

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
February 18, 2022

The February 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 12:06 pm on Friday, February 18, 2022 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve **via phone**
Oscar Delgado **via phone**

Commissioners Absent

Staff Present

Amy Jones, Executive Director
Pete Cladianos, Legal Counsel
Heidi McKendree, Deputy Executive Director
Linda Long, Director of Administration
Darrell Playford, Senior Project Manager
Shanika Bumphurs, Director of Asset Management
Cori Fisher, Director of Resident Services
Samantha Arellano, Director of IT
Jamie Newfelt, Director of Rental Assistance
Darren Squillante, Director of Human Resources
April Conway, Public Information Officer
Darrell Playford, Senior Project Manager
Kim Anhalt, Moving To Work Coordinator
Kathy Merrill, Executive Administrative Assistant

Staff Absent

Others Present

Britton Griffith, RHA Development Committee Chair, **via phone**
Ben Nelson, Kidder Mathews Senior Vice President, **via phone**
Matt Malloy, Private Housing Advocacy group
Farrah Downey, JF Downey Realty Consulting & Advisory, LLC
John Downey, JF Downey Realty Consulting & Advisory, LLC

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.

Ms. Farrah Downey of JF Downey Realty Consulting & Advisory services gave an overview of the Emergency Eviction Prevention Program of Northern Nevada she is leading. The program contains

four main categories that include eviction prevention, crisis relocation, directional consult, and homeless home. Ms. Downey continued to explain each category. The program has 141 successfully completed cases with 68 or 69 active cases currently under program assistance. Eviction prevention has saved 223 individuals from becoming imminently homeless, directional consult has guided 29 people to services and funding sources, crisis relocation has taken 17 individuals out of crisis situations relocating them into safe, permanent housing, and homeless to home has taken 47 individuals out of homeless placing them into permanent sustainable housing.

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

Vice Chairman Aiazzi motioned to the agenda posted on February 15, 2022. Commissioner Delgado 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 December 14, 2021, the closed session minutes of the special Board meeting held January 14, 2022, the minutes of the regular Board meeting held January 25, 2022, the closed session minutes of the regular Board meeting held January 25, 2022, the minutes of the special Board meeting held January 28, 2022, and the closed session minutes of the special Board meeting held January 28, 2022. (For Possible Action)**

Vice Chairman Aiazzi motioned to remove approval of the closed session minutes from the January 28, 2022 meeting and to approve all other agendized minutes. 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.

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 22-02-01 RH approving a budget revision for FY 2019 Capital Fund Program (CFP) NV39P001501-19. (For Possible Action)

(CF 2019) Myra Birch Recreational Area: Staff identified a need for additional recreational areas at Myra Birch Manor. Staff proposes to design and install an enclosed half-court basketball court on the west side of Mazzone Avenue, and an enclosed recreational area of synthetic turf, bench seating and an outdoor barbecue. Additionally, there will be a garden area with raised planting beds for the residents. Staff is requesting excess funds of \$46,228.00 be moved from Silverada Manor Electrical System Upgrades to fund this project.

- b) Consider adoption of Resolution 22-02-02 RH approving a budget revision for FY 2020 Capital Fund Program (CFP) NV39P001501-20. (For Possible Action)

(CF 2020) Essex Manor Playground Redevelopment: Development staff inspected all of the playground equipment and playground areas at Mineral Manor, Stead Manor, Hawk View Apartments, Myra Birch Manor and Essex Manor. Staff determined that the equipment and playground areas for all projects except Essex Manor were structurally sound. The playground equipment at Essex Manor was found to be in substantial disrepair. The playground equipment area is also in need of improvements to bring it up to safety standards. Staff is requesting that CF funds allocated to Mineral Manor, Stead Manor,

Hawk View Apartments and Myra Birch Manor be moved to Essex Manor to affect the necessary repairs. Improvements will include grading the playground area to provide adequate drainage, a new safety border around the area, rubberized ground cover, and an ADA approved access ramp. Additional improvements will include a half-court basketball court and a synthetic turf area with bench seating.

Staff is requesting moving existing funds (\$60,000.00) from Mineral Manor (\$15,000) playground improvements, Stead Manor (\$15,000) playground improvements, Hawk View Apartments (\$15,000) playground improvements and Myra Birch Manor (\$15,000) playground improvements to Essex Manor playground improvements.

