

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

TO TRUSTEES: Dave Aiazzi, President
Jazzmeen Johnson, Vice President
Mayor Hillary Schieve, Secretary/Treasurer

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

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

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@renoaha.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 to 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.

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1. Call to order and roll call.
 2. Receive introduction of guests.
 3. 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.
 4. Approval of agenda. (For Possible Action)
 5. Approval of the minutes of the Special Board meeting held October 25, 2022.
 6. Appointment of new trustee. (For Possible Action)
 7. Nomination and election president, vice president, and secretary/treasurer. (For Possible Action)

8. Additional items:

- i) General matters of concern to Board Trustees regarding matters not appearing on the agenda. (Discussion)
- ii) Old and New Business. (Discussion)
- iii) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: October 22, 2024. (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 Board of 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 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.

This agenda has been posted at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street; and further in compliance with NRS 241.020, this agenda has been posted on the official website for the Housing Authority of the City of Reno www.renoha.org and the State of Nevada Public Notification website <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: 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. 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

Item Number: 5

Subject: Approval of the minutes of the annual Board meeting held October 25, 2022.

From: Secretary/Treasurer

Recommendation: Approval

MINUTES OF THE SPECIAL MEETING
BOARD OF TRUSTEES
WASHOE HOUSING FINANCE CORPORATION
October 25, 2022

The Special meeting of the Board of Trustees of Washoe Housing Finance Corporation was called to order by President Sullivan at 1:01 pm on Tuesday, October 25, 2022, in the Housing Authority of the City of Reno Boardroom, 1525 East Ninth Street, Reno, Nevada.

Trustees Present

Mark Sullivan, President
Dave Aiazzi, Vice President
Mayor Hillary Schieve
Jazzmeen Johnson

Trustees 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
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 Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

Staff Absent

Others Present

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

1. Call to order and roll call.

2. Receive introduction of guests.

No guests were present.

3. 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.

4. Approval of the agenda. (For Possible Action)

Vice President Aiazzi moved to approve the agenda posted October 20, 2022, President Sullivan seconded the motion. Hearing no further discussion, President Sullivan called for the question. The vote was all ayes and no nays. President Sullivan declared the motion carried and the agenda approved.

5. Approval of the minutes of the Special Board meeting held May 24, 2022.

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

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

President Sullivan moved to appoint nominate Vice President Aiazzi as President, Trustee Johnson as Vice President, Mayor Schieve as Secretary/Treasurer. Mayor Schieve seconded the motion. Hearing no further discussion, President Sullivan called for the question. The vote was all ayes and no nays. President Sullivan declared the motion carried and approved.

7. Additional items:

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

There were no items to discuss.

- ii) Old and New Business. (Discussion)

There was no Old or New business to discuss.

- iii) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: October 24, 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. Adjournment.

Vice President Aiazzi moved to adjourn the meeting at 1:02 pm. Trustee Johnson seconded the motion. Hearing no further discussion, President Sullivan called for the question. The vote was all ayes and no nays. President Sullivan declared the motion carried and the meeting adjourned.

Subject: 6 Appointment of new trustee
From: Interim Secretary/Treasurer **Recommendation:** Appointment

Background: Due to the resignation of Trustee Jazzmeen Johnson there is one trustee vacancy that needs to be filled.

President Lopez recommends appointing Reno Housing Authority (RHA) Commissioner Kathleen Taylor to serve as Trustee to the Washoe Housing Finance Housing Corporation Board of Trustees.

Subject: 7 Nomination and Election of chair, vice-chair, and secretary/treasurer
From: Interim Secretary/Treasurer **Recommendation:** Election

Background Summary:

Under Article III, Officers, the following shall be elected at the annual meeting:

- President
- Vice President
- Secretary/Treasurer

“One person may hold two or more offices, except that the offices of president and secretary shall not be held by the same person. Only trustees shall be qualified to hold the offices of president or vice president.”

The current officers are:

		<u>Start</u>	<u>End</u>
President	Dave Aiazzi	10/2022	10/2023
Vice President	Jazzmeen Johnson	10/2022	09/2023
Secretary/Treasurer	Hilary Schieve	10/2022	10/2023