

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
June 23, 2020

The June regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Scott at 12:02 pm on Tuesday, June 23, 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

Dick Scott, Chairman
Mark Sullivan, Vice Chairman
Mayor Hillary Schieve joined at 12:15 pm
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
Brent Boynton, Community Outreach Coordinator
Linda Long, Acting Director of Administration
Samantha Arellano, IT Manager
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Cathy Steed, Elderly Services
Administrator

Others Present

Michael Petro, Vice President of Finance, Nan McKay & Associates

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.

There was no public comment.

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

It was moved by Vice Chairman Sullivan to approve the agenda posted on June 17, 2020. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott

called for the question. The vote was all ayes, no nays. Chairman Scott declared the motion carried and the agenda approved.

1. Approval of the minutes of the regular Board meeting held May 19, 2020. (For Possible Action)

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held on May 19, 2020. Commissioner Aiazzi seconded the motion. Hearing no further discussion, Chairman Scott called for the question. The vote was all ayes, no nays. Chairman Scott 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 20-06-01 RH authorizing the Executive Director to request HUD approval under the Moving To Work (MTW) Demonstration program, to assign Project Based Vouchers without competition to twelve units at Willie J. Wynn Apartments. (For Possible Action)
- b) Consider adoption of Resolution 20-06-02 RH authorizing the Executive Director to execute a contract with Simerson Construction, LLC in the amount of \$52,690 for sewer line replacement at Myra Birch Manor, Public Housing Project NV39-P001-110. (For Possible Action)
- c) Consider adoption of Resolution 20-06-03 RH revising the Authority's check signature authorization policy. (For Possible Action)

Executive Director Jones clarified that for item 2a the Willie J. Wynn Apartments have a total of 12 PBV's assigned to the property.

Vice Chairman Sullivan moved to approve Resolutions 20-06-01 RH through 20-06-03. Commissioner 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 resolutions approved.

3. Discussion and presentation of the Operating budget for year ending June 30, 2021 from Michael Petro, Vice President of Finance, Nan McKay & Associates, Inc. Consider adoption of Resolution 20-06-04 RH approving the Operating budget for year ending June 30, 2021. (For Possible Action)

Michael Petro, Vice President of Finance with Nan McKay & Associates, Inc. reviewed the various segments of the Operating budget for year ending June 30, 2021 which included highlights of each department, Washoe Affordable Housing Corporation, the budget planning process, lessons learned and continued monitoring of the budget throughout the year.

Commissioner Aiazzi stated the Cost of Living Adjustment (COLA) is based on a formula such as the Gross Domestic Product (GPD) and is not a salary increase per say. Commissioner Aiazzi further stated that for future use, we should differentiate between a COLA and a raise for clarity. If staff is solely given a COLA, then the public assumes they did not get a raise. If staff is given a percentage higher than the COLA then the portion above the COLA is considered a raise.

Vice Chairman Sullivan agreed that COLA is merely a cost of living adjustment that keeps up with the rate of inflation, which in turn keeps staff in the same situation as last year. If the inflation rate was 1.6 percent and a 2 percent increase was granted, then staff would be given a 0.4 percent increase. In the future, a COLA and raise should be separated out for clarity.

Chairman Scott commended Mr. Petro’s simplified presentation and expressed his appreciation on behalf of the Agency for the work he performed.

Executive Director Jones indicated that the Operating budget will be reviewed in six months and then again when a new Director of Administration is hired.

Commissioner Aiazzi moved to approve Resolution 20-06-04 RH. Commissioner Wilhelms 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 resolution approved.

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

There were no commissioner reports.

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

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 11 MONTHS ENDED May 31, 2020**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,911,249	3,555,265	355,984
Expenditures	4,085,362	3,865,486	(219,876)
Net Profit (loss)	(174,113)	(310,221)	136,108

Payment in Lieu of Taxes (PILOT) and Management Fee expenses were trued up. This resulted in an expense adjustment of \$21,645.16 and \$30,475.58 respectively. COVID-19 revenue is \$195,525.

