

NOTICE OF **ANNUAL** MEETING OF THE
WASHOE AFFORDABLE HOUSING CORPORATION
BOARD OF TRUSTEES

TO TRUSTEES: Hilary Lopez, President
Dave Aiazzi, Vice President
Mayor Hillary Schieve, Secretary/Treasurer
Kathleen Taylor
Mark Sullivan

MEETING DATE: **Tuesday, November 28, 2023**

TIME: **12:00 p.m. (Approximately)**

PLACE: **Reno Housing Authority (RHA) Boardroom, 1525 East Ninth Street,
Reno, Nevada**

To help prevent the spread of COVID-19 and for health and safety concerns, all persons in attendance, whether fully vaccinated or not, will be required to wear a face mask while present at this meeting. Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, via teleconference, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: Hlopez@renoha.org. Written submission should be received by the Board on or before, November 27, 2023, by 5:00 p.m., in order to make copies available Trustees and the public.

Below is the agenda of all items scheduled to be considered. At the discretion of the president or the Trustees, items on the agenda may be taken out of the order; the Trustees may combine two or more agenda items for consideration, and the Trustees may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Trustees may participate in the meeting via telephone.

AGENDA

1. Call to order and roll call.
2. 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.
3. Approval of agenda. (For Possible Action)
4. Approval of the minutes of the annual Board meeting held October 25, 2022. (For Possible Action)
5. Contract Administrator's update on the Performance Based Contract Administration (PBCA) contract with HUD for Nevada. (Discussion)
6. Updates to the personnel policy to revise the annual COLA policy and matters related thereto. (For Possible Action)

WASHOE AFFORDABLE HOUSING CORPORATION

7. Discussion and possible action regarding potential transfer of the Homeless Prevention Program (HPP) from Washoe Affordable Housing Corporation to the Housing Authority of the City of Reno, subject to acceptance thereof by the Housing Authority of the City of Reno (For Potential Action)
8. Additional items:
 - i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
 - ii) Old and New Business. (Discussion)
 - iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: October 22, 2024 (Annual Meeting). (For Possible Action)
9. 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.
10. Adjournment. (For Possible Action)

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Trustees at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting Kathleen Merrill, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630.

This agenda has been posted at the Washoe Affordable Housing Corporation's office located at 1004 Forest St, Reno, NV 89509 and also at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street, Reno, NV 89512; and further in compliance with NRS 241.020, this agenda has been posted on the official website of Washoe Affordable Housing Corporation at www.wahc.info and the Housing Authority of the City of Reno's website at www.renoha.org and the State of Nevada Public Notification website at <http://notice.nv.gov/>.

According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Trustee members may be obtained upon request made to: Lindsay Dobson, Executive Administrative Assistant, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Trustee members may be obtained at the aforementioned address.

Dated November 21, 2023



By: _____

Lindsay Dobson
Executive Administrative Assistant

AGENDA ITEM SUMMARY November 28,2023

ITEM NUMBER: 4

SUBJECT: Consider approval of the minutes of the annual meeting held October 25, 2022. (For Possible Action)

FROM: President

RECOMMENDATION: For Possible Action

MINUTES OF THE ANNUAL MEETING
BOARD OF TRUSTEES
WASHOE AFFORDABLE HOUSING CORPORATION
October 25, 2022

The SPECIAL meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by Vice President Sullivan at 12:51 pm on Tuesday, October 25, 2022.

Trustees Present

Heidi McKendree, Interim President
Mark Sullivan, Vice President
Hillary Schieve, Secretary/Treasurer
Dave Aiazzi

Trustees Absent

Others Present

Ryan Russell, Legal Counsel
Darrell Playford, Director of Development
Linda Long, Director of Administration
Darren Squillante, Director of Human Resources
Samantha Arellano, Director of Information Technology
Kristin Scott, Director of Asset Management
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kim Anhalt, Moving to Work Coordinator
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)
April Conway, Public Information Officer
Lindsay Dobson, Executive Administrative Assistant

Others Present

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

1. **Call to order and roll call.**
2. **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.

