

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
August 25, 2020

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 Scott at 12:01 pm on Tuesday, August 25, 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  
Mayor Hillary Schieve **joined at 12:15 pm**  
Dave Aiazzi  
Barbara Wilhelms

**Commissioners Absent**

Mark Sullivan, Vice Chairman

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

**Staff Absent**

Matt Robinson, Director of Development

**Others Present**

Britton Griffith joined at 12:05 pm

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 Commissioner Wilhelms to approve the agenda posted on August 21, 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 July 28, 2020. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held on July 28, 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 20-08-01 RH authorizing the Executive Director to modify the Organizational Plan/Staffing Chart wherein the Director of Development will report directly to the Deputy Executive Director. (For Possible Action)**

Commissioner Aiazzi moved to approve Resolution 20-08-01. 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.

**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 1 MONTH ENDED July 31, 2020**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	294,576	360,591	(66,015)
Expenditures	318,461	399,799	81,338
<b>Net Profit (loss)</b>	<b>(23,885)</b>	<b>(39,208)</b>	<b>15,323</b>

Prior budget included additional operating subsidy received throughout the year. FY21 Budget included the assumption funding would continue to be received.

**HOUSING CHOICE VOUCHER (S8 and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	1,440,447	1,428,530	11,917
HAP Payments to Landlords	1,554,163	1,428,530	(125,633)
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>(113,716)</i></b>	<b><i>-</i></b>	<b><i>(113,716)</i></b>
Fee & Other Revenue	266,391	247,812	18,579
Expenditures	194,923	235,912	40,989
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>71,468</i></b>	<b><i>11,900</i></b>	<b><i>59,568</i></b>
<b>Net Profit (loss)</b>	<b>(42,248)</b>	<b>11,900</b>	<b>(54,148)</b>

HAP payments higher from loss of income due to COVID-19. MTW activity allows for reimbursement which will be reflected in future months.

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	87,597	96,781	(9,184)
Expenditures	36,549	58,211	21,662
<b><i>Restricted Profit (loss)</i></b>	<b><i>51,048</i></b>	<b><i>38,570</i></b>	<b><i>12,478</i></b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	249,265	277,412	(28,147)
Expenditures	114,972	158,261	43,289
<b><i>Unrestricted Profit (loss)</i></b>	<b><i>134,293</i></b>	<b><i>119,151</i></b>	<b><i>15,142</i></b>

Vacancies at Sarrazin reflecting lower revenue.

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	2,096,957	1,888,406	208,551
HAP Payments to Landlords	2,096,957	1,888,406	(208,551)
<i>HAP Surplus (Deficit)</i>	-	-	-
Admin and Fee Revenue	69,348	61,183	8,165
Expenditures	48,224	60,810	12,586
<i>Unrestricted Profit (Loss)</i>	<i>21,124</i>	<i>373</i>	<i>20,751</i>
<b>Net compared to budget</b>	<b>21,124</b>	<b>373</b>	<b>20,751</b>

FY21 Budget Homeless Prevention Program is included and this program has not resumed.

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	163,028	182,165	(19,137)
Expenditures	140,260	179,100	38,840
<b>Net compared to budget</b>	<b>22,768</b>	<b>3,065</b>	<b>19,703</b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	3,537,404	3,316,936	220,468
HAP Payments to Landlords	3,651,120	3,316,936	(334,184)
<i>HAP Surplus (Deficit)</i>	<i>(113,716)</i>	-	<i>(113,716)</i>
Fee & Other Revenue	1,130,205	1,225,944	(95,739)
Expenditures	853,388	1,092,092	238,704
<i>Unrestricted Profit (Loss)</i>	<i>276,816</i>	<i>133,852</i>	<i>142,965</i>
<b>Net Profit (loss)</b>	<b>163,101</b>	<b>133,852</b>	<b>29,249</b>

Overall, operating \$29,249 favorable to budget, however, we will continue to see fluctuation over the upcoming months due to COVID-19 funding.

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

Executive Director Jones reported the MTW Plan was approved on July 28, 2020 which includes the activity to help support the Eddy House. Staff is creating the processes necessary to track and report on occupancy each month, as it will be tied to the subsidy.

