

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
July 27, 2021

The July 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 12:08 pm on Tuesday, July 27, 2021 in the Agency's Boardroom.

**Commissioners Present**

Mark Sullivan, Chairman  
Dave Aiazzi, Vice Chairman  
Oscar Delgado  
Barbara Wilhelms **via phone**

**Commissioners Absent**

Mayor Hillary Schieve

**Staff Present**

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

**Staff Absent**

**Others Present**

Theresa Braunel, International Union of Operating Engineers, Stationary Local #39 Union Steward entered the meeting at 1:48 pm after the open session was called.

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

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

There were no guests.

**Public Comment. Public comment, if any, must be limited to any item on the agenda which is listed as an item for action by the Board. Comment from the public is limited to three minutes per person, under these items.**

There was no public comment.

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

Commissioner Wilhelms moved to approve the agenda posted on July 22, 2021. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called

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

**1. Approval of the minutes of the regular Board meeting held June 22, 2021. (For Possible Action)**

It was moved by Commissioner Wilhelms to approve the minutes of the regular Board meeting held on June 22, 2021. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried and the minutes approved.

**2. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.)**

a) Consider adoption of Resolution 21-07-01 RH approving revisions to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher Programs to (1) add the Emergency Housing Voucher (EHV) and Foster Youth to Independence (FYI) programs, (2) to remove reference to the Moderate Rehabilitation Program throughout the plan, and (3) update the admissions interview policy removing section 4.2.2.1. (For Possible Action)

b) Consider adoption of Resolution 21-07-02 RH approving revisions to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) of Public Housing Units to (1) remove the FSS Lite Program that monitors the Community Service program requirement and (2) to add language that excludes income of head or co-head household members ages 18-20 years old to section 5.3.27. (For Possible Action)

c) Consider adoption of Resolution 21-07-03 RH authorizing the write-off of tenant accounts receivable for the Section 8 Rental Assistance Programs. (For Possible Action)

d) Consider adoption of Resolution 21-07-04 RH authorizing the write-off of landlord accounts receivable for the Section 8 Rental Assistance Programs. (For Possible Action)

e) Consider adoption of Resolution 21-07-05 RH authorizing the write-off of vacated tenant account receivables for the Low-Rent Public Housing Program. (For Possible Action)

f) Consider adoption of Resolution 20-07-06 RH authorizing the write-off of vacated tenant account receivables for the unaided properties. (For Possible Action)

g) Consider adoption of Resolution 21-07-07 RH ratifying the Executive Director's decision to declare Friday, June 19, 2021 a holiday under the Union Contract pursuant to the Proclamation issued by President Joseph R. Biden, Jr. on June 18, 2021. (For Possible Action)

h) Consider adoption of Resolution 21-07-08 RH authorizing the Executive Director to modify the Organizational Plan/ Staffing Chart to add two grant positions funded through the Emergency Housing Voucher fund, Housing Specialist and General Office Clerk II in the admissions department. (For Possible Action)

i) Consider adoption of Resolution 21-07-09 RH authorizing the Executive Director to enter into a contract with H+K Architects and Wood Rodgers Engineers and Planners for architect

services for the property located at 1035 8th Street, Reno, Nevada: APN 008-164-20 in amount of \$66,300. (For Possible Action)

j) Consider adoption of Resolution 21-07-10 RH approving a budget revision for FY 2018 Capital Fund Program (CFP) NV39P001501-18. (For Possible Action)

k) Consider adoption of Resolution 21-07-11 RH approving a budget revision for FY 2019 Capital Fund Program (CFP) NV39P001501-19. (For Possible Action)

Commissioner Wilhelms motioned to approve the consent agenda. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried.

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

There were no reports regarding routine matters.