- c) Consider adoption of Resolution 22-02-03 RH authorizing the Executive Director to modify the Organizational Plan/ Staffing Chart to (1) add an Assistant Executive Director position, a Senior Director of Operations position, a Senior Project Manager (Development) position, a Project Accountant position (Administration), and an IT Systems Administrator position (Information Technology), and (2) to rename the Rehab Foreman position to a Senior Project Manager (Development) position and rename all Receptionist/WOC's to General Office Clerk I, rename Client Relations Specialist to General Office Clerk II, and to move one General Office Clerk I from Rental Assistance department to Asset Management. (For Possible Action)

The Agency would benefit from creating the position of **Assistant Executive Director** position. This position will answer directly to the Executive Director and provide support with respect to agency growth and funding opportunities to increase affordable housing options under RHA's umbrella of services. The Assistant Executive Director would also act as the agency's voice in discussions with stakeholders and government bodies regarding affordable housing policy, planning and funding.

The fiscal impact of creating an Assistant Executive Director position would be **\$140,999.04**. This amount includes the PERS and FICA taxes.

In addition, the Agency would benefit from creating the position of **Senior Director of Operations** position. This position would answer directly to the Deputy Executive Director and will oversee the agency's HUD funded programs including the Housing Choice Voucher, Public Housing and Project Based Voucher program.

The fiscal impact of creating a Senior Director of Operations position would be **\$128,186.24**. This amount includes the PERS and FICA taxes.

As the agency's affordable housing stock increases, so to does compliance and accounting requirements. The Administration Department is currently working with the same level of accountant level staffing it did in 10 years ago. Since that time, the agency has expanded development to include a tax credit property. In addition, the agency has become a Moving To Work agency, which allows for funding flexibility between federally funded programs. However, along with the benefit of funding flexibility comes additional reporting and accounting requirements. The addition of a **Project Accountant** will help the department keep pace with reporting and auditing requirements.

The fiscal impact of creating a Project Accountant position would be **\$95,950.40**. This amount includes the PERS and FICA taxes.

In the last year, the IT Department's responsibility has expanded to include oversight of the agency's Electronic Document Management System. Along with this increase in workload for the IT department, the agency has also become increasingly dependent on technology to conduct daily business. Staff's need for custom reporting, IT technical assistance and increased communication with software contractors has resulted in the department not being able to meet the agency's technology needs as effectively as required. This is a direct result of a lack of man hours. The Agency would benefit from creating the position of **IT Systems Administrator**.

The fiscal impact of creating an IT Systems Administrator position would be **\$81,120.00**. This amount includes the PERS and FICA taxes.

The Development Department currently has one Senior Project Manager to oversee large Capital projects under Public Housing and new affordable housing development. With the anticipation of several RAD conversions and the high likelihood of the department overseeing either rehabilitation or new construction of affordable housing in addition to Capital projects in Public Housing, the department needs to expand its capacity. I am proposing the addition of one Senior Project Manager position and the upgrade of the Rehab Foreman position (currently unfilled) to a Senior Project Manager. The addition of these two roles will vastly increase the Development Department's capacity to oversee RHA's existing development and capital projects and be prepared for expanded development opportunities.

The fiscal impact of creating another Senior Project Manager position is **\$91,378.56**. The upgrade of the Rehab Foreman position to Senior Project Manager position carries a fiscal impact of **\$23,180.00**.

Fiscal Impact FY 2023:

Assistant Executive Director	Grade 0 Entry	\$140,999.04
Senior Director of Operations:	Grade 1 Entry	\$128,186.24
Project Accountant:	Grade 4 Entry	\$95,950.40
Senior Project Manager:	Grade 5 Entry	\$91,378.56
IT Systems Administrator:	Grade 9 Entry	\$81,120.00
Rehab Foreman → Senior Project Manager	Grade 11 to Grade 5	Net Change \$23,180

Fiscal Impact for remainder of FY22: \$186,938.08

Fiscal Impact for FY23: \$560,814.24

Several positions have been realigned to report to new departments to better manage and utilize those staff positions. Other position titles have been altered to more suitable titles. These changes will have no fiscal impact.

- d) Consider adoption of Resolution 22-02-04 RH authorizing the Executive Director to modify the FY22 8-Step Pay Scale to recalculate Pay Grade 1 and to add a Pay Grade 0. (For Possible Action)

In consideration of adding executive level leadership roles, the FY22 8-Step Pay Scale was adjusted to accommodate this need.

