of the RHA staff in serving people in need.

Commissioner Schieve has been inspired by the big hearts the Agency staff has for the individuals they serve. She also thanked the Board for their hard work and support for the community.

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

Commissioner Aiazzi moved to adjourn the meeting. Commissioner Schieve 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 12:58 pm.