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

**ENTITY-WIDE FINANCIAL REPORT FOR THE 12 MONTHS ENDED June 30, 2021**

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	4,529,830	4,327,122	202,708
Expenditures	4,506,916	4,798,173	291,257
<b>Net Surplus (deficit)</b>	<b>22,914</b>	<b>(471,051)</b>	<b>493,965</b>

Revenue in-line with budget as we received \$195,525 of the additional operating subsidy funds for COVID-19 which was offset by postponing rent increases until January during the pandemic.

Favorable expenditures driven by positions that are vacant and haven't been filled, \$171k favorable to budget. Management & bookkeeping fee expense budgeted high by \$164k.

**HOUSING CHOICE VOUCHER (\$8 and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	37,950,929	17,142,420	20,808,509
HAP Payments to Landlords	31,090,598	17,142,426	(13,948,172)
Fee & Other Revenue	3,643,079	2,973,750	669,329
Expenditures	3,394,450	2,831,322	(563,128)
<b>Net Surplus (deficit)</b>	<b>7,108,960</b>	<b>142,422</b>	<b>6,966,538</b>

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

Reimbursement request for previous MTW activity of \$1.8M was received in April. Also, MTW NV CARES Campus reimbursement of \$4,850,700 was received.

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,116,972	1,161,399	(44,427)
Expenditures	609,383	698,538	89,155
<b>Restricted Surplus (deficit)</b>	<b>507,589</b>	<b>462,861</b>	<b>44,728</b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,666,628	3,328,902	337,726
Expenditures	1,543,359	1,900,336	356,977
<b>Unrestricted Surplus (deficit)</b>	<b>2,123,269</b>	<b>1,428,566</b>	<b>694,703</b>

Revenue increased by \$647,500 for Willie J. Wynn Apartments development fee income.

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	25,754,996	22,660,882	3,094,113
HAP Payments to Landlords	25,754,996	22,660,882	(3,094,113)
<b>HAP Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Admin and Fee Revenue	898,295	734,219	164,076
Expenditures	672,615	729,655	57,041
<b>Unrestricted Profit (Loss)</b>	<b>225,680</b>	<b>4,563</b>	<b>221,117</b>
<b>Net compared to budget</b>	<b>225,680</b>	<b>4,563</b>	<b>221,117</b>

FY21 Budget Homeless Prevention Program is included and this program has resumed.

Actual HAP revenue and expenses were budgeted low.

Landlords associated with Washoe Affordable applied for and received \$74,352 in COVID-19 funds. These are pass-through monies.

Admin and Fee Revenue budgeted at 82.5% of prior year but actuals have remained consistent year over year.

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,942,295	2,305,990	(363,696)
Expenditures	1,960,980	2,149,257	188,277
<b>Net compared to budget</b>	<b>(18,685)</b>	<b>156,733</b>	<b>(175,419)</b>

Unfavorable revenue due to management and bookkeeping fee revenue budgeted high but has remained consistent year over year.

Favorable expenses due to vacant positions.

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	63,705,924	39,803,302	23,902,622
HAP Payments to Landlords	56,845,594	39,803,308	(17,042,286)
<b>HAP Surplus (Deficit)</b>	<b>6,860,331</b>	<b>(6)</b>	<b>6,860,337</b>
Fee & Other Revenue	15,797,098	14,831,382	965,716
Expenditures	12,687,702	13,107,282	419,580
<b>Unrestricted Profit (Loss)</b>	<b>3,109,396</b>	<b>1,724,100</b>	<b>1,385,296</b>
<b>Net Surplus (deficit)</b>	<b>9,969,726</b>	<b>1,724,094</b>	<b>8,245,632</b>

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

Executive Director Jones introduced Heidi McKendree who has been promoted to Deputy Executive Director, Jay Earl who has been promoted to Director of Development, Director of Human Resources Darren Squillante, Director of Asset Management Shanika Bumphurs. Each director gave a brief overview of their experience.

