

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
July 26, 2022

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Vice Chairman Aiazzi at 12:00 pm on Tuesday, July 26, 2022 in the Agency's Boardroom.

Commissioners Present

Mark Sullivan, Chairman
Dave Aiazzi, Vice Chairman
Mayor Hillary Schieve-**via phone 12:05pm**
Oscar Delgado- **via phone 12:06pm**
Jazzmeen Johnson

Commissioners Absent

Staff Present

Hilary Lopez Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
Darrell Playford, Director of Development
Linda Long, Director of Administration
Samantha Arellano Information Technology Manager
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
April Conway, Public Affairs Officer
Carmina Buenaventura, WFD Coordinator
Lindsay Dobson, Executive Administrative Assistant

Staff Absent

Others Present

Britton Griffith, Development Committee Chair

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

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

Tiffany Williams-Family Self Sufficiency graduate.

- **First Period of 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, under these items.**

Director of Resident Services Cori Fisher introduced RHA's most recent Family Self Sufficiency (FSS) graduate, Tiffany Williams. Ms. Williams stated when she began the program, one of her biggest goals was to find stable full-time employment to support her family. Ms. Williams was proud to report she has been employed with Anthem Blue Cross Blue Shield for five years. Ms.

Williams has escrowed a total of \$6,493.02, she plans to use the money as a down payment on a new home as she moves on to the next level of the FSS program.

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

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

1. Approval of the minutes of the closed session Board meetings held April 1, 2022, April 15, 2022, April 26, 2022, and the minutes of the special Board meetings held April 1, 2022, April 15, 2022, the minutes of the regular Board meeting held April 26, 2022. (For Possible Action)

Vice Chairman Aiazzi moved to approve the minutes. Commissioner Johnson 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) Possible adoption of Resolution 22-07-01 RH approving a revision 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 update Appendix II Income Limits, Appendix IV Utility Allowance and several minor updates to programs and staff procedures in compliance with HUD regulations. (For Possible Action)
- b) Possible adoption of Resolution 22-07-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Policy (ACOP) of Public Housing Units to update Appendix II, III, and IV in compliance with HUD regulations. (For Possible Action)
- c) Possible adoption of Resolution 22-07-03 RH approving a revision to the Family Self-Sufficiency Program (FSS) Action Plan in compliance with HUD regulations. (For Possible Action)
- d) Possible adoption of Resolution 22-07-04 RH approving a revision to the Authority's Check Signature Authorization Policy. (For Possible Action)
- e) Possible adoption of Resolution 22-07-05 RH approving a revision to the Personnel Policies section 5 to include a Standby Assignment Compensation Policy. (For Possible Action)
- f) Possible action to authorize the Executive Director to execute a contract with Michael's Plumbing in the amount of \$141,909 to replace 34 water heaters at McGraw Court Public Housing Project NV39-P001-018. (For Possible Action)

Vice Chairman Aiazzi pulled consent agenda item (e) for discussion.

Vice Chairman Aiazzi moved to approve consent agenda items (a), (b), (c), (d), (f). Commissioner Johnson 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 consent agenda items (a), (b), (c), (d), (f) approved.

Vice Chairman Aiazzi questioned the need for a revision to the Personnel Policies. Deputy Executive Director McKendree reported the Standby Assignment Compensation Policy was presented as an amendment to the Collective Bargaining Agreement but was rejected unanimously by the union body. The policy was then added to RHA's Personnel Policy Manual as a voluntary task to be rotated amongst qualified staff members.

Vice Chairman Aiazzi moved to approve consent agenda item (e). Commissioner Johnson 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 consent agenda item (e) approved.

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

There were no commissioner reports.

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

Executive Director Lopez reports the US Department of Housing and Urban Development (HUD) will be conducting a Moving To Work (MTW) site visit in September. Staff is in the process of scheduling the visit and will share the details once they are made available so the Board members may attend the site visit if available.

Staff is assisting with the planning of the upcoming Nevada Housing Coalition (NHC) Annual Conference. The conference will be held at the Peppermill Hotel in Reno from October 18th-20th, 2022. At least one session will focus specifically on public housing authority programs and topics of interest.

RHA continue to move forward on the sale of 1775 E. 4th Street to Washoe County. Escrow has opened and the County has provided its required deposit and they have also paid July and August rent to the Authority.

Resident Services had 55 youths attend the Sierra Nevada Journey Summer Camp this month. RHA staff were able to provide this opportunity at no cost thanks to the Helen Close Charitable Foundation. Commissioner Delgado also used his contingency funds to help support some of our youth completing Sierra Nevada Journeys.