3. **Approval of the agenda. (For Possible Action)**

It was moved by Trustee Aiazzi and seconded by Secretary Schieve to approve the agenda posted October 19, 2022. Hearing no further discussion, Trustee Aiazzi called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried and the agenda approved.

4. **Consider approval of the minutes of the special meeting held May 24, 2022. (For Possible Action)**

It was moved by Trustee Aiazzi and seconded by Secretary Schieve to approve the May 24, 2022, special meeting minutes. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried and the minutes approved.

5. Appointment of new trustee. (For Possible Action)

Vice President Sullivan moved to remove Deputy Executive Director McKendree as Interim President, add Commissioner Johnson as a Trustee, and add Hilary Lopez as Trustee. Secretary Schieve seconded the motion. Hearing no further discussion, Vice President Sullivan called for the question. The vote was all ayes and no nays. Vice President Sullivan declared the motion carried.

6. Nomination and election of vice president and secretary/treasurer. (For Possible Action)

Vice President Sullivan nominated Trustee Lopez as President. Trustee Aiazzi seconded the nomination. Vice President Sullivan called for the question. The vote was all ayes, no nays. Vice President Sullivan declared nominee Trustee Lopez elected as President of the Washoe Affordable Housing Corporation Board of Trustees.

Vice President Sullivan nominated Trustee Aiazzi as Vice President and nominated Secretary Schieve as Secretary/Treasurer. Trustee Johnson seconded the nomination. Vice President Sullivan called for the question. The vote was all ayes, no nays. Vice President Sullivan declared nominee Trustee Aiazzi elected as Vice President and declared nominee Secretary Schieve as Secretary/Treasurer of the Washoe Affordable Housing Corporation Board of Trustees.

7. Contract Administrator's update on the Performance Based Contract Administrator (PBCA) contract with HUD for Nevada.

Contract Administrator Brenda Freestone reported the Washoe County Affordable Housing Corporation (WAHC) is still operating under amendment 10 of a Product Base Contract Administration (PBCAs). This amendment will expire on January 31, 2023. The United States Department of Housing and Urban Development (HUD) has not published a solicitation to rebid this contract however, HUD provided all PBCAs with a draft solicitation in August of 2022 and requested comment by September 2022. WAHC responded with questions and concerns related to the solicitation and HUD's determination to pursue a regional Contract Administration approach over the current state by state approach. Should HUD choose to publish the solicitation and accept only regional applications, WAHC has bolstered relationships with additional Housing Finance Agencies (HFAs) in the region and will move forward with a joint application. Should HUD abandon a regional approach, WAHC will again pursue the contract for the state of Nevada.

Contract Administrator Brenda Freestone reported WAHC's limited Annual Compliance Review (ACR) has begun in October. WAHC's last ACR was completed November 2021. HUD noted no findings or deficiencies. WAHC continued to assist households through the homeless prevention program during the spring and summer of 2022. In fiscal year 2022 WAHC assisted 26 families with rental assistance. WAHC was awarded \$75,000 from the Nevada Housing Division for fiscal year 2023. The

Nevada Housing Division recently completed an audit of WAHC's Homeless Prevention Program and commended staff on the completeness of files. The audit results demonstrated no deficiencies or findings.

8. Additional items:

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

There were no other matters discussed.

- ii) Old and New Business. (Discussion)

There were no comments.

- iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: October 25, 2022 (Annual Meeting). (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.)

There was no public comment.

10. Adjournment.

Vice Chairman Aiazzi motioned to adjourn the meeting. Secretary Schieve 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 12:58 pm.