Deputy Executive Director McKendree updated the Board on the Rental Assistance program reviewing the various voucher allocations. Through the CARES Housing Assistance Program (CHAP), the Agency has committed \$8.3M out of the \$20M award to assist those who have been financially impacted by the COVID-19 pandemic. This equates to 42 percent of the award. The Agency is required to expend 65 percent by September 30, 2021, which will clearly be achieved. The staff hired to handle this funding program have been very successful. The Reno

Justice Court, property owners, and landlords have been very complementary with their excellent work. The first Landlord Fair was held on July 23<sup>rd</sup> and was well received. Many landlords attended receiving relevant information on the benefits of utilizing the numerous programs available through the Agency.

Executive Director Jones stated the offices will be open to the public as of August 2<sup>nd</sup>. Safety protocols will be in place that include meeting with clients in the quarantine room. Staff will continue to monitor the governors' directives to identify any required modifications.

Staff, Chairman Sullivan, and Vice Chairman Aiazzi met with Washoe County staff to discuss the CARES Campus. County staff explained that the community is not in need of transitional housing, and that permanent, supportive housing is the need. County staff indicated there are 3,200 transitional housing beds throughout the community, however the Point in Time report only counted 231. Vice Chairman Aiazzi indicated that barriers were identified during this meeting that account for the open transitional beds. He would like staff to delve into these barriers to see if they can be addressed. Executive Director Jones stated there are barriers that are associated with HUD funding such as criminal history and identifying documentation. Staff will be meeting with Accessible Space, which is an agency that builds affordable housing and provides on-site housing services to see if that is an option for the CARES Campus.

Staff held a meeting with NDOT to discuss the impact the freeway expansion will have on the Mineral Manor site. NDOT indicated that at this time, the site will not be affected until Phase 5 of the project which is scheduled for 2037. Staff is reviewing the feasibility study provided by NDOT. Staff will focus on replacement units for residents that will be impacted by the expansion. NDOT indicated they will be able to assist with relocation costs, though they didn't commit to a specific dollar amount. Staff will participate in a follow up meeting with NDOT to discuss the feasibility study and available funding options.

The HCV Current Client List and Current Waitlist Count table shows the need for additional one-bedroom units. Staff will continue to monitor and shore up this table to best identify the specific unit need in the community.

#### **A. Update on MTW Activities**

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

#### **B. Update on Housing Choice Voucher Program / Asset Management**

##### **Housing Choice Voucher Program**

##### **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 HCVs 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.

- *Total Voucher Allocation: 2524*
- *MTW Baseline (the figure used by HUD to gauge leasing success): 2382*
- *Project Based Vouchers: 107*
- *HCV/PBV's Leased to Date: 2223 (93% of MTW Baseline)*
- *HCV/PBV's Issued/Client looking for units: 159*

### 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.

- *Total HUD VASH Allocation: 416*
- *HUD/VASH Project Based Vouchers: 9*
- *HUD/VASH Tenant Based Vouchers: 407*
- *HUD/VASH Leased to Date: 227 (55%)*
- *HUD/VASH Issued/Client looking for units: 37*

### 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.

- *Total EHV Allocation: 137*
- *EHV's Leased to Date: 0*
- *EHV's Issued/Clients looking for units: 0*

### 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.

- *Total FYI Allocation: 15*
- *FYI's Leased to Date: 0*
- *FYI's Issued/Clients looking for unit: 0*

Both EHV and FYI vouchers were just recently allocated to the RHA by HUD and are available for use after August 1, 2021. Staff has been working with the partnering agencies to set up procedures for referral.

During the month of June, the two Housing Quality Standards (HQS) Inspectors conducted a total of 292 move-in or biennial inspections.

### **Public Housing**

- Public Housing ended the month of June leased at 99%.
- Managers continue to conduct follow-up housekeeping inspections for unit abuse.

- Managers will begin UPCS Inspections as of August 1<sup>st</sup>.
- Managers will continue to push collection of receivables. Managers will continue to provide residents with information on how to apply for the CHAP program.
- Maintenance continues to address swamp coolers, landscaping needs, and work orders.
- The Director of Asset Management started 7/12.
- Mineral Manor Assistant Manager started 7/6.
- Assistant Manager at Silverada is resigning, her last day will be 7/30. Position will be advertised.
- Vacant Maintenance 1 & 2 Positions will be advertised.