HOUSING CHOICE VOUCHER (S8 and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	16,009,715	15,790,850	218,865
HAP Payments to Landlords	15,696,956	15,257,235	(439,721)
<i>HAP Surplus (Deficit)</i>	<i>312,759</i>	<i>533,615</i>	<i>(220,856)</i>
Fee & Other Revenue	2,715,046	2,228,764	486,282
Expenditures	2,348,652	2,484,147	135,495
<i>Unrestricted Profit (Loss)</i>	<i>366,394</i>	<i>(255,383)</i>	<i>621,777</i>
Net Profit (loss)	679,153	278,232	400,921

COVID-19 revenue received of \$426,272 under Management/Admin Fee Income. Section 8 had an \$83k in additional HAP expenses.

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,045,793	995,133	50,660
Expenditures	579,275	647,168	67,893
<i>Restricted Profit (loss)</i>	<i>466,519</i>	<i>347,965</i>	<i>118,554</i>

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,887,242	2,809,853	77,389
Expenditures	1,464,571	1,496,087	31,516
<i>Unrestricted Profit (loss)</i>	<i>1,422,671</i>	<i>1,313,766</i>	<i>108,905</i>

Income for the Gaston & Wilkerson managed properties are accrued monthly. Revenue is up by \$50k for this reason.

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	21,677,371	22,000,000	(322,629)
HAP Payments to Landlords	21,677,371	22,000,000	322,629
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	820,110	760,136	59,974
Expenditures	597,887	714,544	116,657
<i>Unrestricted Profit (Loss)</i>	222,223	45,592	176,631
Net compared to budget	222,223	45,592	176,631

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,813,508	1,796,523	16,985
Expenditures	1,672,115	1,794,380	122,265
Net compared to budget	141,393	2,143	139,250

Revenue is up due to the management fee income from Public Housing and other funds that were trued up.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	37,687,086	37,790,850	(103,764)
HAP Payments to Landlords	37,374,327	37,257,235	(117,092)
<i>HAP Surplus (Deficit)</i>	312,759	533,615	(220,856)
Fee & Other Revenue	13,192,949	12,145,674	1,047,275
Expenditures	10,747,862	11,001,812	253,950
<i>Unrestricted Profit (Loss)</i>	2,445,087	1,143,862	1,301,225
Net Profit (loss)	2,757,846	1,677,477	1,080,369

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

Executive Director Jones updated the Board stating that common areas and lobby areas are currently closed. As of June 15, 2020, staff started holding briefings for voucher participants in small groups. As of June 22, 2020, staff began performing move-in and Housing Quality Standards (HQS) inspections of units to allow participants to move into units. Public Housing has prioritized work orders, thereby addressing the backlog created by the pandemic. Staff are scheduling limited appointments with the public as necessary. A specific meeting room has been set up that follows the Covid-19 sanitation and cleaning guidelines. Staff is also monitoring the governor's directives as the situation evolves.

Executive Director Jones recommended to separate the rent increases to the Sarrazin Arms Apartments into two increments of \$50 occurring in October 2020 and then one occurring six months later. This will allow the rents to adjust incrementally and will become in line with the current rental market. Commissioner Aiazzi commented he is in favor of the Executive Director's recommendation of splitting the rent increase into two \$50 increments. Vice Chairman Sullivan agreed with this recommendation. He further suggested that rent increases of \$50 occur every six months until the units reach market rate. Residents will need to be notified of this in advance so they can take appropriate action. Chairman Scott also agreed with the recommendation of the Board members.

Tours of the Agency's properties have been conducted with the newly appointed Development committee members. All new members will also be shown the Agency's properties.

A meeting will be scheduled with staff at the City of Reno to begin discussion on the 8th Street property.

The Agency has been contacted by the State of Nevada regarding a Rental Assistance Program aimed at those individuals that have lost income due to the pandemic. The funding will come from the CARES Act funding that was awarded to the state. The amount of funding is unknown at this time. The Agency will be administering this fund for Washoe County. Nevada Rural Housing Authority will be administering their own allotted funds for the rural areas of the state. Clark County Human Services will administer their own allotted funds for Clark County. The timeline for making the funds available to the public is expected to happen quickly. It is anticipated that this funding will be granted through the end of the year. Staff is meeting to develop a plan for administering the funds.

