

MINUTES OF THE REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF RENO  
BOARD OF COMMISSIONERS  
December 20, 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 12:02 pm on Tuesday, December 20, 2022 in the Agency's Boardroom.

**Commissioners Present**

Dave Aiazzi, Chairperson  
Jazzmeen Johnson, Vice Chairperson  
Mayor Hillary Schieve-**via phone 12:13pm**  
Mark Sullivan, Commissioner

**Commissioners Absent**

**Staff Present**

Hilary Lopez, Ph.D., Executive Director  
Heidi McKendree, Deputy Executive Director  
Ryan Russell, Legal Counsel  
Linda Long, Director of Administration  
Darren Squillante, Director of HR  
Darrell Playford, Director of Development  
Samantha Arellano IT Manager  
Cori Fisher, Director of Resident Services  
Jamie Newfelt, Director of Rental Assistance  
Kristin Scott, Director of Public Housing  
Kim Anhalt, Moving to Work Coordinator  
April Conway, Public Affairs Officer  
Lindsay Dobson, Executive Administrative Assistant

**Staff Absent**

**Others Present**

None

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

- **Call to order and roll call.**
- **Receive introduction of guests.**  
None
- **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.**

There was no public comment.

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

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

**1. Approval of the minutes of the annual Board Retreat meeting held November 07, 2022, the minutes of the regular Board meeting held November 29, 2022. (For Possible Action)**

Commissioner Sullivan motioned to approve the minutes. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi 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 22-12-01 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 combine Sections 12 and 13 which renumbered all subsequent sections in the policy, and an update to the Utility Allowance policy in Section 5.9 to match the Administrative Plan for the Housing Choice Voucher (HCV) Program. (For Possible Action)
- b) Possible adoption of Resolution 22-12-02 RH approving a budget revision for the FY 2021 Capital Fund Program (CFP) NV01P001501-21. (For Possible Action)

Commissioner Sullivan pulled consent agenda item 2(a) for discussion.

Commissioner Sullivan motioned to approve consent item 2(a) as presented on condition that the ACOP contain language vesting all resident pet request decisions in the RHA. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

Commissioner Sullivan motioned to approve the consent agenda item 2(b). Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

**3. Commissioner Reports. (Discussion)**

There were no commissioner reports

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

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

**PUBLIC HOUSING**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,913,488	1,945,350	(31,861)
Expenditures	2,229,899	2,369,041	139,142
<b><i>Net Surplus (deficit)</i></b>	<b><i>(316,411)</i></b>	<b><i>(423,692)</i></b>	<b><i>107,281</i></b>

**HOUSING CHOICE VOUCHER (RENTAL ASSISTANCE and MTW)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	9,668,620	10,663,585	(994,965)
HAP Payments to Landlords	10,401,764	10,510,382	108,618
Fee & Other Revenue	1,309,981	1,113,580	196,400
Expenditures	1,279,308	1,414,197	134,889
<b><i>Net Surplus (deficit)</i></b>	<b><i>(702,471)</i></b>	<b><i>(147,413)</i></b>	<b><i>(555,058)</i></b>

**Neighborhood Stabilization Program (NSP)**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	493,874	497,585	(3,712)
Expenditures	308,680	286,563	(22,118)
<b><i>Restricted Surplus (deficit)</i></b>	<b><i>185,194</i></b>	<b><i>211,023</i></b>	<b><i>(25,829)</i></b>

**Business Activities**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	1,767,214	1,707,283	59,932
Expenditures	754,809	717,122	(37,687)
<b><i>Unrestricted Surplus (deficit)</i></b>	<b><i>1,012,405</i></b>	<b><i>990,160</i></b>	<b><i>22,245</i></b>

**WASHOE AFFORDABLE HOUSING (WAHC)**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	10,758,060	10,723,871	34,189
HAP Payments to Landlords	10,758,060	10,723,871	(34,189)
<b><i>HAP Surplus (Deficit)</i></b>	<b><i>-</i></b>	<b><i>-</i></b>	<b><i>-</i></b>
Admin and Fee Revenue	440,080	430,423	9,657
Expenditures	314,470	294,816	(19,654)
<b><i>Unrestricted Profit (Loss)</i></b>	<b><i>125,611</i></b>	<b><i>135,607</i></b>	<b><i>(9,996)</i></b>
<b><i>Net compared to budget</i></b>	<b><i>125,611</i></b>	<b><i>135,607</i></b>	<b><i>(9,996)</i></b>