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

### **Elderly Services**

- Staff is working to create a plan to reopen Resident Councils and provide safe, socially distant activities for seniors.

### **Workforce Development (WFD)**

- Another WFD participant has completed her established goals and graduated from the Traditional FSS program with an escrow disbursement in the amount of \$5,922.71. She plans to pay off the last remaining debt she has and continue to save to buy a place of her own day soon.
- **The University of Nevada, Reno Extension** department will be hosting a nutrition workshop for WFD clients and is open to all RHA residents. In addition to nutrition education and a cooking demonstration, this event will give residents information on local Farmer's Markets that accept EBT cards.
- WFD staff is partnering with **Truckee Meadows Community College** to provide Financial Literacy/Budget workshops beginning in the Fall.
- WFD staff is working to create and implement a recruitment plan for both Traditional FSS and the Youth WFD program launching this school year.

### **Youth Activities**

- RHA and local nonprofit **S.W.A.A.A.G Foundation** will be hosting a back-to-school event in partnership with **Raising Canes** and local barbershops on August 7<sup>th</sup> at Mineral Manor. The event is open to the community. Backpacks, school supplies, and braids and/or haircuts will be provided to youth that attend.
- Resident Council elections will be held in August for each Public Housing site. Ice cream socials were held to build up excitement for elections and to answer any questions residents may have.
- **Sierra Nevada Journey's** summer camp will be over as of July 30. Forty RHA youth attended camp throughout the summer at Grizzly Creek Ranch in Portola, free of charge thanks to the **Helen Chase Charitable Foundation**. All summer campers had an amazing time and are already excited for next year!
- **Safe Kids Washoe County** in partnership with **Renown** donated an additional ten home safety kits for RHA families with young children. Kits include a safe and key, plug protectors, doorknob covers, drawer latches, and window alarms.



## D. Update on Public Information Activities

### Social Media

- Created regular posts for the RHA Facebook and Twitter pages, including youth activities, other resident activities and EHVs.
- Reached out to several other local government and non-profit social pages to share information.
- Responded to sporadic comments on social media. Please like us at Reno Housing Authority (Facebook) and @RHAHousing (Twitter)

### Website

- Posted new releases on the News tab, created, and posted new fact sheet, and coordinated with IT for page updates to fresher content.

### Media

- Pushed news releases regarding Landlord Fair and EHVs. Another ready to do regarding the eviction moratorium ending.

### Other

- Developed, wrote, and sent six-page resident newsletter. In the process of developing the same for employee newsletter.

## E. Update on Modernization Activities

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

- **(CF2018) Stead Manor Landscape Improvements (Backflow and Irrigation Repairs):** Work on the project began July 5, 2021. T & T Lawns Plus has completed approximately 75% of the work to date. Completion is anticipated the first week in August 2021.
- **(CF2019) Stead Manor Sewer Line Replacement and Improvements Building #3 (Prototype):** Sewer replacement on Building #3 began July 20, 2021 and is currently in progress. Information obtained from Building #3 will be used to prepare more accurate Plans and Specifications for the remaining nine (9) buildings. Work is estimated to be completed the first week in August 2021.
- **(CF2019) Multi-Site Tree Trimming and Removal:** This project was advertised May 07, 2021. Bids were received June 04, 2021. The apparent successful bidder is Arbor Pros (\$120,192). We anticipate this project will begin in the fall, October or November of 2021.
- **(CF2019) Mineral Manor Water Heater Replacement:** Work on this project began July 20, 2021 and is in progress. Project completion is scheduled for the first week of September 2021.
- **(OPS) Hawk View Structural:** Structural repairs for Hawk View were estimated to be approximately \$1,200,000. The repairs were divided between the CF2019 and CF2020 funding years. After reviewing the site and conducting a cost/benefit analysis, the project was cancelled. The funding has been re-allocated to two alternate projects. CF2019 Silverada Chiller Replacement and CF2020 Stead Pavement and Striping Replacement.
- **(OPS) 1245/1247 Carville Court:** This project is on hold pending a revised cost/benefit analysis.
- **(N/A) 1035 8<sup>th</sup> Street Property:** On May 14, 2021, the review committee consisting of RHA Development Staff, and the Executive Director determined that H+K Architectural Services/Wood Rodgers Civil Engineers and Planners was the most qualified firm for this project. The recommendation is currently on the June 2021 agenda for Board approval.