AGENDA ITEM SUMMARY – November 28, 2023

ITEM NUMBER: 5

SUBJECT: Contract Administrator's update on the Performance Based Contract Administrator (PBCA) contract with HUD for Nevada. (Discussion)

FROM: President

RECOMMENDATION: Discussion

Background Summary:

- Status of contract
 - WAHC has been operating under Amendment 10 to the PBCA contract which will expire January 31, 2024. HUD has not published the solicitation to rebid the contract. HUD has also decided not to continue with the draft solicitation that they were suggesting last year. WAHC anticipates HUD will make an extension to the current contract.
- ACR
 - Limited Annual Compliance Review with HUD has begun. It looks like it will conclude in late November. The FY2022 ACR was conducted in November 2022 and concluded in December 2022.
- Homeless Prevention Program
 - WAHC is continuing to serve households with the homeless prevention program. For the fiscal year of 2022 WAHC was able to assist 49 families with rental assistance. WAHC received additional funding from Nevada Housing Division of \$230,000 for FY 2024.

AGENDA ITEM SUMMARY – November 28, 2023

ITEM NUMBER: 6

SUBJECT: Updates to the personnel policy to revise the annual COLA policy and matters related thereto. (For Possible Action)

FROM: President

RECOMMENDATION: Possible Action

Background Summary:

Trustees previously approved Resolution 21-07-01 WA, attached as Exhibit 1, which provides for a 3% cost of living adjustment (COLA) increase for Washoe Affordable Housing Corporation (WAHC) employees annually. COLA adjustments below or above this level need to be authorized by the Board of Trustees. Staff is requesting that the Board void Resolution 21-07-01 WA and refer annually to the language and process outlined in the Personnel Policies Manual. This provides the Board of Trustees with flexibility regarding implementation of an annual COLA and the level of COLA adjustment.

In addition, revisions were made to the annual and sick leave sections, Sections 8.2 and 8.3, respectively, to align with Reno Housing Authority policies.

Staff Motion for Recommendation:

The Trustees move to void Resolution 21-07-01 WA and implement the changes to the personnel policy as presented.

AGENDA ITEM SUMMARY – November 28, 2023

ITEM NUMBER:

SUBJECT: Discussion and possible action regarding potential transfer of the Homeless Prevention Program (HPP) from Washoe Affordable Housing Corporation to the Housing Authority of the City of Reno, subject to acceptance thereof by the Housing Authority of the City of Reno (For Potential Action)

FROM: President

RECOMMENDATION: Possible Action

Background Summary:

The Homeless Prevention Program (HPP) has been run by Washoe Affordable Housing Corporation for the last six (6) years. Staff have effectively administered the program and received favorable audits from the Nevada Housing Division (NHD). As a result of past performance, WAHC requested, and received, a higher amount of funds from NHD for the program. In addition, WAHC was granted the ability to broaden the scope of assistance it provides through the HPP to include motel assistance on a limited basis. For FY 2024, WAHC received \$230,000 for the HPP. This includes direct assistance and overhead.

While WAHC is able to successfully administer these funds, due to staffing constraints, WAHC can only currently accept applications once per month. In an effort to increase the ability to accept applications on a more frequent basis and, thereby, distribute funding and assist households more quickly, WAHC has been speaking with the Reno Housing Authority (RHA) about potentially moving the program to RHA, subject to NHD approval. Reno Housing Authority has significant experience with administering emergency rental assistance programs and is now partnering with the City of Sparks to administer its rental assistance program.

Housing the HPP at RHA provides a one-stop shop for applicants seeking rental assistance. Additionally, given its staffing, RHA can receive applications on a more frequent basis and can easily accommodate meetings with clients within required timeframes and processing assistance payments in a timely manner. Given these efficiencies, staff believe it will be beneficial to transfer the program if the RHA Board agrees and subject to NHD approval.

Based on this, staff seeks approval from the Trustees to transfer the HPP to RHA subject to NHD approval.

Staff Motion for Recommendation:

The Trustees move to approve transfer of the HPP to RHA subject to NHD approval.

AGENDA ITEM SUMMARY – November 28, 2023

ITEM NUMBER: 8

SUBJECT:

Additional items:

- i) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - ii) Old and New Business. (Discussion)
 - iii) Schedule of next meeting. The following date has been scheduled in advance but is subject to change at any time: October 22, 2024 (Annual Meeting). (For Possible Action)
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