There is discussion that HUD Secretary Carson may be visiting Nevada to discuss the CARES Act Funding, though that has not been confirmed.

Deputy Executive Director Hurst reported that the Agency has a duplex that is in need of foundation and structural repairs. Once these repairs have been made, other components will need to be assembled such as electrical and plumbing. The Agency is partnering with the Children's Cabinet, utilizing grant monies through the Youth Build program. This program is for youth between the ages of 18 – 24 who have not completed high school and will give them the opportunity to gain their High School Equivalency while in the 30-week construction course. Participants have the ability to earn up to 12 college credits, qualify for the OSHA 10 certification, first aid/ CPR certification, and 66 hours of welding/ HVAC. Upon completion of the program, Children's Cabinet will work with participants with job placement opportunities. The Agency's Youth Workforce Development Coordinator will be recruiting for participants from our Public Housing program.

A. Update on MTW Activities

- Due to the COVID 19 Pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and is proposing 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.
- The MTW Plan was submitted to HUD on May 21, 2020. Staff is proposing the following new MTW Activities: sponsor-based subsidy to assist the Eddy House with operating cost of the new homeless youth drop in facility; workforce development apprenticeship program; and the use of reserves for development activities.
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement
- **Update on Housing Choice Voucher Program / Asset Management**

Housing Choice Voucher Program – Heidi McKendree

- Total Voucher Allocation: 2519
- MTW Baseline: 2382
- HUD VASH Allocation: 318
- Housing Choice/Project Based Vouchers issued and leased – 2263
- Housing Choice/Project Based Vouchers issued and shopping – 83
- HUD VASH Vouchers currently issued and leased – 234
- HUD VASH Vouchers currently issued and shopping – 29
- New clients briefed in May 2020 – 0
- Housing Quality Standards inspections conducted in May 2020 – 0
- The Rental Assistance Department has been primarily focusing on processing client income updates to ensure that clients are provided the benefit of a rent reduction as quickly as possible. Numerous decreases in income have been reported since mid-March and the department has been able to process those changes within one to two weeks of the update being reported.
- Processes have been put in place to ensure that department business can continue without interruption. Clients and landlords have experienced little to no disruption in services provided by the department since the health crisis began. Measures implemented in March have been successful in increasing access to staff by means other than face to face contact.
- RHA regular HQS Inspections will resume June 22, 2020. RHA has continued conducting initial inspections to ensure that clients are able to move into units during the COVID-19 pandemic. In their downtime, Inspections staff have been working with agency staff to complete projects necessary to the agency.

Public Housing – Maribel Martinez

- Public Housing ended the month of May leased at 98%
- Maintenance has begun working on priority work orders inside of the units. These items include plumbing, electrical, A/C, water heaters and all others item that could potentially cause property damage. Maintenance staff has prepared ahead of time with standard parts. We continue to experience a delay in delivery of parts and ordering due to COVID19.

- Management staff has prepared with personal protective equipment to start seeing clients in person and by appointment only
- COVID-19 has caused a shortage in needed manpower; however, staff continues to work on addressing tenant issues, income changes, and emergency/urgent work orders

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

Elderly Services

- The Resident Services staff continue to facilitate food and toiletry donations for the residents of our senior complexes. Staff is working with Washoe County to refer applicants to the Willie J. Wynn apartments for leasing. RHA is in the process of filling the vacant Resident Services Coordinator position that will provide support to our seniors living in Public Housing and living at Willie J. Wynn apartments.

Resident Services

- The WFD Coordinators continue working remotely with families seeking self-sufficiency. Two traditional FSS participants plan to graduate in the near future and each of them will cash out their escrow accounts of over \$20,000. The WFD Coordinators continue to recruit new participants and increase the resources available to our participants.

Youth Activities

- The WFD Youth Coordinator has established a partnership with Reno Bike Project to provide weekly camps at our Public Housing family sites to teach our youth bike safety. She continues to connect families and youth with programs and resources. We are exploring additional opportunities for our youth during the summer months because the SNJ Summer Camp has been cancelled.

