

**NOTICE OF ANNUAL MEETING OF THE  
TRANSITIONAL HOUSING CORPORATION  
BOARD OF TRUSTEES**

**TO TRUSTEES:** Mayor Hillary Schieve, Vice Chairperson  
Dave Aiazzi  
Barbara Wilhelms

**MEETING DATE:** **Tuesday, October 26, 2021**

**TIME:** **12:15 p.m. (Approximately)**

*To help prevent the spread of COVID-19 and for health and safety concerns, all persons in attendance, whether fully vaccinated or not, will be required to wear a face mask while present at this meeting. Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, via teleconference, or address their comments, data, views, arguments in written form to Amy Jones, Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: [Ajones@renoha.org](mailto:Ajones@renoha.org). Written submission should be received by the Board on or before, October 25, 2021, by 5:00 p.m., in order to make copies available to Trustees and the public.*

Below is the agenda of all items scheduled to be considered. At the discretion of the president or the Trustees, items on the agenda may be taken out of the order; the Trustees may combine two or more agenda items for consideration, and the Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Trustees may participate in the meeting via telephone.

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1. Call to order and roll call.
  2. Receive introduction of guests.
  3. 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 Trustees. Comment from the public is limited to three minutes per person, under these items.
  4. Approval of agenda. (For Possible Action)
  5. Approval of the minutes from the annual meeting held October 27, 2020. (For Possible Action)
  6. Appointment of new trustees. (For Possible Action)
  7. Nomination and election of chair, vice-chair, and secretary/treasurer. (For Possible Action)
  8. Additional items:
    - i) General matters of concern to Board Trustees regarding matters not appearing on the agenda. (Discussion)

- ii) Old and New Business. (Discussion)
- iii) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: October 25, 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.

10. Adjournment. (For Possible Action)

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*This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Board of Trustees at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting Kathleen Merrill, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630.*

*This agenda has been posted at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street; and further in compliance with NRS 241.020, this agenda has been posted on the official website for the Housing Authority of the City of Reno [www.renoha.org](http://www.renoha.org) and the State of Nevada Public Notification website <http://notice.nv.gov/>.*

*According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Trustee members may be obtained upon request made to: Kathleen Merrill, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Trustee members may be obtained at the aforementioned address.*

Dated October 12, 2021

By:   
Kathleen Merrill  
Executive Administrative Assistant

## AGENDA ITEM SUMMARY – October 26, 2021

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**Item Number:** 5

**Subject:** Consider approval of the annual meeting minutes held October 27, 2020. (For Possible Action)

**From:** Secretary/Treasurer

**Recommendation:** Approve

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MINUTES OF THE ANNUAL MEETING  
BOARD OF TRUSTEES  
TRANSITIONAL HOUSING CORPORATION  
October 27, 2020

The annual meeting of the Board of Trustees of the Transitional Housing Corporation (THC) was called to order by Chairman Scott at 12:22 pm on Tuesday, October 27, 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.

**Trustees Present**

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

**Trustees 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  
Ryan Aeschlimann, Director of Administration  
Cathy Steed, Elderly Services Administrator  
Brent Boynton, Community Outreach Coordinator  
Linda Long, Accountant  
Brenda Freestone, WAHC Contract Administrator  
Samantha Arellano, IT Manager  
Kathy Merrill, Executive Administrative Assistant

**Staff Absent**

**Others Present**

Dave Aiazzi, Commissioner Reno Housing Authority

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

**1. Call to order and roll call.**

**2. Receive introduction of guests.**

No guests were present.

**3. 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.

**4. Approval of the agenda. (For Possible Action)**

Trustee Wilhelms moved to approve the agenda posted October 22, 2020. Trustee Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried.

**5. Approval of minutes of the annual meeting held October 22, 2019. (For Possible Action)**

Trustee Wilhelms moved to approve the minutes of the annual meeting held October 22, 2019. Trustee Sullivan seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried.

**6. Appointment of new trustee. (For Possible Action)**

Trustee Sullivan moved to appoint Dave Aiazzi as trustee of Transitional Housing Corporation. Vice Chair Schieve seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried.

**7. Nomination and election of officers. (For Possible Action)**

Trustee Sullivan motioned to keep the slate of officers the same. Trustee Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved.

**8. Consider appointment of Secretary/Treasurer. (For Possible Action)**

Trustee Sullivan nominated Amy Jones as the Secretary/Treasurer. Trustee Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and approved.

**9. Additional items:**

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

There were no items to discuss.

- ii) Old and New Business. (Discussion)

There was no Old or New business to discuss.

**10. 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.**

Trustee Wilhelms moved to adjourn the meeting at 1:00 pm. Trustee Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes and no nays. Chairman Scott declared the motion carried and the meeting adjourned.

## AGENDA ITEM SUMMARY – October 26, 2021

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**Item Number:** 6  
**Subject:** Appointment of new trustees. (For Possible Action)  
**From:** Secretary/Treasurer **Recommendation:** Appointment

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### Background Summary:

Due to the resignation of Trustee Dick Scott and Trustee Alana Dixon-McCallister, there are two trustee vacancies that need to be filled.

Secretary/Treasurer Jones recommends appointing the Reno Housing Authority (RHA) Chairman Mark Sullivan and RHA Commissioner Oscar Delgado to serve as Trustees to the Washoe Housing Finance Corporation Board of Trustees.

## AGENDA ITEM SUMMARY – October 26, 2021

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**Item Number:** 7

**Subject:** Nomination and Election of chair, vice-chair, and secretary/treasurer

**From:** Secretary/Treasurer **Recommendation:** Election

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### Background Summary:

Article III, Officers, of the By-laws states:

Section 1. Officers. The officers of the Corporation shall be a president/chairman, vice president/vice chairman, a secretary, and a treasurer. The Corporation may also have, at the discretion of the Board of Trustees, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed by the Board of Trustees. One person may hold two or more offices, except that the offices of president/chairman and secretary shall not be held by the same person. Only Trustees shall be qualified to hold the offices of president/chairman or vice president/vice chairman.

Section 2. Election. The Board of Trustees shall annually elect the president/chairman, vice president/vice chairman, treasurer and secretary at the annual meeting of the Board of Trustees. Each of these officers shall serve for a one year term. The president/chairman, vice president/vice chairman must be members of the Board of Trustees. The treasurer and secretary may be members of the Board of Trustees.

The current officers are:

		<u>Start</u>	<u>End</u>
Chair	Vacant	10/2020	10/2021
Vice Chair	Hillary Schieve	10/2020	10/2021
Secretary/Treasurer	Amy Jones	10/2020	10/2021