- **(CF2019-1406) 2445 Carville Tub and Surround Replacement:** Advance Installations Inc. (\$6,415). Advance Installations began work July 9, 2021. Work is anticipated to be complete July 23, 2021.
- **(CF2019-1406) 740 Devon Reasonable Accommodation Exterior Handrail- Advance Installations Inc. (\$4,272):** A proposal was solicited from Advance Installations Inc. on July 8, 2021, to supply, install and paint a new exterior handrail based upon an approved reasonable accommodation request. The project is anticipated to begin the last week of July 2021 and be completed within that same time frame.
- **(CF2019-1406) 751 Suffolk Floor Abatement All Eagle (\$3,271):** Work on the project began July 7, 2021. Completion is anticipated July 30, 2021.
- **(Insurance) 2615 Silverada Kitchen Burn Unit:** The kitchen portion of this unit was damaged by a tenant caused fire that started on the stove. RHA staff will be evaluating the damage and repair estimate once the tenant has been relocated. Staff will be working with our insurance carrier on this project.
- **(CF2019-1406) 2600 Tom Sawyer Unit D Flooring Abatement American Environmental (\$6,111).** Work on this project began July 12, 2021 and was completed July 20, 2021.
- **(CF2019) Silverada Chiller Replacement:** Staff is requesting Board approval to add this project to the (CF2019) budget year, replacing Hawk View Structural Repairs. The construction budget will be \$600,000.00.
- **8<sup>th</sup> Street Project:** At the June 22 meeting, the Board approved H+K Architects /Wood Rodgers Engineers and Planners as the Consultants for this project. On July 12, 2021, the consultant provided their proposal including cost, scope of work and deliverables based on the requirements of the Request for Qualifications. The proposal amount is ~~\$63,300~~. H+K \$41,300 / Wood Rodgers \$25,000. After review by the Executive Director and Development staff, we are recommending approval to enter into a contract with H+K/Wood Rodgers to begin preliminary design concepts for the property.

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

- The offices are scheduled to open to the public on August 2, 2021. The main office lobby and all common areas at the outlying sites will also open on that date. Specific days will be designated for the Rental Assistance Department and the Admissions Department to limit the number of clients in the lobby at any given time. We will continue to monitor the Washoe County Health Department and Governor's directives.
- We will continue to monitor mask requirements based on Washoe County and the Governor's directives.
- The CDC eviction moratorium expires on July 31, 2021.
- The Agency has been awarded 137 Emergency Homeless Vouchers. We will be partnering with Catholic Charities, Health Plan of Nevada, Volunteers of America, and Washoe County Health and Human Services. Vouchers will start being issued August 2, 2021.
- The Agency was awarded 15 Foster Youth Initiative (FYI). These vouchers will be administered in partnership with Washoe County and the Eddy House.
- The Agency was asked if we were interested in administering additional HUD VASH vouchers. RHA staff has reached out to the VA to determine how many vouchers they can provide case management based on their current staffing levels.
- The new Director of Human Resources has been hired – Darren Squillante.

- The new Director of Asset Management has been hired – Shanika Bumphurs.
- The new Director of Development has been hired – Jay Earl (in house).
- The new Deputy Executive Director has been hired – Heidi McKendree (in house).