**COCC**

	Actual	Budget	Variance Favorable (Unfavorable)
Revenue	862,129	992,663	(130,533)
Expenditures	1,459,923	1,615,710	155,787
<b>Net compared to budget</b>	<b>(597,793)</b>	<b>(623,048)</b>	<b>25,254</b>

**ENTITY-WIDE TOTALS**

	Actual	Budget	Variance Favorable (Unfavorable)
HAP Revenue	20,426,680	21,387,456	(960,776)
HAP Payments to Landlords	21,159,824	21,234,253	74,429
<b>HAP Surplus (Deficit)</b>	<b>(733,144)</b>	<b>153,203</b>	<b>(886,347)</b>
Fee & Other Revenue	6,786,767	6,686,883	99,884
Expenditures	6,347,089	6,697,449	350,360
<b>Unrestricted Profit (Loss)</b>	<b>439,679</b>	<b>(10,566)</b>	<b>450,244</b>
<b>Net Surplus (deficit)</b>	<b>(293,466)</b>	<b>142,638</b>	<b>(436,103)</b>

**A. Executive Director/Secretary's Report**

Executive Director Lopez reported staff is continuing to work with Praxis Consulting to finalize the updated portfolio assessment which is due by early 2023.

Executive Director Lopez reported staff is completing funding applications for the Washoe County HOME Consortium's upcoming funding round. Applications will be submitted for 419 10<sup>th</sup> Street, Silver Sage Court, and a Housing Navigator. Applications are due January 9, 2023.

Executive Director Lopez reported staff is working with Nevada Youth Empowerment Project (NYEP) to close financing on RHA's loan to NYEP for its GenDen project. NYEP did not receive State of Nevada Home Means Nevada Initiative (HMNI) funds

for this project. Given this, under the terms of the Agreement RHA will commit its funds on a permanent basis to the project in exchange for title to the land.

Executive Director Lopez reported staff is working with Urban Roots, Nevada Arts Council, and The Sierra Arts Foundation to create a community garden and art space at Hawk View Apartments.

## B. Update on Rental Assistance Voucher Programs / Asset Management

### Rental Assistance Voucher Programs

Voucher Type	Total Voucher Allocation	Vouchers Leased as of 8/1/22	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,480	2,252	91%	161
VASH	416	286	69%	38
EHV	137	67	49%	40
FYI	15	3	20%	4

Number HQS Inspections Conducted by Month	
NOVEMBER 2022	175

#### **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

- Maintenance staff have been busy with turning vacant units and updating the work order procedure. They also inventoried supplies to ensure we had the necessary materials on hand to deal with snow and ice during the winter season. Management staff have been busy working on documenting and streamlining processes to ensure consistency across the group.
- Staff signed a contract with Action Lawn and Landscape to assist in leaf removal at all sites. The vendor will do leaf removal during the months of December and January.
- Public Housing ended the month of October with 9 vacancies for an overall occupancy rate of 98.59% across all sites. In November, two residents vacated their unit, and ten units were leased.
- Staff welcomed our Maintenance Groundkeeper and Maintenance II personnel in November. We are looking forward to working with them and training them on our policies and procedures.
- During the month of November, survey letters were mailed out to the residents who were interested in participating in Mobility. The deadline to return the survey was December 09, 2022. Staff are finalizing the unit qualifications based on income and household size to proceed with the lottery drawing which we hope will take place near the end of December.
- Essex playground improvement project started on October 24, 2022. Work is anticipated to be completed in December.
- Security camera improvement projects for Myra Birch and Stead bids were received and the Board approved both projects. Start dates have not yet been communicated.
- Essex and McGraw Court water heater replacement projects are in process and expected to begin in December. The contractors are waiting for all water heaters to arrive prior to starting the work.

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

### Department Updates

- All resident services staff completed a mental health first aid certification course through the **NV DHHS Division of Public and Behavioral Health** to learn how to better handle mental health challenges with residents.
- Staff attended two meetings with the **City of Reno** in preparation for submission of a HOME-ARP supportive services application to help fund a new position: Housing Navigator. This position will help to support residents successfully transition from temporary housing to RHA's permanent-supportive housing. The final application will be submitted in January.
- Staff is working to complete a non-competitive grant application to **Washoe County** for use of the \$350,000 from the Cares Campus sale, to be allocated to the renovation of the Paradise Plaza resident services hub.

- Staff toured the Paradise Plaza property and received notice from **CIRE Equity** that an official awards letter and remaining details will be provided in January.
- The resident services team attended an all-day team retreat to reenergize for 2023, set goals, and create new innovative ways to reach more residents.