August will mark the year one end of RHA's Start Smart Program which is also geared towards youth. There are currently 30 participants on a waitlist for this program. This program offers assistance with financial literacy skills development as well as other areas. By participating in this program, they can earn anywhere from \$2,400 to \$4,800 each year. Whether they participate for one year or for the full four years while attending high school. They can use these funds to assist with school expenses, job related expenses or other activities to help with their financial educational development.

Financial Reports for the current period are also included in packet.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 10 MONTHS ENDED JUNE 30, 2022**

PUBLIC HOUSING

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	4,464,750	4,597,571	(132,821)
Expenditures	5,051,226	4,811,311	(239,915)
<i>Net Surplus (deficit)</i>	<i>(586,476)</i>	<i>(213,740)</i>	<i>(372,736)</i>

HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	36,692,351	39,466,270	(2,773,919)
HAP Payments to Landlords	37,131,688	38,774,921	1,643,233
Fee & Other Revenue	4,392,851	3,402,158	990,693
Expenditures	3,239,471	3,596,710	357,239
<i>Net Surplus (deficit)</i>	<i>714,043</i>	<i>496,798</i>	<i>217,245</i>

Neighborhood Stabilization Program (NSP)

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,084,329	1,121,727	1,121,727
Expenditures	671,612	692,393	692,393
<i>Restricted Surplus (deficit)</i>	<i>412,718</i>	<i>429,334</i>	<i>429,334</i>

Business Activities

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	3,621,773	3,223,632	398,141
Expenditures	1,715,638	2,111,059	395,420
<i>Unrestricted Surplus (deficit)</i>	<i>1,906,134</i>	<i>1,112,573</i>	<i>793,561</i>

WASHOE AFFORDABLE HOUSING (WAHC)

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	25,779,804	26,635,356	(855,552)
HAP Payments to Landlords	25,779,804	26,635,356	855,552
<i>HAP Surplus (Deficit)</i>	<i>-</i>	<i>-</i>	<i>-</i>
Admin and Fee Revenue	1,127,283	887,376	239,907
Expenditures	667,455	617,936	(49,519)
<i>Unrestricted Profit (Loss)</i>	<i>459,827</i>	<i>269,440</i>	<i>190,387</i>
<i>Net compared to budget</i>	<i>459,827</i>	<i>269,440</i>	<i>190,387</i>

COCC

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	2,344,632	1,942,760	401,872
Expenditures	2,617,151	1,875,314	(741,837)
<i>Net compared to budget</i>	<i>(272,520)</i>	<i>67,446</i>	<i>(339,996)</i>

ENTITY-WIDE TOTALS

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	62,472,155	66,101,626	(3,629,471)
HAP Payments to Landlords	62,911,492	65,410,277	2,498,785
<i>HAP Surplus (Deficit)</i>	<i>(439,337)</i>	<i>691,350</i>	<i>(1,130,687)</i>
Fee & Other Revenue	17,035,617	15,175,224	1,860,393
Expenditures	14,017,722	13,760,898	(256,823)
<i>Unrestricted Profit (Loss)</i>	<i>3,017,896</i>	<i>1,414,326</i>	<i>1,603,570</i>
Net Surplus (deficit)	2,578,559	2,105,675	472,883

A. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 5/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,382	2,204	93%	190
VASH	416	268	64%	50
EHV	137	42	31%	41
FYI	15	1	7%	5

Number HQS Inspections Conducted by Month

June 2022	259
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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	\$8,578,053	1214	54%
Washoe County	\$6,380,855	\$6,380,855	739	100%
City of Reno	\$5,700,000	\$5,699,999	718	100%

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

- Director of Asset Management, Shanika Bumphurs, left RHA in early June to return to her home in Minnesota. Interim Executive Director/Deputy Executive Director, Heidi McKendree, will oversee the department until a suitable replacement is hired.
- Interviews for Director of Asset Management will be conducted in late July.
- Over the next several months the department's processes and procedures will be reviewed to ensure consistency within the department.