- e) Consider adoption of Resolution 22-02-05 RH authorizing the Executive Director to execute a contract with JF Downey Consulting in the amount of \$75,000 to provide Crisis Relocation services. (For Possible Action)

Polit program was entered into with JF Downey Realty Consulting & Advisory Services LLC on January 28, 2021 with the intent to address on a case-by-case basis, homelessness, threatened homelessness, or conditions that pose a threat to the homelessness individuals. The pilot program was successful in providing relief for 95 individuals and families as of April 5, 2021. The Board of Commissioners agreed to extend the pilot program at the April 27, 2021 meeting.

As of February 1, 2022, there has been 141 successfully completed cases. Through eviction prevention 223 individuals were able to stay housed, 29 individuals were assisted with direction consulting, 17 individuals transitioned out of homelessness situations through crisis relocation, and 47 individuals achieved sustainable housing through the homeless to home services provided by JF Downey. The unique homelessness services provided to the community through this contract and by JF Downey have made a significant impact to the individuals served. Staff is requesting the extension of the contract with JF Downey that includes two additional positions that will allow the program to expand and assist even more homeless individuals and families.

- f) Consider adoption of Resolution 22-02-06 RH authorizing the Executive Director to execute a contract with AEI Consultants in the amount of \$83,575 for a Capital Needs Assessment Consultant. (For Possible Action)

A Request for Qualifications (RFQ) for Capital Needs Assessment Consultant Services was sent to eighteen (18) companies with a deadline for submission of October 28th, 2021. The request was also advertised through the RHA website, the Sparks Tribune, and the Reno Gazette-Journal. The purpose of the RFP was to fulfill the agency's need for a complete capital needs assessment of all Public Housing sites as we assess and plan for RAD conversions. Interviews of the top three applicants was conducted Friday, November 5, 2021. AEI Consultants was determined to be the best qualified of the three companies.

AEI Consultants provided a qualifications statement which was professional and demonstrated extensive experience conducting Capital Needs Assessments for a number of other PHA's. It is apparent AEI Consultants has the staffing, experience, and overall knowledge to complete our project. Staff requests your approval of the contract's monetary amount of \$83,575.00 as we finalize the details of the contract.

- g) Consider adoption of Resolution 22-02-07 authorizing the Executive Director to increase the Board of Commissioners Contingency Fund from \$5,000 to \$10,000 per member. (For Possible Action)

The Board of Commissioner Contingency Fund was established to provide Board members with funds for affordable housing initiatives and for commissioner travel and training. Providing adequate funds for this purpose will have a greater impact on the community and individuals served by the RHA.

Approval of the above items is requested.

Vice Chairman Aiazzi requested to pull items 2(a), 2(c), and 2(e) off of the Consent agenda for open discussion. Vice Chairman Aiazzi motioned approve the Consent agenda items 2(b), 2(d), 2(f), and 2(g) . 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.

Vice Chairman Aiazzi opened discussion of item 2(a) in relation to moving funds from Silverada Manor electrical upgrades questioning if those upgrades will be made in the future? Executive Director Jones stated those funds are an excess. The Silverada Manor Electrical System Upgrades project has been completed.

Vice Chairman Aiazzi opened discussion of item 2(c) concerning the organizational chart, questioning the exhibit included in the Board packet, stating it was vastly different from the one previously discussed. Deputy Executive Director McKendree clarified that two senior project managers will staff the Development department. The additional positions will be hired as needed.

Vice Chairman Aiazzi opened discussion of item 2(e) in relation to the JF Downey contract. It was clarified that this contract will be the only current contract for the stated services with JF Downey. Executive Director Jones stated that Ms. Downey has been very responsive to any communication from the RHA. She works on hard cases and really steps up to help those that have no other avenue.

Ms. Downey stated this contract amount is for \$75,000, and she will need to seek the other \$75,000 from other agencies in order to expand her services and meet the demand of those in need. The program is receiving 6 to 10 cases a day.

Chairman Sullivan recommended to approve this contract today and to bring the contract back before the Board in the future if there are modifications that need to be made. Vice Chairman Aiazzi agreed to approve the contract and to bring it back to the Board.