### Workforce Development

- Staff received notification of award for a \$25,000 **Bank of America** grant in collaboration with **Opportunity Alliance Nevada (OA-NV)**. The grant will allow for twenty RHA WFD clients to participate in OA-NV's EmpowerNV program, consisting of:
  - Twenty weeks of the "Getting Ahead Program," an intensive, nationwide curriculum that assists individuals living in poverty to assess their lives so they can development individualized skills to flourish;
  - Access to financial navigators and money management tools;
  - A "Bridges Out of Poverty" training for up to 50 RHA staff.
- Staff solidified a partnership with **First Independent Bank**. Once a month, their bank representatives will provide on-site basic financial literacy workshops to RHA residents, in addition to our standard monthly workshops.

### Youth/Family Activities

- 141 out of 150 Junior Ski scholarships are filled at this time, all with free rental gear thanks to **Bobo's Ski & Board** and **Sky Tavern**. The program is set to start in early-mid January.
- The first group of RHA's Start Smart participants will graduate in June of 2023. Staff is finalizing scholarship procedures and an application draft. The application will be available for graduating students in late January.

### Elderly Services

- Over 100 senior residents enjoyed an early Christmas celebration at Silverada Manor with gifts from **Salvation Army's** Silver Angel Tree, sweet treats and refreshments from RHA staff, and caroling by a group of residents.
- **Gospel Mission Reno/Sparks** has committed to providing a hot Christmas meal for all senior residents at Willie J. Wynn, Silverada Manor, Tom Sawyer Village, and McGraw Court on Christmas day.

### Resident Councils

- Staff is working diligently with community partners **Urban Roots**, **Nevada Arts Council**, and the **Sierra Arts Foundation** to create a "Hawk View Creative Innovation Station," a resident-created art/garden space for tenants. Both Urban Roots and the Nevada Arts Council awarded RHA grants to complete the space, scheduled to open in May of 2023.
- Resident councils attended a training to prepare for 2023. Board members and other tenants interested in resident councils were invited to participate.

- Many resident councils are hosting site holiday parties with assistance from staff.

\* 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

### Opportunity Knocks Magazine

- Provided content and editing on second proof. Awaiting third proof from printer.

### Website Revamp

- Awaiting next meeting with Maslow Creative to give them directors' input on wire diagram.

### Educational Mini-Videos

- All four videos complete by 12/17. PAO will provide YouTube and/or web links so board members/RHA executives can share with any entity.

### Social Media, Commercial Media, Other

- Running end of year accomplishments social posts, along with community support and Start Smart
- Coordinating with KTVN for story on Hawk View arts grant with Urban Roots and Nevada Arts Council. Story is set for 12/13.
- RHA 2023 calendar is complete and in the mailing process to residents
- Continuing other collateral items
- Safe Place signage has finally arrived. Working with Maintenance to schedule placement. Children's Cabinet requests an early January news release/media invitation.
- Worked with HAI Group for NOAH article. Draft forthcoming from content marketing specialist at HAI.
- Collecting content for the January resident newsletter
- Making initial list/coordination plans for Celebrity Homes Tour in perhaps February for elected officials, board of commissioners, RHA executive staff and community partners

## E. Update on Development Activities

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

- **(RFP 2021- 11cnac)-** AEI Consultants. Contracts were executed March 17, 2022. Inspections are complete. AEI has provided draft reports for all properties except Hawk View Apartments which is under review.
- **(OPS) Dick Scott Manor Project:** H & K Architects will deliver the final Design Documents November 21, 2022. The Architect will forward the final plans to Plenum Builders for the bid phase of the GMP. A final GMP will be submitted to RHA for review and approval December 22, 2022.
- **(CF2019) Essex Manor Playground Redevelopment:** TNT Lawns Plus (\$125,313.00) A notice to proceed was issued October 24, 2022. The project is substantially complete. Close-out is anticipated December 2022.