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

Department Updates:

- Staff is working diligently to complete a proposal to CIRE Equity in response to their RFP to transfer ownership of a 17,000 SF vacancy in Paradise Plaza to a local non-profit partner with a community-service use. Some uses of the proposed resident services hub include: an emergency food pantry for residents, a professional clothes closet, co-workspace for workforce development clients that have started their own small businesses, classroom space, a computer lab for residents, an on-site childcare facility, and space for community-wide job fairs, health fairs, art shows, etc. We are grateful for the support of many community partners who have written letters of support for this project including, **TMCC, Eddy House, the Nevada Museum of Art, Opportunity Alliance Nevada, and the Children's Cabinet.**

Elderly Services:

- **The Nevada Museum of Art** will be hosting a monthly art program for Public Housing seniors called "Young at Heart Studio." Program location will rotate between Silverada Manor and the Nevada Museum of Art each month.
- Weekly Bingo tournaments have begun at Tom Sawyer Village. Each Friday at 1:00 pm, all Public Housing and WJW senior residents are invited to join Bingo.
- The July 4th BBQ and concert hosted at Silverada Manor was a huge success. The 100+ residents in attendance had wonderful things to say about the event!

Youth/Family Activities:

- 55 RHA youth attended **Sierra Nevada Journeys** summer camp this month. Youth had an amazing experience, all at no cost thanks to the **Helen Close Charitable Foundation**.
- The **Reno Sparks Gospel Mission** continues to be a generous partner, providing pop-up food pantries at all of our family sites.
- The youth workforce development program, “Start Smart” is currently accepting applications in preparation for the 2022-2023 school year.

Resident Council Highlights:

- Stead Resident Council hosted a community clean up on site and in the surrounding neighborhood. Residents that turned in a full bag of trash were given a raffle ticket for a gift card!
- Essex Resident Council is resuming in August, after a break due to resident inactivity.

Workforce Development:

- Workforce Development hosted a parenting workshop with special guest speakers Anne Garlow from **The Boys & Girls Club of Truckee Meadows**, and Briana Salas from **The Children’s Cabinet**. August’s workshop topic is, “Financial Wellness: Credit and Debt”.
- A **Bank of America** grant has been submitted through **Opportunity Alliance Nevada** in partnership with RHA to provide twenty workforce development clients, and 20 **Southern Nevada Regional Housing Authority** clients with the following:
 - Twelve weeks of the “Getting Ahead Program”, which assists individuals living in poverty to evaluate their lives and develop their skills necessary to flourish
 - Access to financial navigators
 - A developed personal financial navigation plan
 - Ongoing financial advising and mentorship opportunities
- Staff has updated the FSS Action Plan with new HUD regulations, which is before the Board today for approval.

** 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 and posted social items about Start Smart in English and Spanish, landlord briefings, 6 scattered site homes for rent, smoke alarms, federal holidays and more.
- Researched and responded to multiple direct queries on social media.

Website

- Updated RHA and WAHC websites with updates board/staff photos and narratives.
- Made several updates, with help from IT staff

Media

- Jamie spoke with two TV outlets regarding landlord briefings.
- This Is Reno covered the RHA's contract with Washoe County for the 4th Street property.
- Scheduled Hilary with KTVN for Face the State later in July.

Other

- Wrote/mailed semi-annual resident newsletter
- Submitted 95% of content to publisher for Opportunity Knocks Here magazine.
- Began work on groundbreaking event for Dick Scott Manor
- Wrote first draft verbiage for Paradise Park building RFP
- Ordered all executive staff and board photos printed for leadership wall displays
- Intern completed shot list, wrote first draft of script, and began shooting video for WFD/Youth WFD videos
- Began initial groundwork on educational videos for public/elected officials/clients

E. Update on Development Activities

(RFP 2021- 11cnac)- AEI Consultants. Contracts were executed March 17, 2022. AEI inspections began May 18, 2022 and were concluded May 20, 2022. RHA has received draft reports for all eight properties. Final reports are pending additional utility information.

(OPS) Dick Scott Manor Project: H & K Architects have completed approximately 75% of the design documents. A review meeting will be held with H & K Architects and Wood Rodgers Civil Engineers and Planners to go through and make any modifications to the plans. The next meeting will be at 100% Design Documents and a Final Guaranteed Maximum Price (GMP) from Plenum Builders.

(CF2019) Myra Birch Playground Improvements: TNT Lawns Plus (\$40,513.00 Work began June 29, 2022. The project is currently under construction.

(CF2019) Essex Manor Playground Redevelopment: TNT Lawns Plus (\$125,313.00) The contract was awarded May 31, 2022. The Contractor has ordered long lead materials and is expected to begin construction August 2022.

(CF2020) John McGraw Court Water Heater Replacement: Plans and Specifications were completed May 11, 2022. The project was advertised to bid May 12, 2022. Bids were received June 17, 2022. The apparent lowest qualified bidder was Michael's Plumbing (\$141,909.00). Staff will be seeking Board approval at the July 2022 meeting.

(CF 2020) Essex Manor Water Heater Replacement: Plans and Specifications will be complete June 24, 2022. The project was advertised March 25, 2022. Bids will be due late July 2022.