Elderly Services continues to work with community partners providing food to the Authority's senior sites. The Reno Food System has been utilizing the parking lot at Silverada Manor to offer fresh produce to residents. The Food Bank will be coming to the senior sites three times a month and will also include the residents at the Willie J. Wynn Apartments.

The Workforce Development Youth Coordinator has been in discussion with Washoe County School District (WCSD) in how the Authority can support RHA youth in obtaining technology devices to enable them to virtually participate in distance learning. The WCSD has laptops available to youth within the community and are looking at the neediest youth in which to distribute them to. The Authority is working with the school district to ask that they consider our youth as a priority. The Authority will use CARES Act funding to ensure all RHA youth receive devices. RHA sent a survey to 251 families with school-aged children at our Public Housing sites and received 98 responses to date. The surveys indicated 83 families are in need of devices. Based on survey responses, most families have connectivity but are lacking the necessary devices. Staff will continue to assess as additional surveys come in. The Authority received a donation of 18 laptops which will be distributed to students on our programs. Staff will continue its discussion with WCSD.

The Sparks City Council approved the Authority to administer \$2 million in CARES Act funding they received. Administration of these funds would mirror the Nevada Housing Division CHAP program already in place within the Authority. The Sparks City Council also approved to have the Authority administer \$422,633 in CARES Act funding through the CDBG program.

Staff is working with the Development committee on development plans for the 8<sup>th</sup> Street property. A meeting was held with the committee which discussed the fundamentals of our programs and our funding sources.

Sarrazin Arms Apartments rents will increase \$50 effective October 2020. Three remodeled units have been preleased. The rehab of the other units is continuing.

Commissioner Aiazzi asked for clarification on the number of laptops the RHA youth would be receiving from WCSD. Executive Director Jones believes WCSD will give the needed laptops to our youth. The Authority has requested that our youth receive as many laptops as possible and has further offered to provide funding for this, if necessary. This will be the topic of discussion at the next call with WCSD slated for tomorrow.

It was clarified that any CARES Act funding not needed to assist Authority youth, will revert back to address the needs of the IT department for implementation of a document management system.

**Commissioner Schieve joined the meeting.**

**A. Update on MTW Activities**

- Due to the COVID 19 pandemic, RHA staff reviewed our current MTW activity to simplify rent calculations and implemented 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 approved on July 28, 2020. Staff is working with the Eddy House to create a process for monthly invoicing of beds occupied
- Staff continues to report MTW related expenditures monthly to HUD for reimbursement

**B. 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 – 2266
- Housing Choice/Project Based Vouchers issued and shopping – 96
- HUD VASH Vouchers currently issued and leased – 233
- HUD VASH Vouchers currently issued and shopping – 34
- New clients briefed in July 2020 – 0
- Housing Quality Standards inspections conducted in July 2020 – 337
- RHA regular HQS Inspections resumed June 22, 2020. Staff has been working to catch-up on delayed HQS inspections not conducted during Nevada stay at home orders. Staff anticipate having all delayed regular HQS inspections completed before November 30, 2020.

**Public Housing – Maribel Martinez**

- Public Housing ended the month of June leased at 98%
- Service request calls from residents continue to come in at a steady pace, which is keeping maintenance staff very busy.
- We continue to experience a delay in delivery of repair parts and ordering due to COVID19.
- Prior to entering a unit, maintenance is required to ask if anyone in the household has any symptoms related to COVID19. If the response is yes, maintenance is not entering, and the work is being rescheduled once the household has been cleared.
- Management staff has resumed UPCS inspections as of August 1, 2020 and continue to address income changes and tenant concerns.
- We are excited for our research administrator to join our team on August 20, 2020. We are in the process of advertising and hiring additional maintenance and management to fill the vacant positions.