D. Update on Community Outreach Coordinator

Social Media

- Community Outreach has successfully claimed and removed fake Reno Housing Authority pages and has fully prepared the official page to launch

Training

- With video production equipment on order, Brent has been attending on-line training sessions and tutorials on Adobe Creative Cloud applications including Premiere Pro, Photoshop, Lightroom and InDesign

Website

- Community Outreach has regularly updated the RenoHA.org with photos of food donations and distributions and construction projects at the Willie J. Wynn Apartments

Community Involvement

- The Reno Age-Friendly Livable Cities group, in which RHA has participated since its inception in October 2018, has now submitted its proposals to the national American Association of Retired Persons (AARP) organization for approval. The proposals follow themes of housing, transportation, and information/social involvement.
- Community Involvement has maintained RHA participation in PREPAREWashoe, the emergency management collaborative and received COVID-19 lessons on June 16

- Brent has worked with Amy to maintain personal communications with Sarrazin Arms Apartments tenants
- With Mishon, Brent explored possible COVID aid-funded temporary positions for RHA through NevadaWorks

Photography

- Brent has photographed numerous food distributions throughout the COVID-19 lockdown and has featured some on the RHA webpage. He continues to shoot major milestones in construction at the Willie J. Wynn Apartments. He has also taken photos at RHA Workforce Development graduates, which will likely be featured later as success stories on social media and online.
- Community Outreach has also begun the annual calendar photography project, collecting photos of working RHA employees for the 2021 RHA calendars

E. Update on Modernization Activities

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

- (CF 2017) **Silverada Manor Boiler Replacement:** Bids were received March 22, 2019 and Brown & Read was chosen with a total project cost of \$420,000.00. This project is substantially complete and the contractor is currently addressing final punch list items. Due to COVID-19, State of Nevada boiler inspectors have been unavailable for inspections and clarifications. The Contractor should have all State of Nevada punch items completed and the City of Reno inspection will be scheduled.
- (CF 2018) **Tom Sawyer Angle Stop Replacement Project:** Bids were received March 20, 2020. Michael's Plumbing was chosen with a total project cost of \$68,375.00. Due to COVID-19 a start date for this project was delayed. The project is anticipated to start August 3, 2020.
- (CF2018) **Myra Birch Sewer Line Replacement Project:** This contract advertised March 18, 2020 with a job walk scheduled on May 13, 2020 and bids due May 29, 2020. This project is scheduled for Board approval June 23, 2020.
- (CF2018) **Silverada Electrical System Upgrades Project:** Internal planning and preliminary design work continues and a prototype building will be completed prior to advertising the full project.
- (2018/2019) **Mineral Manor/Tom Sawyer/Silverada/HawkView/Essex/McGraw Court Asphalt Replacement Project:** Bids were received February 14, 2020 and Sierra Nevada Construction Inc. was chosen with a total project cost of \$547,007.00. This project started May 18, 2020 and was substantially complete May 31, 2020. The contractor will be completing punch list items in the upcoming weeks.
- (OPS) **1245/1247 Carville Court:** Internal planning and preliminary design work will begin again soon and this project is anticipated to advertise early July 2020. This project is anticipated to be completed late 2020.
- (OPS) **2425 Tom Sawyer #B Tub Surround Repair Project:** Internal planning and design work was complete in March 2020. Due to COVID-19 advertising and bidding of this project was delayed. Bids are due June 19, 2020.

- (OPS) **Hawk View Sound/Retaining Wall Repairs:** Bids were received March 20, 2020 and Black Development was chosen with a total project cost of \$15,300.00. Permits were submitted to the City of Reno May 21, 2020. They are still under review.
- (OPS) **3585 Mazzone Unit C Tub Surround:** Internal planning and design work was complete in March 2020. Due to COVID-19 advertising and bidding of this project was delayed. Bids are due June 26, 2020.
- (OPS) **880 Fluorite ADA Shower:** Internal planning and design work was complete in March 2020. Due to COVID-19 advertising and bidding of this project was delayed. Bids are due June 26, 2020.
- (OPS) **7969 Chapman Auto Damage to Unit:** Bids were received May 27, 2020. Plans are being submitted to the City of Reno for review and permitting.
- **Willie J. Wynn Apartment Project:** The contractor is completing interior finishes on the first floor. Inspections for building finals, boiler inspections and elevator inspections are tentatively being scheduled. A Certificate of Occupancy is scheduled for June 27, 2020.