(CF2021) Stead Manor Concrete and Pavement Replacement: Plans and Specifications are being prepared. Review and approval by a Licensed Engineer will be required for permitting purposes. Draft plans and Specifications will be sent to McElhane Structural Engineering July 25, 2022.

(CF 2021) Myra Birch Manor Video Surveillance System: Development staff is in the pre-planning stage for this project. Plans and Specifications will follow by mid-August 2022.

F. Update on Information Technology activities

- **Ongoing:**

- Staff continues to scan Rental Assistance files into the production environment

- **7/18/2022**

- 670 out of approx. 2500 client files have been scanned
- All files will be scanned within 1 year and 5 months at current scan rate
- Staff continues to scan Admissions files into the production environment

- **7/18/2022**

- 4842 out of approx. 5400 applicant files have been scanned
- All files will be scanned within 1 month at current scan rate
- Staff continues to scan HR files into the production environment

- **7/18/2022**

- 37 out of approx. 80 personnel files have been scanned
- All files will be scanned within 1 month at current scan rate

- Staff continues to prepare physical paper files in the Rental Assistance, Admissions, Finance, and HR departments
- Weekly meetings take place between RHA and GSG to ensure expectations and timelines are being met
- **7/18/2022:** Global Solutions Group began configuration of the Training environment for the Asset Management Department
- **8/2/2022:** User Acceptance Testing (UAT) will begin for the Asset Management Department

Yardi Implementation Update

- RHA is currently negotiating a contract with Yardi not to exceed the board approved \$350k amount.
- Implementation is tentatively scheduled to begin at the start of September 2022 with a go-live goal date of August 2023.

G. Update on MTW Activities

- Staff continues to pull data in preparation for submittal of RHA's annual MTW report due. HUD MTW staff will be onsite in September to discuss recent HUD guidance as it relates to the MTW program and RHA voucher utilization.

5. Discussion and possible approval to submit a proposal to CIRE Equity to transfer ownership of a 17,000 square foot commercial building located at APN 031-012-40 in Paradise Plaza in Sparks, Nevada to the Housing Authority of the City of Reno. (For Possible Action)

Director of Resident Services Cori Fisher reported CIRE Equity released a Request For Proposal (RFP) seeking proposals from local non-profit organizations to transfer ownership of a commercial building located in Sparks, Nevada. Director of Resident Services Cori Fisher is requesting Board approval to submit a proposal to CIRE Equity on behalf the Resident Services department. Some proposed uses of the 17,000 square foot space include: an on-site daycare for RHA families, a computer lab, emergency food pantry, professional clothes closet and some co-working space for residents and Workforce Development participants.

Executive Director Lopez indicated the transfer of ownership would be at no cost however, Resident Services is working with Development to obtain a cost estimate to build out the space as well any anticipated annual maintenance costs.

Executive Director Lopez indicated CIRE Equity has identified items within the RFP that they will use as scoring. Executive Director Lopez anticipates the Authority will score well due to its ties with the community, the type of services RHA offers, as well as the financial commitment and capacity the Authority brings.

Commissioner Schieve moved to approve agenda item number five as presented. Commissioner Johnson 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.

6. Discussion and for possible action to consider the end date of Heidi McKendree as Interim Executive Director and resumption of her role as Deputy Executive Director. (For Possible Action)

Chairman Sullivan noted the language in Interim Executive Director McKendree's employment agreement stated the termination date of the agreement will be based at the discretion of the Board.

Vice Chairman Aiazzi moved to end the interim directorship as of July 24, 2022. Commissioner Johnson 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. Nomination and election of Secretary/Treasurer. (For Possible Action)

Vice Chairman Aiazzi moved to appoint Hilary Lopez Ph.D. as the Secretary/Treasurer of the Housing Authority of the City of Reno due to the resignation of Amy Jones. Commissioner Johnson seconded the motion. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and 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)

None discussed.

ii) Reports on conferences and trainings. (Discussion)

There were no conferences or trainings discussed.

iii) Old and New Business. (Discussion)

None discussed.

iv) Request for future agenda topics

Commissioner Aiazzi suggested scheduling the Annual Board Retreat. Executive Director Lopez suggested an Open Meeting Law Workshop.

v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, July 26, 2022; Tuesday, August 23, 2022; and Tuesday, September 20, 2022. (For Possible Action).

11. 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.

12. Adjournment. (For Possible Action)

Vice Chairman Aiazzi motioned to adjourn the meeting. Commissioner Johnson 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 and the meeting adjourned at 12:38 pm.