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

### **Elderly Services**

- RHA continues to partner with Sprouts grocery store to accept and facilitate food donations to our senior residents. A delivery is made every Monday and staff distributes the donation to residents.
- Reno Food Systems has been utilizing the parking lot at Silverada Manor to offer fresh produce to residents. Their food truck is parked in our lot every Thursday and they offer a variety of payment options including food stamps, cash, and credit cards.
- Staff has made themselves available to residents at Willie J. Wynn to utilize the services provided by the Elderly Services Administrator in completing paperwork and referral services

### **Resident Services**

- The WFD Coordinator continues to work with families enrolled in the traditional self-sufficiency program in establishing and reaching their goals
- The WFD Coordinator is focusing on recruitment of new participants, referral services, and one-on-one coaching of our 59 active participants
- The WFD Coordinator also continues working with residents who are not enrolled in referral services and professional services

### **Youth Activities**

- The WFD Youth Coordinator completed the summer bike camp with Reno Bike Project. Public Housing youth participating in the camp enjoyed the opportunity to learn bike safety and engage in a fun summer activity.
- The WFD Youth Coordinator is working closely with WCSD to connect youth living in Public Housing with technology and internet services for the upcoming school year. A survey was sent out to all households with school age children to gather data on the needs of our families.
- RHA is partnering with the Notables to provide music therapy to our Public Housing youth
- The WFD Youth Coordinator is also planning the holiday card contest taking into account the closure of the community rooms and social distancing

## **D. Update on Community Outreach Coordinator**

### **Media**

- CHAP: Both KRNv and KOLO interviewed Amy about the RHA's assistance to local residents through the CARES Housing Assistance Program (CHAP) on July 20
- Samantha Smerechniak of KRNv and Fox 11 did a progress report on the CHAP program which ran on August 10, based on a Zoom interview she did with Brent on August 7
- Willie J. Wynn Apartments opening: The three major television stations, KOH radio, ThisIsReno.com and Senior Spectrum covered the opening of the Willie J. Wynn Apartments on August 30 (with some morning coverage the next day) following a media advisory from Community Outreach

### **Photography**

- Community Outreach photographed the Bike Camp offered by the Reno Bike Project (with helmets donated by the Nevada Department of Transportation) at the Myra Birch Apartments (other locations were photographed last month).

- Community Outreach photographed two recent Family Self Sufficiency graduates as they were presented their escrow checks in hopes of promoting the program and getting more participation by online and social media publicity
- Some residents of the Willie J. Wynn apartments were photographed moving in
- Brent completed photos of RHA staff members for use in the 2021 Rental Assistance and Public Housing calendars for distribution to tenants and clients
- Brent conducted video interviews of Patricia Wynn Tau and Bishop John Wynn, daughter and son of the late Willie J. Wynn, which were provided to TV stations for news coverage of the opening of the apartments. Brent is also working on a video “grand opening” to tell the story of the apartments, with plans to post it online.

#### Nixle Messaging system

- Community Outreach participated in the planning meeting to decide on the Everbridge Nixle system for staff and resident (emergency) messaging and notification as well as in a training session on the new system

#### Social Media

- Community Outreach has published the Reno Housing Authority Facebook page, which means it is now publicly viewable, and has made several posts, including a welcome to visitors, a look at new residents moving into the Willie J. Wynn Apartments, the CHAP emergency rental assistance program and Bike Camp

### **E. Update on Modernization Activities**

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

- (CF2017) **Silverada Manor Boiler Replacement Project:** Brown & Read was awarded the contract in the amount of \$420,000. Work began on September 3, 2019. Currently, the contractor has completed the installation of the boilers and they are working on final punch list and state inspections.
- (CF2018) **Tom Sawyer Angle Stop Replacement Project:** Michael’s Plumbing was awarded the contract in the amount of \$68,375. Work began on August 17, 2020 and staff continues to monitor the project
- (CF2018) **Myra Birch Sewer Line Replacement Project:** Simerson Construction was awarded the contract in the amount of \$52,690. Work is scheduled to begin on August 24, 2020.
- (CF2019) **Silverada Manor Electrical System Upgrade Project:** RHA is soliciting bids to replace old push-matic breakers for the entire Silverada site. Bids are due August 24, 2020.
- (OPS) **2425 Tom Sawyer #B Tub Surround Project:** Bruce Purvis Construction was awarded the contract in the amount of \$5098. Work began on August 10, 2020. Staff continues to monitor the project.
- (OPS) **Hawk View Sound Wall Project:** Black Development was awarded the contract in the amount of \$15,300. Work began on July 29, 2020 and staff continues to monitor the project
- (OPS) **3585 Mazzone #C Tub Surround Project:** RCM Construction was awarded the contract in the amount of \$3,204.71. Permits have been submitted to the City of Reno and the contractor is awaiting approval to begin work.