F. Update on other Authority activities

- WAHC staff continues to hold meetings with the new owner and property management company of the Silver Terrace and Centennial Park Apartments and the Community Action Officers with the Reno Police Department to discuss community concerns.
- HUD has extended the contract with WAHC through January 31, 2021. MORs will resume July 2020. At this time, HUD has approved the workplan for July, August, and September.
- Charles Schwab Bank has requested to reallocate the \$50,000 in funds initially awarded to the RHA for technical assistance with Enterprise Community Partners. The funds will now go toward homeless prevention as the eviction moratorium is lifted. These funds will be used like the Homeless Prevention Program; however, recipients of the funds must work with Opportunity Alliance on budgeting and planning.
- The Finance Department has been working with Nan McKay on completing the annual budget, which is before the Board for approval today.
- 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. As of June 15, 2020, staff began scheduling appointments with clients. A meeting room has been set up to limit exposure to RHA staff and clients. Maintenance staff will begin addressing priority work orders in units. Small briefings have resumed to allow clients to receive their voucher.
- The Housing Choice Voucher waitlist opened on Monday, June 22, 2020. The waitlist will remain open for two weeks but may be extended if necessary. Applications will be accepted online. RHA computer labs will be available to assist applicants upon request.

G. Strategic Plan

Willie J. Wynn Apartments

- RHA continues to work with Praxis on the development of the Willie J. Wynn
- Q & D continues the site work for the Willie J. Wynn Apartments
- Staff is holding weekly meetings to prepare for the completion of the project
- The estimated completion date is now June 27, 2020

- Q&D has experienced delays due to COVID 19 consisting of lack of manpower, COVID 19 safety procedures, and material delays
- The Willie J. Wynn waitlist was reopened due to the need for 2-bedroom applicants

Development and Land

- 8th Street - Scheduling meeting to finalize agreement
- Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the agency's and community needs. Development Committee pending.
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report completed

Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources – Pending – MTW plan 2021 activity for development

Overall Health of the Organization

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

Communications

- Plan - Public and Internal
- Outreach – ongoing; meetings conducted for local government, community partners; rotary
- Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and expand awareness
- Community Education ongoing; meetings conducted for local government, community partners; rotary
- Expand- information provided on website and updated, creating social media page

Sarrazin Arms – Tenant Strategy

- Staff will assess unit upgrade costs and strategy to increase rents – rent increases scheduled for October 2020

Moving to Work Activities

- Promote Self Sufficiency – Workforce Development Program, creation of the Apprenticeship program
- Landlord Incentives - ongoing
- Create Activities to Address Community Needs – Sponsor based subsidy partnership; use of reserves for future development in 2021 MTW plan
- Ability to use funds for development activities

Government Affairs

- Public / Private Partnerships
 - Programs – on going

- Develop Metrics to Measure success
 - Discussion of scheduling a retreat to review strategic plan and priorities
- 7. 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 two personnel matters; one of which has been resolved and matters regarding the 8th Street property.

- 8. Discussion and potential appointment of committee members to the established Development committee from the following pool of applicants, listed in alphabetical order by last name: (1) Aranda, Michaelangelo; (2) Reeder, Fred; (3) Wahnefried, Krista. (For Possible Action)**

Executive Director Jones stated this committee presently has two members, Allyson Wong, and Lane McQuatt. The committee will continue to be listed on the City of Reno's website for future recruitment.

Vice Chairman Sullivan moved to appoint Fred Reeder to the Development committee. Commissioner 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.

- 9. Conduct the annual performance review of the Executive Director, a matter involving the professional competence of the incumbent in this position, and take such action based upon the performance review of the Executive Director as the results would indicate. Possible action may include, but not be limited to, retention of the incumbent, increased compensation, suspension, demotion, reduction in pay, promotion, reprimand, or no action, depending upon the performance review. (For Possible Action)**

Executive Director Jones expressed her gratitude for all of the hard work of the RHA staff. She continued with a synopsis of the year highlighting the development of the Willie J. Wynn project, the Portfolio Assessment of RHA's properties, the Roadmap to Affordable Housing with Enterprise Partners, the Homeless Prevention program through Washoe Affordable Housing Corporation (WAHC), communication and education of RHA to the community, continued support for WAHC, the COVID-19 pandemic, her role as a RAHH leadership committee member, and as a PHADA Executive committee and Board of Trustees member.