Mayor Schieve explained that Ms. Downey's work helps individuals that the RHA cannot help. Her cases are some of the toughest cases. Ms. Downey is a resource that other community agencies reach out to utilize her services. If a person is homeless, how do you get access to housing when the only option is at the shelter? They have people there that have tried to navigate the system, and a lot of those vouchers go to nonprofits which hold them because they don't know about available resources. You have to have relationships with landlords, which takes a lot of skill. Ms. Downey's program is very fragmented with other community providers. They try to do what she does, but they don't do it at the same level. They stay within the box. The RHA has a box of people that get qualified. The County does. There is a real problem to access when it comes to keeping people in or getting them housed. I have always said that if you're living on the river, how are you ever going to come in contact with someone like the crisis relocation specialist? It is very hard. A lot of people will not go into a shelter. I want everyone to understand what Ms. Downey has to tap into. Ms. Downey has utilized the deposit assistance program with the City of Reno. I reached out to the City of Sparks asking if they have relocation assistance like the City of Reno and have received no response from Mayor Lawson or the city manager, which tells me they do not have those funds available. I would like to get everyone that is involved with housing to the table at the city and county levels. The system is very hard to navigate. People in these dire situations get very hopeless. Ms. Downey's program checks in on these people constantly so they stay on the path to assistance. Ms. Downey does really, really remarkable work, no matter what time of day or night. My goal is to get all the jurisdictions together. I've asked the City of Reno to get everyone in a room to have this mapping of what this would look like. Ms. Downey's program can be very, very successful. All of the jurisdictions need to decide who is doing what, to be able to assist individuals in a timely manner, not in two weeks. There are a lot of barriers and if all of the jurisdictions work together, a better program can be built. Ms. Downey can train others to do what she does. It is so valuable. I've never seen anyone do this so quickly and so successfully. I want to let the Board know that I'm working on getting everyone in the room that includes JD from the

County. They get vouchers and they sit on those vouchers because they don't have the relationship with the landlords or know what properties are available. Ms. Downey has an incredible Rolodex of resources. This is something that I'm really passionate about and I hope that we can come back with a better model of how we get everyone on the same page, because again, it's super fragmented. Ms. Downey is probably at the top of the list of showing what a really successful model looks like. I hope to get the County and the City of Sparks to put in money for the services that Ms. Downey provides. The program at the City of Reno has helped so many people. It is pretty miraculous what Ms. Downey has been able to accomplish. She has the tools. I would just like to encourage everyone that this is very worthwhile. I hope Ms. Downey can come back with a better model with all of the jurisdictions participating.

Chairman Sullivan recommended to have RHA staff reach out to the City of Reno, City of Sparks, and Washoe County to discuss the need for these services within all of the jurisdictions and to ask for funding.

Ms. Downey pointed out that she has only recently just started to receive referrals from the RHA.

Vice Chairman Aiazzi stated if the RHA wants to be the regional housing authority, he would not mind paying for the whole contract, but the other jurisdictions would have to know this.

Commissioner Schieve stated she wants everyone to know that the RHA is funding this. The program could be much more successful if the other jurisdictions were in the room to build upon what Ms. Downey is doing. I do think that this is a space for the RHA. The RHA must have people that come in every day needing housing and the RHA can't help them.

Vice Chairman Aiazzi motioned approve the Consent agenda items 2(a), 2(c), and 2(e). 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.

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 7 MONTHS ENDED JANUARY 31, 2022

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,633,255	2,681,917	(48,662)
Expenditures	2,862,449	2,806,598	(55,851)
Net Surplus (deficit)	(229,194)	(124,681)	(104,512)

Maintenance contract costs have increased.

Increased dump costs contribute to the unfavorable variance.

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	22,134,296	23,021,991	(887,695)
HAP Payments to Landlords	21,707,675	22,618,704	911,029
Fee & Other Revenue	1,723,454	1,984,592	(261,138)
Expenditures	1,958,892	2,098,081	139,188
Net Surplus (deficit)	191,183	289,799	(98,616)

Revenue is higher and being driven by CHAP. CHAP expenses are also higher.

Neighborhood Stabilization Program NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	678,010	654,341	23,669
Expenditures	390,806	403,896	13,090
Restricted Surplus (deficit)	287,204	250,445	36,759

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,888,593	1,880,452	8,141
Expenditures	1,056,967	1,231,451	174,484
Unrestricted Surplus (deficit)	831,625	649,001	182,624

Rental revenue is higher than budgeted. Administrative salaries & maintenance wages are low compared to the budget.

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	14,991,073	15,537,291	(546,218)
HAP Payments to Landlords	14,991,073	15,537,291	546,218
HAP Surplus (Deficit)	-	-	-

Admin and Fee Revenue	636,088	517,636	118,452
Expenditures	433,500	393,232	(40,268)
Unrestricted Profit (Loss)	202,588	124,404	78,184
Net compared to budget	202,588	124,404	78,184

HAP revenue is passed-through monthly to the landlords.