- **(CF2020) John McGraw Court Water Heater Replacement:** Michael's Plumbing (\$141,909.00).  
A notice to proceed was issued December 5, 2022. Michael's Plumbing has completed installing 5 of the 33 water heaters under contract. The project is proceeding smoothly and should be substantially complete February 2023.
- **(CF 2020) Essex Manor Water Heater Replacement:** Simerson Construction (\$630,081.00).  
The Contractor is currently procuring long lead items. A Notice to Proceed will be executed January 2023.
- **(CF2021) Stead Manor Concrete and Pavement Replacement:** Spanish Springs Construction (\$598,000.00) The contract for this project will be signed December 16, 2022. The project will not start until asphalt plants re-open in the spring of 2023.
- **(CF 2021) Myra Birch Manor Video Surveillance System:** 295 Cabling (\$73,840.00)  
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.
- **(CF2021) Stead Manor Video Surveillance System:** 295 Cabling ( \$79,250.00)  
Contract signing was December 8, 2022. Contractor is waiting on long lead items prior to signing a notice to proceed.
- **(CF 2021) McGraw Court HVAC Equipment Replacement:**  
Plans and Specifications for this project were completed November 15, 2022. The project was advertised November 18, 2022. Bids are expected December 16, 2022.
- **(OPS) 419 10<sup>th</sup> St. Sparks, NV 15 Unit Apartment Complex:** A Letter of Intent (LOI) was delivered to the selling partners of the property October 31, 2022. The LOI was executed by the seller and returned to RHA November 8, 2022. Escrow was opened on the property November 11, 2022. The seller is in the process of providing a purchase and sales agreement for review by RHA legal counsel. The City of Sparks has initiated an Environmental Assessment on the property.

## **F. Update on Information Technology activities**

### Electronic Document Management System

- 12/09/2022: Laserfiche UAT for Washoe Affordable Housing Corporation resumed.
- 12/13/2022: Staff continues to scan Rental Assistance files into the production environment
  - 1105 out of approx. 2500 client files have been scanned
  - All files will be scanned within 1 year at current scan rate
- 12/13/2022: Physical file prepping and scanning into Laserfiche on hold for the Asset Management Department due to staff turnover in IT. Work on this project is expected to resume in January 2022.

## Yardi

- 12/13/2022: Yardi Training Platforms training for staff is scheduled to begin on December 16, 2022, with the Admissions Department.
- 12/13/2022: Yardi Voyager (PHA Software) configuration for financials, Rental Assistance, Asset Management, and Admissions continues.

## **G. Update on MTW Activities**

### FY 2022 Annual MTW Report accepted by HUD

- Staff received notice on December 12, 2022, that the FY 2022 Annual MTW Report, submitted on September 29, 2022, was accepted by HUD with no comments.

### FY 2024 Annual MTW Plan

- Activities still under consideration for RHA's Annual Plan include amendments to the Landlord Incentive Program, an increase to the minimum rent, and an earned income exclusion for elderly individuals, age 62+, whose primary source of income is Social Security. The creation of a Local Non-Traditional activity to assist clients of RHA's partnering agencies who are not currently housed is also being considered.
- Summaries, including any effects on current residents, are being drafted on each of the proposed activities to present during RHA's Resident Advisory Board meetings beginning in January. During these meetings, residents can provide comments and/or concerns regarding each of the proposed MTW activities.
- A RAD Plan Amendment has been drafted which will be included as an attachment to the MTW Plan. The Amendment follows guidance outlined in HUD PIH Notice 2019-23, REV-4. The Notice also requires the inclusion of a relocation plan (if applicable). The relocation plan still needs to be provided for inclusion.

**5. Discussion and for possible action to submit potential projects to the City of Reno with request for reallocation of the \$6 million in American Rescue Plan Act (ARPA) funds originally allocated for acquisition of the Bonanza (For Possible Action)**

Commissioner Sullivan motioned to have staff contact the city of Reno and submit proposed projects as discussed for reallocation of the \$6 million in ARPA funds. Vice Chairwoman Johnson seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried and the consent agenda approved.

**6. Discussion regarding a possible new policy regarding outstanding debt owed to the RHA and collection thereof. (Discussion)**

Thoughtful and intelligent conversations took place regarding outstanding debts owed to RHA. Executive Director Lopez stated staff would create a new debt collection policy and bring it back to the Board for review.

**7. Additional items:**

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

Chairman Aiazzi presented a 2023 calendar to the Board with agenda topics for future meetings.

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

There were no conferences or trainings discussed.

**iii) Old and New Business. (Discussion)**

Due to the Federal Home Loan Bank of San Francisco's scheduled Homeownership Summit, staff is requesting to move the Tuesday, January 24<sup>th</sup> meeting to Tuesday, January 17, 2023. The Board agrees and the meeting is moved.

Executive Director Lopez reported Vice Chairwoman Johnson will be graduating from the Family Self Sufficiency Program. The application and recruitment process for a new resident commissioner will begin in January 2023. Vice Chairwoman Johnson will stay on the Board until a replacement has been identified and approved.

**iv) Request for Future Agenda Topics**

**v) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, December 20, 2022; Tuesday, January 24, 2023; and Tuesday, February 28, 2023. (For Possible Action)**

**8. 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.

## **9. CLOSED LABOR SESSION**

Staff entered into closed session at 12:53pm

Staff returned from closed session and meeting adjourned 1:22 pm.