Executive Director Jones stated her desire to focus on development projects as the future of the Agency. She would like to discuss future plans of the Agency with the Development committee and bring available opportunities to the Board Retreat scheduled in October 2020 for further direction.

Executive Director Jones requested a two-year extension to her contract with no salary increase, further requesting any increase warranted to her by the Board, to go directly to the staff as they were also impacted by the COVID-19 pandemic.

Commissioner Aiazzi complimented Executive Director Jones for the onboarding process as a new Board member and for her leadership through the COVID-19 pandemic. The Executive

Director's contract is a two-year contract with the option of an extension each year for an additional year. Currently, the Executive Director has a two-year contract and if the Board agrees to extend it, it will be extended for two-years.

Commissioner Aiazzi requested to revise the language of the contract, bringing it up to the present performance review procedures of the position. Vice Chairman Sullivan agreed to revising the language of the contract.

Commissioner Aiazzi recognized Executive Director Jones and her willingness to forego a salary increase this year.

Vice Chairman Sullivan recommended granting a COLA to the Executive Director. Chairman Scott agreed with the recommendation.

The Board directed the Executive Director to review the COLA calculations. The Board also gave the direction to update the Executive Director's contract. The board will discuss a COLA increase for the Executive Director next month.

Legal Counsel Zeh recommended that the motion include retaining the Executive Director retroactive to March 2020 and to direct counsel to update the contract to be consistent with this discussion and for discussion of compensation to convene after the review of COLA.

By request of Commissioner Aiazzi, Executive Director Jones acknowledged to forgo the current language of the contract with the understanding further action of the Board for her performance review will be retroactive to March 2020.

Commissioner Aiazzi recommended to review the Executive Director's salary in six months due to the future load of additional duties with regards to the anticipated additional development activities. Vice Chairman Sullivan and Chairman Scott agreed with the recommendation.

Vice Chairman Sullivan motioned to have legal counsel update the contract to July 1, 2020 going retroactively back to March 2020, review a COLA at the next meeting and further compensation in six months. Commissioner 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 motion approved.

10. Discussion and possible action to consider the assessment of further improvements to remaining individual units located within the Sarrazin Arms Apartments (541 W. 3rd Street, Reno NV 89505). (For Possible Action)

Executive Director Jones stated estimated improvements per unit based on a range are estimated to be \$6650. The final cost is still forthcoming at this time. Occupied units were inspected for needed for improvements. The estimate for the occupied units is estimated to be \$110,484. The following breakdown was given; replacement of all electrical in 45 units, replacement of plumbing in 45 units, replacement of ranges in 28 units, replacement of microwaves in 45 units, replacement of air conditioning units in 17 units, replacement of refrigerators in 7 units, replacement of bathroom cabinets in 21 units, replacement of bathroom fixtures in five units, replacement of blinds in 45 units and replacement of kitchen cabinets in 42 units. A per unit cost breakdown will be presented at a later date.

Improvements to the 12 vacant units are underway. When the improvements of the vacant units have been completed, the rents will increase to \$800 a month. The improved units will be

offered to current Sarrazin Arms residents first as long as the increased rent is affordable for them. Any improved units not rented to current Sarrazin Arms residents will be offered to the general public. Further improvements will be made as units are vacated or transferred by current residents. Rent increases will be implemented at \$50 increments every six months beginning in October.

Executive Director Jones will provide an update to the Board next month as to the progress of the 12 units to include an estimated completion date, as well as a detailed improvement cost per unit.

11. Discussion and possible action to determine the usage of HUD's CARES Act funding provided to the RHA to prevent, prepare for, or respond to coronavirus to maintain normal operations and take other necessary actions for the health and wellbeing of families and individuals served by RHA programs and of staff. (For Possible Action)

Executive Director Jones stated the Agency has received \$628,000 in CARES Act funding. HUD requires the funding to be used for Agency programs. Use of funds for daily operations has not yet been determined. Currently, the bulk of the CARES Act funding has been used for COVID related matters such as office cleaning, laptops allowing staff to work from home, PPE equipment, as well as contracting out the initial startup of swamp cooler for individual resident units.