#### CARES Act Housing Assistance Program (CHAP)

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

#### **F. Strategic Plan**

##### Nevada Cares Campus

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

##### Increasing the number of units

- A special board meeting was held on July 15, 2021, to discuss the Development Committees role and priorities. It was requested the Committee draft a checklist to assist staff and the Board in purchasing property. The Committee will also focus on the development of 8th Street, the Nevada CARES campus, Mineral Manor NDOT expansion and new office space.
- A meeting was held with NDOT staff to discuss the freeway expansion. Mineral Manor is included in phase 5, which is estimated to begin 2037. It was discussed what funding options

are available now to the RHA to be proactive in assisting the Mineral Manor residents. RHA staff will set up monthly meetings with NDOT to discuss further.

- The Chairman and director staff toured three different motels for possible purchase to preserve affordable housing.
- Staff continues to look at potential alternative office space in preparation of the NDOT expansion and RAD.
- The Chairman and the Executive Director met with RTC to discuss RTC properties that may be a good fit for affordable housing.

<u>HCV Current Client Count</u>				<u>Current Waitlist Count</u>			
Bedrooms	Number of Units	E/D	E/D Percentage	Bedrooms	Number of Units	E/D	E/D Percentage
1	997	922	92%	1	978	626	64%
2	725	518	71%	2	601	51	8%
3	351	108	31%	3	286	24	8%
<b>Totals</b>	<b>2073</b>	<b>1548</b>	<b>75%</b>	<b>Totals</b>	<b>1865</b>	<b>701</b>	<b>38%</b>

- 6. Closed Session: Collective Bargaining Agreement (CBA). Update from the Executive Director on the status of the negotiations of a new CBA extension of the current agreement expiring June 30, 2021 and its fiscal impact. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed leading to the execution of a new CBA. There will be no approval of the collective bargaining agreement during the course of the closed session.**

At 12:38 pm, Commissioner Wilhelms motioned to go into the closed session of the meeting. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion carried.

- 7. Open Session: The Board of Commissioners will conduct a public hearing to consider the proposed Collective Bargaining Agreement (CBA) between the Housing Authority of the City of Reno and the International Union of Operating Engineers, Stationary Local #39 for the period of Fiscal Years 2022, 2023, 2024 (July 1, 2021 – June 30, 2024). The Board will also receive and consider the report of the Executive Director on the fiscal impact of the CBA upon the Authority. Public testimony and comment will be taken, provided it is limited to three minutes per person and is reasonably pertinent to the consideration of the CBA and the action the Board should take in response thereto. At the conclusion of the hearing, the Board will take action including, but not limited to, approval of the CBA as written, possible adoption of Resolution 21-07-12 RH approving the CBA, the Board may decline the proposed CBA on the table and direct its negotiating team to continue bargaining with the Union on a new CBA, or such other action which the Board deems appropriate as the information before the Board indicates including direction to staff to continue negotiations. (For Possible Action)**

At 1:44 pm, Commissioner Wilhelms motioned to go into the open session of the meeting. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes, no nays. Chairman Sullivan declared the motion

carried. All previous participants were present. Theresa Braunel, Union Steward was also present.

Chairman Sullivan stated staff has been directed to go back to the labor body and discuss a broader approach, rather than very specific items on the list, that would benefit more people in the Agency.

Commissioner Delgado motioned to go back to the union body for further negotiations of the CBA. 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.

## **8. Additional items:**

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

Executive Director Jones requested to add her review to the September Board meeting agenda.

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

There were no conferences or trainings discussed.

- iii) Old and New Business. (Discussion)

There were no Old or New Business to discuss.

- iv) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: August 24, 2021; September 28, 2021; and October 26, 2021. (For Possible Action)

## **9. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.**

Union Steward Braunel commented that the union body was very much in agreement with the items that were presented to the Board today.

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

Commissioner Delgado moved to adjourn the meeting. Vice Chairman Aiazzi seconded the motion. Hearing no further discussion, Chairman Sullivan called for the question. The vote was all ayes and no nays. Chairman Sullivan declared the motion carried and the meeting adjourned at 1:47 pm.