Homeless Prevention Program budgeted low due to the eviction moratorium.

Funds are reimbursed by a Nevada Housing Division grant. The funds remaining to be drawn are \$37,653.76

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,154,450	1,133,277	21,174
Expenditures	1,398,361	1,093,933	(304,428)
Net compared to budget	(243,911)	39,344	(283,254)

Employee benefits were budgeted low. Employment postings, consulting costs, staff training and technical assistance expenses are high during the first 6 months of the fiscal year.

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	37,125,369	38,559,282	(1,433,913)
HAP Payments to Landlords	36,698,748	38,155,995	1,457,247
HAP Surplus (Deficit)	426,621	403,287	23,334
Fee & Other Revenue	8,713,849	8,852,214	(138,365)
Expenditures	8,100,975	8,027,191	(73,784)
Unrestricted Profit (Loss)	612,874	825,023	(212,149)
Net Surplus (deficit)	1,039,495	1,228,311	(188,815)

Director of Administration Long indicated the department is slated to begin the 2023 budgeting process. Chairman Sullivan suggested to look into the NSP properties to consider the rent charged to residents. Revenue income from the 66 NSP properties is \$36,000, which averages to \$545.50 per property. There may possibly be opportunity for additional income. Executive Director Jones stated some NSP properties do have restrictions, but that staff can look into that.

Vice Chairman Aiazzi asked if the RHA can afford the \$600,000 that was approved in the consent agenda? Executive Director Jones stated that all of the positions that were approved to will not be filled immediately. Director of Administration Long indicated that the new positions will be added to the 2023 budget.

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

Executive Director Jones reported offices will be reopening to the public on February 23, 2022. Staff will work by appointments, however, walk ins will be taken for both the Admissions department and Rental Assistance. They will be scheduled on specific days to try to minimize foot traffic in the lobby.

The Reno Bike Project has partnered with us again for the upcoming spring break.

The Agency was awarded \$256,928 for the Family Self-Sufficiency program, which was more than twice the amount over last year's award. HUD awarded the additional funding to provide additional WFD staff positions.

The Agency submitted a bid for the Bonanza property, but was not selected. The RHA still has an opportunity to vie for the property once the bid goes to court. If the bid is accepted by the court, then the Agency will bid on the project in court.

A. Update on MTW Activities

- Staff met with the Applicant Review Board to review the MTW proposed activities. The following activities are being proposed:
- Expansion of the Workforce Development program to allow any adult household member to participate, rather than only the head or co-head. This policy change will also allow the household to accrue and receive an escrow when the participating household member fulfills the requirements of the program and completes the goals outlined in their Individual Training and Services Plan (ITSP) regardless of whether the head of household chooses to participate.
- RHA is proposing to revise this policy and allow any changes in the HCV payment standard to be applied at the time a CRI is implemented by the landlord. Based on this amendment, 270 of the 545 elderly/disabled households who experienced a rent increase in 2021 would have been eligible for the updated payment standard. On average, this policy change would have saved these households approximately \$66/month.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 2/1/22	Percent Leased	Vouchers Issued Not Yet Leased

Housing Choice Voucher	2,382	2,210	93%	163
VASH	416	236	57%	59
EHV	137	8	6%	30
FYI	15	0	0%	0

Number HQS Inspections Conducted by Month	
January 2022	120

Emergency Rental Assistance (CHAP)

Funding Source	Total Funding Awarded	Total Spent to Date	Number Households Approved	Percent Funding Spent
NV Housing Division	\$15,950,000	\$6,192,473	862	39%
Washoe County	\$5,978,772	\$4,614,964	534	77%
City of Reno	\$5,130,000	\$5,488,481	699	98%

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.

Asset Management

- Public Housing sites were at 97.88% occupancy for all sites.
- We are continuing to work on updating the Public Housing Site Leases, Lease Addendums and Public Housing Forms, Letters, and Notices.
- We are continuing to review and streamline processes and procedures within the department to implement and improve operations.

- Public Housing has updated its Vacancy Forms and Procedures to better account for vacant units and turn times.
- We are continuing to search for an After Hours Monitor for Hawk View Apartments.
- The Maintenance Technician and Maintenance I positions continue to be advertised. We have interviewed all internal and external candidates and will select individuals this month.
- We have updated and revised our Snow Removal Policy. We are also currently working on implementing a Bed Bug/Pest Control Policy to better manage active infestations on our sites.

