

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
August 24, 2021

The August 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, August 24, 2021 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve **via phone at 12:10 pm**
Barbara Wilhelms **via phone**

Commissioners Absent

Oscar Delgado

Staff Present

Amy Jones, Executive Director
Chuck Zeh, Legal Counsel
Heidi McKendree, Deputy Executive Director
Jay Earl, Director of Development
Cathy Steed, Elderly Services Administrator
Cori Fisher, Workforce Development Administrator
April Conway, Public Information Officer
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Linda Long, Director of Administration
Shanika Bumphurs, Director of Asset Management
Darren Squillante, Director of Human Resources

Others Present

There were no others present.

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

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

There were no 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.

There was no public comment.

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

Commissioner Wilhelms motioned to approve the agenda posted on August 19, 2021. Vice Chairman 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 Joint Board meeting held July 15, 2021, the regular Board meeting held July 27, 2021 and the closed session minutes of the July 27, 2021 meeting. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the Joint Board meeting held July 15, 2021, the regular Board meeting held July 27, 2021 and the closed session minutes of the July 27, 2021 meeting. Vice Chairman 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 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 21-08-01 RH approving a final budget revision and close out of FY 2014 Capital Fund Program (CFP) NV39P001501-14. (For Possible Action)
- b) Consider adoption of Resolution 21-08-02 RH approving the close out of FY 2015 Capital Fund Program (CFP) NV39P001501-15. (For Possible Action)
- c) Consider adoption of Resolution 21-08-03 RH approving a final budget revision and close out of FY 2016 Capital Fund Program (CFP) NV39P001501-16. (For Possible Action)
- d) Consider adoption of Resolution 21-08-04 RH authorizing the Executive Director to modify the Organizational Plan/ Staffing Chart to (1) add a Director of Resident Services position, (2) to modify the Information Technology Manager position to Director of Information Technology, (3) to modify the Research Administrator position to Asset Management Administrator, (4) to modify the Junior Accountant position to Staff Accountant, (5) to modify the positions of Scattered Sites Property Manager, Maintenance II Landscaper, Landscaper, and Maintenance II to report to the Director of Asset Management, (6) to modify one General Office Clerk I reporting to the Rental Assistance Administrator to report to the Admissions Manager, (7) to modify the positions of Fraud Investigator PT, General Office Clerk II, two General Office Clerk I, CHAP Rental Assistance Specialist I and CHAP Housing Specialist reporting to the Rental Assistance Administrator to report to the Director of Rental Assistance. (For Possible Action)
- e) Consider adoption of Resolution 21-08-05 RH revising the Authority's check signature authorization policy. (For Possible Action)

Vice Chairman Aiazzi motioned to approve the consent agenda. Chairman Sullivan 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.

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

Chairman Sullivan commented on the generosity of Vice Chairman Aiazzi who donated his RHA Contingency fund to the Youth Workforce Development program. The funds will provide a Fall Bike program to RHA youth during fall break week that will include meals, trail riding, and bike safety and maintenance. At the end of the week, youth will be able to keep their bikes. Staff is preparing a press release for the weeklong event.

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

ENTITY-WIDE FINANCIAL REPORT FOR THE 1 MONTH ENDED July 31, 2021

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	373,511	383,131	(9,620)
Expenditures	332,198	400,943	68,745
Net Surplus (deficit)	41,313	(17,812)	59,125

City sewer invoices every three months.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	3,112,326	3,288,856	(176,530)
HAP Payments to Landlords	4,259,821	3,231,243	(1,028,577)
Fee & Other Revenue	226,435	283,513	(57,078)
Expenditures	223,425	299,726	76,300
Net Surplus (deficit)	(1,144,485)	41,400	(1,185,885)

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

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	96,952	93,477	3,475
Expenditures	71,862	57,699	(14,162)
Restricted Surplus (deficit)	25,090	35,778	(10,688)

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	266,999	273,220	(6,221)
Expenditures	105,661	175,922	70,260
Unrestricted Surplus (deficit)	161,338	97,298	64,040

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	2,140,981	2,219,613	(78,632)
HAP Payments to Landlords	2,140,981	2,219,613	78,632
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	73,411	73,948	(537)
Expenditures	47,391	56,176	8,785
<i>Unrestricted Profit (Loss)</i>	<i>26,019</i>	<i>17,772</i>	<i>8,247</i>
Net compared to budget	26,019	17,772	8,247