- (OPS) **880 Fluorite ADA Shower Project:** Gilliam Construction was awarded the contract in the amount of \$7,100. Permits have been submitted to the City of Reno and the contractor is awaiting approval to begin work.
- (OPS) **7969 Chapman Insurance Repair Project:** Advance Installation was awarded the contract in the amount of \$13,790. Work began on August 5, 2020. Staff continues to monitor the project.

#### **F. Update on other Agency activities**

- WAHC staff has resumed conducting MORs in Las Vegas during the month of August
- HUD has approved a one-time payment to reimburse multifamily owners participating in the PBCA program for COVID related expenses. WAHC will process and approve these requests during the month of August.
- 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. The funds will be administered similar to the Homeless Prevention Program; however, recipients of the funds must work with Opportunity Alliance on budgeting and planning.
- The Finance Department continues to work with Nan McKay on completing year end tasks
- 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.
- CARES Act Housing Assistance Program (CHAP) was officially launched July 20, 2020. The RHA received \$5M in funding to assist Washoe County residents unable to pay rent due to a COVID-19 related event. Applications can be submitted online.
- RHA was approached by the City of Sparks to administer a rental assistance program using CDBG-COV funds in the amount of \$402,633. This will go before the Sparks City Council meeting on August 24, 2020. The agreement between the RHA and the City of Sparks is before the Board today.
- The City of Sparks requested the RHA to administer a rental assistance program using CARES Act funding specifically for City of Sparks residents. The program would mirror the State CHAP rental assistance program. This will go before the Sparks City Council meeting on August 24, 2020. The agreement between the RHA and the City of Sparks is before the Board today.
- Staff met with WCSD staff to discuss laptops and hotspots for RHA youth residing in Public Housing

#### **G. Strategic Plan**

##### Development and Land

- 8th Street – Agreement has been finalized
- Development Committee – all members have received a tour of RHA sites. A meeting was held on August 21, 2020 to provide an overview of the agency and how it relates to future development. Committee members were provided a copy of the portfolio assessment.
- Land Trust/ Property Acquisition/ Disposal – Staff is continually looking for opportunities that meet the Agency’s and community needs
- Rental Assistance Demonstration (RAD) Program/ NDOT Mineral Manor- portfolio assessment report completed

## Finance

- Current financial status, business operations
- Resources / Expansion
- New Funding Sources — MTW Plan 2021 activity to utilize HUD held reserves has been approved

## Overall Health of the Organization

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

## Communications

- Plan - Public and Internal
  - Media – ongoing; increased media coverage for RHA sponsored events; RHA staff are contacted as content experts in the field for interviews and to increase awareness
  - Expand- information provided on website and creation of social media page

## Sarrazin Arms – Tenant Strategy

- Rent increases scheduled for October 2020. Vacant units under rehab are scheduled to increase rent to \$800 upon completion. Three units completed and preleased.

## 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

## Government Affairs

### Public / Private Partnerships

### Develop Metrics to Measure Success

Board retreat scheduled for October 7, 2020

## **6. 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 finalizing the 8<sup>th</sup> Street contract, negotiated with the City of Sparks’ City Attorney’s office for the CDBG and the CARES Act funding agreements, revising and updating the Executive Director contract and advising on the meeting agendas of the Authority. Legal Counsel Zeh reported that the Lawson Unemployment Compensation appeal was denied and clarified that there is still an appeal to the Board that may go forward. Further discussion will be held between the Chairman Scott, Executive Director Jones, and Legal Counsel Zeh regarding next steps.

- 7. Discussion Consider adoption of Resolution 20-08-02 RH authorizing the Executive Director to enter into an agreement with the City of Sparks to administer the two-million-dollar grant for the CARES Act Housing Assistance Program. (For Possible Action)**

Commissioner Aiazzi moved to approve Resolution 20-08-02 RH. Commissioner Schieve and 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.