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

- The Resident Services team is piloting with Unite Us/Unite Nevada, an online platform for a community-wide coordinated care referral network. Staff is working closely with Unite Us/Unite Nevada staff to best utilize the platform and build a strong network of community partners.

Elderly Services:

- Staff has joined the leadership team for the Age-Friendly Reno Project. The goal of the project is to advocate for the increase of affordable housing and transportation options for seniors, connect seniors to community services, and increase opportunities for enriching their personal connections to others. Other partnering organizations for this project include: **UNR Sanford Center for Aging, AARP, Unite Us/Unite Nevada, Washoe Senior Board, Community Foundation of Northern Nevada, and N4.**

Youth/Family Activities:

- The **Reno Bike Project** is partnering with RHA yet again for a bike camp during the Washoe County School District's Spring Break. Ten RHA youth ages 11-17 will enjoy a week of bike riding and exploring!
- **Liberty Dental** is scheduled to join RHA at upcoming family site Resident Council meetings to offer free dental screenings for youth.
- Staff is working with **Health Plan of Nevada** to schedule their "Medicine on the Move" van for free pediatric visits at family sites throughout 2022.
- RHA is hosting **REMSA's** Point of Impact Car Seat Inspection event on March 26, 2022, at Essex Manor. RHA residents and members of the community can drive through the checkpoint and a certified volunteer will inspect car seats for defects, check installation and correct any problems, and provide education on the proper use of the car seat.

Workforce Development:

- The Workforce Development (WFD) department hosted a mock interview workshop for WFD and youth WFD clients. Partners from multiple agencies in the Reno/Sparks area sat with clients and provided one-on-one feedback after their interview. Next month's workshop topic is time management.
- Workforce Development is currently serving 96 families. Staff is creating a recruitment plan with an aggressive goal of a 30% increase in families served by August 2022.

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

D. Update on Public Information Activities

Social Media

- Created posts for RHA social media including dental screenings, waitlists opening, HUD Nevada Landlord Webinars and discounted broadband service.
- Researched and responded to direct queries on social media.
- Slowly developing Instagram social presence.

Website

- Updated and re-worked smaller sections of the site.
- Completed housing assistance eligibility fact sheet for web site and hand-out folder.

Media

- Responded to queries from multiple local outlets regarding possible purchase of Bonanza Inn and Sundowner.
- Developed news release about same. Garnered local television and digital coverage.

Other

- Completed an additional resident newsletter for February
- Working on quarterly employee newsletter
- Completed work with graphic artist for RHA logos in scalable, vector files for entire staff's use. Developed new RHA letterhead for staff to use. Branding.
- Continuing work on RHA magazine publications highlighting RHA ops and resident stories

E. Update on Development Activities

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

- **(CF2019) Stead Manor Sewer Line Replacement:** Simerson Construction, (\$221,690.00). A contract was awarded to Simerson Construction November 09, 2021. The original start date was estimated to be April of 2022. Simerson is requesting a new start date of February 17, 2022 subject to submitting a Payment and Performance Bond for the project.
- **(CF2019) Silverada Chiller Replacement:** Gardner Engineering, (\$960,000.00). A contract was awarded to Gardner Engineering February 04, 2022. The project has been re-designated as (CF 2019/CF 2020) Silverada Chiller Replacement in order to complete the project under one contract. The Contractor is currently investigating the lead time for the chiller package units. Once the lead time is determined, a start date can be established.
- **(Insurance) 2615 Silverada Kitchen Burn Unit:** Advance Installations (\$9,975.00) Advance Installations obtained a building permit from the City of Reno February 08, 2022 for the demolition and repairs. Separate Purchase Orders were issued to Reno Tahoe Cabinets (\$2,256.00), Advanced Countertops (\$1,453.80) and Flooring Solutions (\$1,678.37) for installation of the kitchen cabinets, counter tops and flooring respectively in the unit. Work is anticipated to begin February 14, 2022.
- **(Insurance) 1202 Hillboro unit 203 Kitchen Burn Unit:** RMC Construction (\$15,549.51) RMC Construction obtained a building permit from the City of Reno February 08, 2022 for demolition and repairs. Separate Purchase Orders were issued to Sierra Display Fixtures Inc. (\$3,770.64), Diamond Shine Cleaning (\$1,100.00) and Roof Crafters Inc. (\$995.00) for cabinets/counter tops and minor roof repair respectively. Work is anticipated to begin February 15, 2022.