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	160,918	161,897	(979)
Expenditures	123,130	156,276	33,147
Net compared to budget	37,788	5,621	32,168

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	5,253,307	5,508,469	(255,162)
HAP Payments to Landlords	6,400,801	5,450,856	(949,945)
<i>HAP Surplus (Deficit)</i>	<i>(1,147,495)</i>	<i>57,612</i>	<i>(1,205,107)</i>
Fee & Other Revenue	1,198,225	1,269,186	(70,961)
Expenditures	903,667	1,146,742	243,074
<i>Unrestricted Profit (Loss)</i>	<i>294,558</i>	<i>122,444</i>	<i>172,114</i>
Net Surplus (deficit)	(852,937)	180,057	(1,032,994)

This is the first month reporting for Fiscal Year 2022. As we continue through the next couple of months, you will see the actual and budget figures level out.

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

Executive Director Jones explained a requirement of the CHAP program is to expend 65% of the total funds by September 30, 2021. At the current rate of processing this assistance, staff believes it will hit that mark easily by the due date. Staff will be updating the website to indicate applications will continue to be taken but that future funding is not guaranteed.

A flu immunization clinic will be held at Silverada Manor in October for residents, staff, and Board members on October 6, 2021 from 10:00 am to 1:00 pm.

Workforce Development Administrator Fisher stated a back-to-school fundraiser was held. The nonprofit, Students with Athletic and Academic Goals (S.W.A.A.G.) and Raising Canes restaurant sponsored the event. Over 100 backpacks and numerous other school supplies were donated to the Agency's youth. Approximately 125 haircuts and braids were given to the youth during the event.

Workforce Development Administrator Fisher reported the Agency has worked with community partners and will be able to supply youth with computers if the need arises in the future.

Executive Director Jones mentioned staff has been working with the Development Committee and is preparing a development checklist that will be reviewed at the August 26th Development Committee meeting. The final checklist will be brought before the Board for review.

A. Update on MTW Activities

- Staff are preparing the annual MTW report. Staff are discussing activities for the upcoming MTW plan.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 8/24/21	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2,226	93%	149
VASH	416	230	55%	42
EHV	137	0	0%	0
FYI	15	0	0%	0

Number HQS Inspections Conducted by Month	
July 2021	177

Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$9,000,000	\$3,611,569	520	40%

Washoe County	\$5,978,772	\$2,440,834	303	41%
City of Reno	\$5,130,000	\$2,750,337	350	54%

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.

Public Housing

- Public Housing ended the month of July leased at 99%.
- Managers continue to conduct follow-up housekeeping inspections for unit abuse.
- Managers will begin UPCS Inspections as of September 1st.
- Managers will continue to push collection of receivables. Managers will continue to provide residents with information on how to apply for the CHAP program and in some cases apply on the behalf of residents.
- Maintenance continues to address landscaping needs and work orders.
- An updated Towing agreement was signed to replace current towing vendor with The Tow Truck Company.
- Management and maintenance staff completed a Mold Hazard training on August 18th and 19th.

- Assistant Manager at Silverada, Patricia White, will start on August 23rd.
- Vacant Maintenance I & II positions are advertised.

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

Elderly Services

- Staff is working with **NV Energy**'s Employee Volunteer Council as they have graciously volunteered to adopt some of RHA's Public Housing seniors to purchase and deliver Christmas gifts during the holiday season.
- Staff is partnering with **Immunize Nevada** to provide flu shot clinics for Public Housing seniors during the month of September.

Workforce Development (WFD)

- WFD staff is working with community partners to evaluate the current needs of our clients and expand our partnership list.
- WFD staff is working to finalize a schedule of workshops, events, and job fairs for the upcoming year.

Youth Activities

- RHA has hired a new Youth Workforce Development Coordinator, Rosa Hall.
- **S.W.A.A.A.G Foundation** and RHA's back to school event held at Mineral Manor was a great success! **Raising Canes** donated 100 backpacks stuffed with supplies, and multiple barbers and hair stylists from the community participated in providing haircuts and braids at no cost to approximately 125 youth.
- RHA is partnering with **Reno Bike Project** to provide a full week of adventurous bike camp during Fall Break. Thanks to Vice Chairman Aiazzi's Contingency Fund donation, participating RHA youth will ride multiple trails throughout the community, learn cycling safety, and bike maintenance. At the end of the week, youth will get to keep their new bike they've been riding all week!