- 8. Collective Consider adoption of Resolution 20-08-03 RH authorizing the Executive Director to enter into an agreement with the City of Sparks to administer the \$402,633 Community Development Block Grant (CDBG) for the CARES Act Housing Assistance Program. (For Possible Action)**

Commissioner Aiazzi moved to approve Resolution 20-08-03 RH. 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 resolution approved.

- 9. Consider adoption of Resolution 20-08-04 RH authorizing the Executive Director to enter into a contract with a licensed real estate appraiser to conduct an appraisal of the following properties: APN 011-640-05, APN 011-640-06, APN 011-640-07, and APN 011-640-08 currently owned by the City of Reno, for possible future development considerations. (For Possible Action)**

Executive Director Jones recommended to move forward with appraising the properties and to enter into further discussions with the City of Reno.

Commissioner Aiazzi discussed the property as to its location and stated that if the item is approved, the next step would be for staff send a letter of intent to the City of Reno for the possible purchase of the properties in order to build affordable units on the properties.

Commissioner Schieve stated the future intent of the Authority to purchase these properties would need to go before the City Council for consideration. Building affordable housing projects under the ownership of the Authority would benefit the community in keeping the units affordable as they would not have the ability to convert to market rate in the future. Commissioner Schieve confirmed the Authority's letter of intent to the City should indicate that the Authority will be conducting an appraisal though this would happen after City approval, if so granted.

Commissioner Aiazzi moved to approve Resolution 20-08-04 RH with the caveat that the appraisal is to be ordered when the Executive Director sees fit depending on outcome of the letter of intent to the City of Reno. Commissioner Schieve and 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.

- 10. Discussion and possible action to determine the usage of the additional CARES Act funding, provided by HUD to the RHA, in the amount of \$515,690 to prevent, prepare for, or respond to the COVID-19 pandemic to maintain normal operations. Discussion may include items essential to the Agency in furthering its IT management structure, partnering with the Washoe County School District (WCSD) for the purpose of providing**

**laptops to youth on RHA programs for distance learning, and the consideration of additional items raised for the benefit, health and well-being of families and individuals served by RHA programs and of staff. (For Possible Action)**

Executive Director Jones recommended that the CARES Act funding provide the needed laptops and connectivity for Authority youth, with the remaining funds to be allocated to proceeding with document management system and vehicles previously requested. The Request For Qualifications (RFQ) for the document management system has been advertised which included a consultant to assist with the initial evaluation of processes and paper uses to allow the Agency to draft a Request For Proposal (RFP). Phase I and Phase II encompasses reviewing all Agency processes and paper usage with the initial cost of \$40,000 for Phase I. Phase II includes assistance with determining the system design. The Phase II cost is approximately \$40,000. Currently, staff is only committed to Phase I and Phase II.

Commissioner Aiazzi requested to have the consultant conduct a review of document management systems currently in use by other local jurisdictions to get an analysis of their position on the systems they have in place. This analysis could elevate potential pitfalls and address possible concerns.

Executive Director Jones stated from conversations with the consultant, that they are very familiar with implementing document management systems for housing authorities, as well as experience with the Authority's particular software system. They also have experience implementing a document management system within the Authority's software, which would be a benefit.

Executive Director Jones indicated uses for this funding may cover day-to-day operating expenses. Desks throughout the offices are worn and deteriorating. Replacement costs of dilapidated desks are estimated to cost \$60,000. The need for additional office space has increased as Authority programs continue to grow. The desire would be to refurbish the unused training center at Silverada Manor and converting it into office space. The estimated cost to refurbish the training center for additional staff office space is \$200,000.

Commissioner Aiazzi moved to approve staff recommendations for the \$515,690 to include new desks and renovate the Silverada Manor training center for \$200,000 for new offices for staff. 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 approved.

**11. Discussion of the Development committee to include the potential appointment of Britton Griffith as Committee Chair, member term parameters, and creation of committee goals. (For Possible Action)**

Executive Director Jones reported that the Development committee held its initial meeting wherein Britton Griffith volunteered to fill the Chair position.