- **(RFP 2021- 11cnac)-** Capital Needs Assessment Consultant: AEI Consultants was determined to be the best qualified firm to provide Capital Needs Assessment for RHA's public housing sites. Contract negotiations are underway with review by RHA Legal Counsel.
- **(OPS) Dick Scott Manor Project:** H & K Architects are approximately 50% complete with schematic design and the initial site investigation (Wood/Rodgers Engineering). Schematic design is scheduled to be complete February 23, 2022. The initial CMAR cost estimate will be available the week of March 07, 2022.

F. Update on Information Technology activities

EDMS Implementation Update

- Staff continues to scan Rental Assistance files into the production environment
- Staff continues to prepare physical paper files in the Rental Assistance and the Admissions departments
- Avero Advisors continues to provide Project Management services to allow staff to maintain regular work levels and routines throughout the implementation process
- Weekly meetings take place between RHA, GSG, and Avero Advisors to ensure expectations and timelines are being met
- **February 16, 2022:** Basic Training Scheduled for the Public Information Office, Moving to Work, & Resident Services departments
- **February 17, 2022:** User Acceptance Testing begins for the Public Information Office, Moving to Work, & Resident Services departments
- **February 23, 2022:** Phase 1 discovery begins for the Development department
- **February 24, 2022:** Phase 1 discovery begins for the Executive department

G. Update on other Agency activities

- February 11, 2022, staff was notified that masks were no longer mandatory, based on the governor lifting the mask mandate.
- Staff continue to conduct meetings with clients in a designated office by appointment.
- RHA offices will reopen on Wednesday, February 25, 2022.
- The auditors are wrapping up the agency's annual audit report and plan to provide a presentation to the Board in the upcoming weeks.
- The agency was awarded \$256,928 to continue administering Family Self Sufficiency (FSS) program. This is more than double the amount awarded the previous year of \$113,084.

Development Committee Meeting

- A Development Committee will not be held in February

Increasing the number of units

- Dick Scott Manor- H&K is working on the schematic design and drawings will be available at the end of February.
- The City of Reno suggested the \$1.15M of CDBG funds can be used for acquisition of a different property.

- The RHA was not the selected bid for the Bonanza Inn. The agency will still have an opportunity to acquire the property once the offer is presented to the court. The court date has not been set.
5. **Closed Session to discuss and provide direction to the RHA negotiating team regarding the RHA's interest in purchasing the parcels situated at 215 W 4th Street, Reno, NV; APN: 007-284-06, the Bonanza Inn and 007-284-11 paved parking lot adjacent to the Bonanza. The Board may also consider other approaches to pursue the purchase of the Bonanza Inn. No formal acceptance of the negotiated settlement will be made during the closed session. No action may be taken during the closed session.**

At 12:36 pm Vice Chairman Aiazzi motioned to go into Closed Session. Commissioner Delgado seconded the motion. Hearing no further discussion, Vice Chairman Aiazzi called for the question. The vote was all ayes and no nays. Vice Chairman Aiazzi declared the motion carried.

6. **Closed Session to discuss and provide direction to the RHA negotiating team regarding the RHA's interest in purchasing the parcels situated at North Arlington Avenue and West Street, Reno, NV; APN: 007-471-01, APN: 007-473-01, APN: 007-471-02, APN: 007-283-17, APN: 007-283-09, APN: 007-283-10, APN: 007-283-11, APN: 007-283-12, APN: 007-283-07, APN: 007-283-19, and APN: 007-283-18, collectively known as the "Sundowner". No formal acceptance of the negotiated settlement will be made during the closed session. No action may be taken during the closed session.**

See item above.

7. **Closed session to discuss all Letters of Intent (LOI) received by the RHA for the sale of the Horizon Hills property; APN: 82-225-10. No formal acceptance of the negotiated settlement will be made during the closed session. No action may be taken during the closed session.**

See item above.

8. **Discussion and for possible action to continue negotiations with the Seller including authorizing the Executive Director with advice of the Board's legal counsel to negotiate, including a non-binding Letter of Intent for the purchase the parcels located at 215 W 4th Street, Reno, NV; APN: 007-284-06, the Bonanza Inn and 007-284-11 paved parking lot adjacent to the Bonanza. The Board may also consider other approaches to pursue the purchase of the Bonanza. (For Possible Action)**

Vice Chairman Aiazzi motioned to go into open session at 1:24 pm. 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.