Executive Director Jones recommended to utilize the funding for an Agency-wide Documentation Management System (DMS) allowing the Agency to transition into electronic records. The cost of a DMS ranges approximately \$150,000 to \$200,000. Staff has deemed a DMS essential and would move the Agency forward. This system would have greatly benefited the Agency if it were in place prior to the COVID outbreak. In discussions with Commissioner Aiazzi, additional IT equipment and infrastructure have been suggested.

Commissioner Schieve stated her concern for families with school-age children and their access to the broadband services. Commissioner Schieve would like to discuss options of bringing low cost internet access to all of our residents at the Board Retreat. Executive Director Jones indicated the Agency currently provides cable to residents. Staff has discussed the cable contract with Spectrum and the possibility of adding internet services. These talks will reconvene.

Commissioner Aiazzi discussed virus protection and overhauling some procedures such as posting the Board minutes to the website along with the financials. Improvements such as these will help the Agency through the second and third wave of this pandemic.

Information Technology Manager Arellano stated she has been in discussion with Executive Director Jones regarding moving the current IT infrastructure to be more mobile based.

Staff will review and prioritize the needs of the Agency and include this discussion in the next Board meeting. The Board agreed with the Executive Director's recommendation to advertise a Request For Quotes (RFQ) for the DMS. The final decision to undertake a DMS would need further Board approval as the cost would exceed \$50,000. Vice Chairman Sullivan added that the needs of other departments should also be considered as possible usage of this funding.

12. Discussion and possible action of the establishment of a Contingency fund and policy, wherein each Board member may be allocated a predetermined dollar amount to be used at their discretion. Discussion of such fund to include (1) determination of the source

for funding, (2) relevancy to local affordable housing activities, (3) routed through a local non-profit entity, (4) funding limits assigned to the fiscal year, (5) funding availability such as on a continuous annual basis, (6) other such factors to be involved in the establishment of such Contingency fund. This matter will be discussed, and the Board retains the option of creating the fund, continuing the discussion, declining to create the fund, herein, or to take such other action as might be suggested by virtue of the discussion before the Board framed by this item. (For Possible Action)

Commissioner Schieve stated the purpose of this fund would allow Board members access to funds, at their discretion, to help the community in different ways or with different initiatives. Most Boards do have similar allocations for their members. This fund would alleviate the Executive Director's involvement in such decisions.

Executive Director Jones stated monies can originate from the Agency's Business Activities. She further recommended funds granted to be related to housing and routed through a local non-profit based on fiscal year, on an annual basis. The dollar amount would be determined by the Board.

Commissioner Schieve indicated the City of Reno has a Contingency fund contains travel and training for Council members, which she recommends for this fund. She further stated the fund should be granted for housing initiatives or a similar capacity. She suggested \$5,000 per Board member. Another option suggested is to pass any requests through the Executive Director, then on to the Board for approval. It is important to be fiscally responsible, especially during this time of high unemployment. This could be an item to discuss at the Board Retreat.

Commissioner Aiazzi discussed his experience on the City of Reno Council stating the significant savings with the creation of a Contingency fund for the City Council members. He agreed to allowing commissioners access to the funds for travel and training.

Commissioner Schieve motioned to approve the Contingency fund and policy for commissioners in the amount of \$5,000, based on fiscal year on an annual basis, to be drawn from Business Activities, for housing related purposes, donated to a local non-profit, may be used for commissioner travel and training purposes, to be used at the Board members discretion, subject to the guidelines above, and must receive final Board approval. Commissioner 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.

13. Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the Agenda. (Discussion)
There were no further matters to discuss.
- 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: July 28, 2020; August 25, 2020 and September 22, 2020. (For Possible Action)

14. 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.

15. Adjournment. (For Possible Action)

Commissioner Wilhelms moved to adjourn the meeting. Commissioner 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 and the meeting adjourned at 1:53 pm.