Britton Griffith introduced herself and provided an overview of her experience with development within the community, as well as her direct community involvement. She indicated she is eager to serve the Board of Commissioners.

Executive Director Jones asked the Board to provide direction for the goals of the committee. The current focus is the 8<sup>th</sup> Street property, as well as the fate of the Horizon Hills property owned by the RHA. The four parcels will also be a consideration of the committee.

Commissioner Aiazzi indicated prioritizing the two items, 8<sup>th</sup> Street and the Horizon Hills property as the focus of the committee is sufficient for the coming months. As to the goals of the committee, Commissioner Aiazzi indicated this should be considered during the Board Retreat.

Chairman Scott stated having Britton Griffith in attendance at the Board Retreat during the Development committee discussion would be beneficial.

Commissioner Aiazzi motioned to appoint Britton Griffith as the Chair of the Development committee. 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 approved.

- 12. Discussion and possible action to consider the Cost Of Living Adjustment (COLA) value for the Executive Director as calculated through the formula of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) by the Bureau of Labor Statistics as determined by the Social Security Act. Discussion and possible action upon the Executive Director's salary which may include, but not be limited to, a compensation adjustment retroactive to April 1, 2020, based on COLA as determined by the Board. The Board may define and adopt the COLA for inclusion in the Executive Director's compensation package, adopt and include a modification, or reject additional compensation based upon a COLA as determined by the Board. (For Possible Action)**

Executive Director Jones clarified the increase awarded to Authority staff totaled 3.5 percent with 2.4 percent being a COLA increase based on the May 2020 CPI and a 1.1 percent increase as a merit.

Commissioner Aiazzi motioned to approve a salary increase of 3.5 percent retroactive to April 1, 2020 to include a COLA of 2.4 percent and a 1.1 percent merit increase. 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 approved.

- 13. Discussion and possible action to approve the proposed First Amendment to Executive Director's Employment Agreement, including an adjustment to compensation retroactive to April 1, 2020. The Board may approve the draft First Amendment to Employment Agreement, approve it with modifications, or reject the draft First Amendment to Employment Agreement. (For Possible Action)**

Commissioner Wilhelms motioned to approve the First Amendment to the Executive Director's Employment Agreement. Commissioner Aiazzi and 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 approved.

- 14. Discussion and possible action to consider matters for discussion at the Agency Board Retreat scheduled for October 7, 2020. Matters of interest to the Board may include, but are not limited to, affordable housing development opportunities, Strategic Plan and viable options for internet access for families on RHA programs. The Board may bring forward further matters deemed relevant to the Agency's mission. (For Possible Action)**

Executive Director Jones would like the Board to focus on specific Development committee metrics such as the number of units per year, one project per year in order to measure the progress of the Agency in its goal to add affordable housing stock to the community. Staff will meet prior to the Board Retreat to go over items of interest.

Commissioner Aiazzi would like Board Retreat discussion to cover funding options for development, setting five specific goals for the next year, a short presentation of NDOT's freeway expansion, the possibility of a new RHA office building and the Development committee's role in development. He further recommended that the discussion remain at a macro vantage point rather than micro, and that limiting it to a few items would be key.

Executive Director Jones added she would like part of the discussion to include expanding current agency programs.

Commissioner Aiazzi suggested to add Programming. The result is that that program opportunities would come within the discussion of the five goals.

The Board would be open to other topics of importance.

Discussion ensued regarding the location and viability of an in person versus virtual meeting. The desire of the Executive Director would be to hold an in-person meeting. This will be determined based on the Governor's directive.

#### **15. Additional items:**

- i) General matters of concern to Board Members regarding matters not appearing on the Agenda. (Discussion)  
Commissioner Aiazzi thanked the staff for their action in approaching the school district to discuss the need of laptops and connectivity devices.
- 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: September 22, 2020; October 27, 2020 and November 17, 2020. (For Possible Action)

#### **16. 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.

#### **17. Adjournment. (For Possible Action)**

Commissioner Aiazzi moved to adjourn the meeting. 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 meeting adjourned at 12:55 pm.