Attendees present were Chairman Sullivan, Vice Chairman Aiazzi, Commissioner Schieve, Commissioner Delgado, RHA Development committee Chair Griffith, Executive Director Jones, Legal Counsel Cladianos, Deputy Executive Director McKendree, Director of Administration Long, Senior Project Manager Playford, Director of Asset Management Bumphurs, Director of Resident Services Fisher, Director of IT Arellano, Director of Rental Assistance Newfelt, Director of Human Resources Squillante, Public Information Officer Conway, Moving To Work Coordinator Anhalt, Kidder Mathews Broker Nelson, and Executive Administrative Assistant Merrill.

Vice Chairman Aiazzi motioned to put out a release with the process that is going to happen, that the RHA is still interested in going to court. Chairman Sullivan stated the RHA will go to court and bid on the property. 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.

9. Discussion and for possible action to continue negotiations with the Seller including authorizing the Executive Director with advice of the Board's legal counsel to negotiate, including a non-binding Letter of Intent for the purchase of the following parcels situated at North Arlington Avenue and West Street, Reno, NV; APN: 007-471-01, APN: 007-473-01, APN: 007-471-02, APN: 007-283-17, APN: 007-283-09, APN: 007-283-10, APN: 007-283-11, APN: 007-283-12, APN: 007-283-07, APN: 007-283-19, and APN: 007-283-18, collectively known as the "Sundowner". The Board may also consider other approaches to pursue the purchase of the Sundowner. (For Possible Action)

Chairman Sullivan indicated the staff knows the direction and what the Board is interested in pursuing regarding this property.

Vice Chairman Aiazzi motioned to authorize the Executive Director to resend the Letter of Intent (LOI) with new dates and with all other terms to remain the same. Staff is directed to hold a conversation with the sellers indicating the Board's interest in the property, a face-to-face discussion, if that is legal. Chairman Sullivan would like the sellers to, at least respond to the latest offer or to have a conversation with staff.

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.

10. Discussion and for possible action to consider all Letters of Intent (LOI) received by the RHA for the sale of the Horizon Hills property; APN: APN: 82-225-10. Action by the Board may include, but not be limited to, authorizing the Executive Director with advice of the Board's legal counsel, to reject, abandon, accept, counter, or to take any other action the Board deems appropriate. (For Possible Action)

Vice Chairman Aiazzi asked Legal Counsel Cladianos the same question as in the closed session, since the RHA has at one point accepted an LOI from Western Development Group, is the RHA legally obligated to take that or can the RHA move to accept the LOI from the Lafferty Communities?

Legal Counsel Cladianos clarified that the RHA never had an accepted LOI from EBMC. The LOI was outstanding and the RHA made a counter offer, which voided their attempt to accept it afterwards. This is a non-event. That is a better question to ask at this point.

Vice Chairman Aiazzi motioned to accept the counteroffer from Lafferty Communities for \$1.2M with the terms on the term sheet in front of the Board today, the one sent back to the RHA from Lafferty Communities. Commissioner Delgado 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.

11. Additional items:

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

Executive Director Jones reported that the application for the bond has been submitted. An analyst will be assigned to the RHA who will work with the Finance department on the necessary documentation to complete the process. The application process will take approximately six to eight weeks to complete.

Vice Chairman Aiazzi had a discussion with Erik Jimenez from the State Treasurer's office suggesting that the RHA could borrow against the properties with a lower interest rate and not pay the carrying costs of bonding. This may be an opportunity and staff should follow up with this. This money is available immediately. This could move the funding along for the projects that are ready to go instead of holding them up waiting for the ARPA funds.

Chairman Sullivan added that bonding can be very expensive, and this suggestion may be a lot less expensive.

ii) Reports on conferences and trainings. (Discussion)

Chairman Sullivan would like Board members to consider participating in the upcoming PHADA and NAHRO conferences. The trainings conducted by these agencies are very informational and would be beneficial to the Board members.

iii) Old and New Business. (Discussion)

There was 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:

- (a) special meeting scheduled Friday, February 25, 2022;
- (b) special meeting scheduled Friday, March 4, 2022;
- (c) special meeting scheduled Friday, March 11, 2022;
- (d) special meeting scheduled Friday, March 18, 2022;
- (e) regular meeting scheduled Tuesday, March 22, 2022 (possible merge into Friday, March 25, 2022 meeting)
- (f) special meeting scheduled Friday, March 25, 2022 (For Possible Action).

12. 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.

13. Adjournment. (For Possible Action)

Vice Chairman Aiazzi motioned to adjourn the meeting. Commissioner Delgado 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 1:33 pm.