

NOTICE OF **ANNUAL** MEETING OF THE
WASHOE AFFORDABLE HOUSING CORPORATION
BOARD OF TRUSTEES

TO TRUSTEES: Amy Jones, President
Mark Sullivan, Vice President
Mayor Hillary Schieve, Secretary/Treasurer
Dave Aiazzi
Barbara Wilhelms

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

TIME: **12:10 p.m. (Approximately)**

PLACE: **Reno Housing Authority (RHA) Boardroom, 1525 East Ninth Street,
Reno, Nevada**

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. 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 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.

AGENDA

1. Call to order and roll call.
2. 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.)
3. Approval of agenda. (For Possible Action)
4. Appointment of new trustee. (For Possible Action)
5. Consider approval of the minutes from the special meeting held on July 27, 2021. (For Possible Action)
6. Nomination and election of vice president and secretary/treasurer. (For Possible Action)
7. Consider adoption of Resolution 21-10-01 WA authorizing the President to revise the Administrative Plan for Homeless Prevention Program (HPP) to specify an applicant must complete the Financial Guidance obligation to be eligible to reapply for any future funds. (For Possible Action)

WASHOE AFFORDABLE HOUSING CORPORATION

8. Contract Administrator's update on the Performance Based Contract Administrator (PBCA) contract with HUD for Nevada. (Discussion)
9. Additional items:
 - i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
 - ii) Old and New Business. (Discussion)
 - iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: October 25, 2022 (Annual Meeting). (For Possible Action)
10. Public Comment. (The opportunity for public comment is reserved for any matter within the jurisdiction of the Trustees. No action on such an item may be taken by the Trustees unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.)
11. Adjournment. (For Possible Action)

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 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 Washoe Affordable Housing Corporation's office located at 1004 Forest St, Reno, NV 89509 and also at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street, Reno, NV 89512; and further in compliance with NRS 241.020, this agenda has been posted on the official website of Washoe Affordable Housing Corporation at www.wahc.info and the Housing Authority of the City of Reno's website at www.renoha.org and the State of Nevada Public Notification website at <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 18, 2021

By: _____



Kathleen Merrill
Executive Administrative Assistant

AGENDA ITEM SUMMARY – October 26, 2021

ITEM NUMBER: 4

SUBJECT: Appointment of new trustee. (For Possible Action)

FROM: President

RECOMMENDATION: Appointment

Background Summary:

City Councilman Delgado was appointed and confirmed to serve as a commissioner on the Reno Housing Authority Board, thereby filling the vacancy created by the retirement of Dick Scott. Staff recommends appointing Commissioner Delgado as a Trustee for Washoe Affordable Housing Corporation.

Your approval is requested.

ITEM NUMBER: 5

SUBJECT: Consider approval of the minutes of the special meeting held July 27, 2021. (For Possible Action)

FROM: President

RECOMMENDATION: Approval

MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
WASHOE AFFORDABLE HOUSING CORPORATION
July 27, 2021

The special meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by Vice President Sullivan at 1:48 pm on Tuesday, July 27, 2021 in the Housing Authority of the City of Reno Board Room, 1525 East Ninth Street, Reno, Nevada.

Trustees Present

Amy Jones, President
Mark Sullivan, Vice President
Dave Aiazzi
Oscar Delgado
Barbara Wilhelms

Trustees Absent

Mayor Hillary Schieve, Secretary/Treasurer

Others Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Heidi McKendree, Deputy Executive Director
Shanika Bumphurs, Director of Asset Management
Jay Earl, Director of Development
Linda Long, Director of Administration
Darren Squillante, Human Resources Director
Cathy Steed, Elderly Services Administrator
April Conway, Public Information Officer
Cori Fisher, Workforce Development Administrator
Kathy Merrill, Executive Administrative Assistant

Others Present

No others were present.

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

1. **Call to order and roll call.**
2. **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.

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

It was moved by Trustee Wilhelms and seconded by Trustee Aiazzi to approve the agenda posted July 22, 2021. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried and the agenda approved.

4. Approval of minutes of the special meeting held January 26, 2021. (For Possible Action)

It was moved by Trustee Wilhelms and seconded by Trustee Aiazzi to approve the minutes of the special meeting held November 17, 2020. Hearing no further discussion, Vice President Sullivan called for the question. The vote was three ayes, no nays with one abstention from Trustee Delgado. Vice President Sullivan declared the motion carried and the minutes approved.

5. Consider adoption of Resolution 21-07-01 WA authorizing the President to implement a three percent (3%) Cost of Living Adjustment (COLA) and merit increase to all Washoe Affordable Housing Corporation (WAHC) staff to be effective and retroactive the first full pay period following July 1, 2021. (For Possible Action)

President Jones proposed to grant WAHC employees a 3% COLA and merit increase. WAHC staff are 100% separate from the Reno Housing Authority staff. WAHC staff have worked extremely hard during the past year through all the challenges of COVID, ensuring MOR's around the state are being renewed timely. WAHC staff have addressed resident complaints and continue to monitor troubled properties for the safety and well-being of tenants.

Trustee Aiazzi motioned to approve Resolution 21-07-01 WA. Trustee Delgado seconded the motion. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried and the resolution approved.

6. Consider adoption of Resolution 21-07-02 WA authorizing the president to submit documentation to remove the previous Director of Administration, Ryan Aeschlimann, as Trustee of the 401k Plan, and to replace him with the Acting Director of Administration, Linda Long, as successor Trustee of the 401k Plan. The Trustees may approve the new Trustee as recommended, propose another Trustee for the 401k plan or table the matter for further discussion. (For Possible Action)

Trustee Delgado motioned to approve Resolution 21-07-02 WA. Trustee Aiazzi seconded the motion. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried and the resolution approved.

7. Additional items:

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

There were no other matters discussed.

- ii) Old and New Business. (Discussion)

There were no comments.