** The Authority's community partners are designated in bold within the Update on Elderly Services, Workforce Development, and youth activities header.*

D. Update on Public Information Activities

Social Media

- Created regular posts for the RHA Facebook and Twitter pages, including youth activities, other resident activities and EHVs.
- Reached out to several other local government and non-profit social pages to share information.
- Responded to sporadic comments on social media.

Website

- Posted new releases on the News tab and coordinated with IT for page updates to fresher content. Working on all new biographies for RHA directors and executive staff.

Media

- Pushed news releases regarding eviction moratorium ending, Heidi's selection as deputy executive director, and cooperation among RHA, Eddy House and Washoe Human Services for shallow subsidies and Foster Youth Initiative vouchers.

- Coordinated several media interviews and information sessions with Reno Gazette-Journal, KOLO Channel 8 and Nevada Independent.

Other

- Developed, wrote and distributed four-page employee newsletter.
- Currently gathering photos for annual RHA calendars.
- Assisted asset management with resident information card.

E. Update on Modernization Activities

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

- **(CF2018) Stead Manor Landscaping Improvements (Backflow and Irrigation Repairs):** Work on the project began July 5, 2021. T&T Lawns Plus completed the work August 3, 2021.
- **(CF2019) Stead Manor Sewer Line Replacement and Improvement Building #3 (prototype):** Sewer Replacement on building #3 began July 20, 2021 and completed on August 4, 2021. Information obtained from sewer line replacement is being used to prepare accurate plans and specifications for the remaining nine (9) buildings.
- **(CF2019) Multi-Site Tree Trimming and Removal:** Tree trimming, and removal began August 2, 2021, at Essex Manor. Arbor Pros is currently working at Silverada Manor. Work is estimated to be completed late October or early November.
- **(CF2019) Mineral Manor Water Heater Replacement:** Work on this project began July 20, 2021 and should be completed third week of August.
- **(OPS) 1245/1247 Carville Court:** This project is on hold pending a revised cost/benefit analysis.
- **(CF2019-1406) 2445 Carville Tub and Surround Replacement:** Advance Installations began work July 9, 2021 and completed work on July 30, 2021.
- **(CF2019-1406) 740 Devon Reasonable Accommodations Exterior Handrail-Advance Installations Inc:** Work Began on this project August 2 and was complete August 5, 2021.
- **(Insurance) 2615 Silverada Kitchen Burn Unit:** The kitchen area of this unit was burned by the tenant caused fire at stove. Insurance adjuster estimate of repairs \$9042.72. Development staff working on specifications for repair.
- **(CF2019) Silverada Chiller Replacement:** Board approved this project replacing Hawk View structural repairs with Silverada Manor chillers (cooling system to the units). Development staff working on plans & specifications for new equipment.
- **8th Street Project:** Development staff and Executive Director met with board approved H+K Architects/Wood Rogers Engineers and Planners August 13, 2021, to discuss project and begin preliminary design concepts.

E. Update on other Agency activities

- The offices were scheduled to reopen to the public on August 2, 2021; however, due to the increase in COVID cases in Washoe County, the main office lobby, and all common areas at the out lying sites will remain closed. Staff can conduct meetings with clients in a designated office by appointment.

- We will continue to monitor mask requirements based on Washoe County and the Governor's directives.
- The CDC eviction moratorium was extended to October 3, 2021.
- The agency submitted a registration of interest to HUD for additional VASH vouchers.

CARES Act Housing Assistance Program (CHAP)

- The agreement between the RHA and Washoe County to administer \$6,380,855 has been approved and executed.
- The agreement between the RHA and City of Reno to administer \$5.7M of rental assistance funds has been approved and executed.
- The agreement between the RHA and the Nevada Housing Division to administer \$10M of rental assistance funds has been approved and executed.

F. Strategic Plan

Nevada Cares Campus

- Director staff toured the current shelter with VOA staff.
- Executive Director had a follow-up call with VOA staff to discuss transitional housing models.
- Director staff had a call with Haven for Hope to discuss their campus model in San Antonio.
- Executive Director attends monthly meetings regarding site improvements with community stakeholders.
- The Chairman, Vice-chairman and director level staff toured the new shelter on March 30, 2021.
- Staff toured the Crossroads on March 29, 2021.
- A follow-up meeting with Catholic Charities was held on April 23, 2021 to discuss the Crossroads model.
- Executive Director met with a developer that produces affordable housing made from shipping containers as a possible option for transitional housing.
- Deputy Executive Director toured the new shelter with Washoe County Manager, Eric Brown.
- The Chairman and Executive Director toured Crossroads.
- The Chairman and Executive Director toured two of Greenstreet's affordable housing properties, Steamboat by Vintage and Vintage Crossing.
- The Ribbon Cutting for the Nevada Cares Campus was held on May 17, 2021. The Executive Director spoke regarding the agency's plans for Phase III.
- Chairman Sullivan, Vice-chairman Aiazzi, Executive Director, and Director of Rental Assistance met with Washoe County staff Dana Searcy and JD Klippenstein to discuss Phase III of the Nevada Cares Campus. The focus of the meeting was centered around the community needs.
- Staff will be meeting with the Washoe County and Accessible Space on August 19, 2021 to discuss permanent supportive housing on the Nevada Cares Campus.

Increasing the number of units

- A special board meeting was held on July 15, 2021, to discuss the Development Committee's role and priorities. It was requested the Committee to draft a checklist to assist staff and the

Board in purchasing property. The Committee will also focus on the development of 8th Street, the Nevada CARES campus, Mineral Manor NDOT expansion and new office space.

- A meeting was held with NDOT staff to discuss the freeway expansion. Mineral Manor is included in phase 5, which is estimated to begin 2034-2037. It was discussed what funding options are available now to the RHA to be proactive in assisting the Mineral Manor residents. RHA staff will set up monthly meetings with NDOT to discuss further.
 - The Chairman and director staff toured three different motels for possible purchase to preserve affordable housing.
 - Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD.
 - The Chairman and the Executive Director met with RTC to discuss RTC properties that may be a good fit for affordable housing.
 - The Executive Director, Deputy Executive Director and Director of Development met with Greenstreet to discuss future development opportunities.
- 6. Discussion and update on the status of the development of the 8th Street property located at 1035 8th Street, Reno, Nevada: APN 008-164-20 to include, but not limited to, possible unit configuration, number of units, target demographic, and possible funding sources. (For Possible Action)**

Development Director Earl reported the Development staff created a preliminary plan for the site that includes 12 units within two buildings comprised of four studio units and eight one-bedroom units. The plans include unit parking on the side of the building. H+K Architects believes these preliminary plans will be workable, saving the Agency time and money. H+K Architects will be revising its Scope of Work for the project to reflect that preliminary plans have been established. Staff estimates the unit cost to be \$280 per square foot. H+K Architects will be responsible for creating an efficient interior layout of the units.

Executive Director Jones indicated staff will be meeting with the Nevada Housing Division to discuss funding opportunities for the project. The final plans will need approval from the City Manager.

Executive Director Jones explained the checklist the Development Committee is creating will indicate who on the committee or staff, will be responsible for reviewing specific elements of the project. Development Committee Chair Britton provided a development workflow diagram that will also allow the Agency to identify which party, staff or contractor, will be responsible during the actual build of the project.

Chairman Sullivan requested a project schedule and an estimate of costs for the project.

7. Discussion of alternate times to conduct the Housing Authority of the City of Reno Board of Commissioners meetings. (For Possible Action)

The Board discussed alternate times to hold the Board of Commissioner meetings. Points that were considered included meeting length, adequate time allotment to conduct the meetings, and acceptable time for public to attend. The Board agreed to keep the current meeting time and will address the issue again if future concerns come up.

8. Additional items:

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

The Board would like to determine the date for the 2022 Board Retreat.

Staff clarified the Nevada CARES Campus (CARES) shelter is under the guise of Washoe County. RHA's initial role was to assist with funding of the combination of the parcels. The RHA owns the property adjacent to the shelter site, which is currently in the planning stages. Staff has been exploring all supportive housing models in order to determine what is needed most in the community, as well as one that will be able to provide the necessary case management that will be required depending upon the housing model that is ultimately chosen for the site.

Vice Chair Aiazzi requested adding a CARES campus discussion to next month's agenda. The Board can discuss the RV rental business currently on the site, site security and if a separation is needed between the two properties.

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

There were no conferences or trainings discussed.

- 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: September 28, 2021; October 26, 2021; and November 16, 2021. (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.

10. Adjournment. (For Possible Action)

Commissioner Wilhelms motioned to adjourn the meeting. Vice Chairman Aiazzi 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 12:34 pm.