

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
October 24, 2023

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 12:01 pm on Tuesday, October 24, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson
Mark Sullivan
Kathleen Taylor

Commissioners Absent

Mayor Hillary Schieve

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
JD Klippenstein, Director of Development
Darren Squillante, Director of HR
Cori Fisher, Director of Resident Services
Kristin Scott, Director of Public Housing
Josh Stice, Director of IT
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant

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.**

Rosa Hall, Youth WFD Coordinator
Carmina Buenaventura, WFD Coordinator
Valeria Garcia, WFD Coordinator

- **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. Comments 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. Commissioner Taylor 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 special Board meeting held September 8, 2023, and the regular Board meeting held September 26, 2023. (For Possible Action)

Commissioner Taylor motioned to approve the minutes of the regular meeting held August 22, 2023, and the closed session minutes held August 22, 2023. Commissioner 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.

2. Annual nomination and election of chair, vice-chair, and secretary/treasurer. (For Possible Action)

Commissioner Sullivan nominated Chair Aiazzi to continue as Chair. Commissioner Taylor seconded the nomination. Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi elected as Chair of the RHA Board of Commissioners.

Chair Aiazzi nominated Commissioner Sullivan as Vice Chair. Commissioner Taylor seconded the nomination. Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared nominee Commissioner Sullivan elected as Vice Chair of the RHA Board of Commissioners.

Commissioner Sullivan nominated Executive Director Lopez as Secretary/Treasurer. Commissioner Taylor seconded the nomination. Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared nominee Executive Director Lopez elected as Secretary/Treasurer of the RHA Board of Commissioners.

3. 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.) (For Possible Action)

Commissioner Sullivan motioned to approve the consent agenda. Commissioner Taylor 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.

- a) **Possible approval of Commissioner Taylor's request to expend \$500.00 of her Contingency Fund allotment to purchase bus passes for RHA to make available to its clients and community partners.**

4. Commissioner Reports. (Discussion)

Commissioner Taylor reported she went to Chicago and met with Brinshore Development and was able to tour some of their existing properties. Commissioner Taylor also reported staff at Brinshore stated RHA was a high functioning housing authority and fantastic to work with.

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

- Reno Housing Authority received EDawn's Community Partner of the Year award at its 11th Annual EDawn Existing Industry Awards Event on October 19th. This award recognizes RHA's workforce development programs and their contributions to economic development in our region.
- The Authority celebrates its 80th birthday this month. As part of this, staff were invited to a small celebration and our public affairs department created a short video of RHA's accomplishments over the past 80 years. Brief coverage of the event was shown on Channel 2 on October 19th.
- The City of Sparks has opened its rental assistance program and RHA has started distributing assistance payments. Fourteen (14) applications have been approved to date, totaling over \$78,000 and another 30 applications are currently under review.
- RHA's Golden Grocery will open at Tom Sawyer October 26th. This event is in collaboration with the Food Bank and Greater Nevada Credit Union.
- Director of Development Klippenstein provided an update to the Board regarding Engineer On Record required by the City of Reno and the Public Works Department.
- Staff has completed the HVAC replacement at McGraw Court as well as the surveillance system upgrades at Myra Birch.
- Staff has scheduled the next round of resident meetings for November 7th and 8th on site at Hawk View as well as at Silverada. Brinshore and Housing to Home will be onsite for both meetings.

B. Update on Rental Assistance Voucher Programs / Asset Management

Rental Assistance Voucher Programs

| Voucher Type | Total Voucher Allocation | Vouchers Leased as of 4/1/23 | Percent Leased | Vouchers Issued Not Yet Leased |
|------------------------|--------------------------|------------------------------|----------------|--------------------------------|
| Housing Choice Voucher | 2,484 | 2,241 | 90% | 144 |
| VASH | 416 | 297 | 71% | 62 |
| EHV | 137 | 106 | 77% | 15 |
| FYI | 15 | 5 | 33% | 8 |

| Number HQS Inspections Conducted by Month | |
|---|-----|
| September 2023 | 164 |

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

- Asset Management has completed interviews for the open Assistant Manager and Maintenance II positions. The selected candidates are currently going through the pre-employment process.
- Maintenance staff have continued teaming up on Thursdays to complete weed removal and trimming at all sites. Staff have started shutting down the irrigation systems and swamp coolers at all sites in preparation for colder temperatures. The shutdown process will continue through the month of October.
- The Asset Management team continues to work in Yardi and become more comfortable using the software. Staff escalates discrepancies as they arise.
- The entire Asset Management team received NSPIRE inspection training during the month of October to become certified in the new HUD-mandated inspection protocol.
- Public Housing ended the month of September with 50 vacancies for an overall occupancy rate of 93.33% across all sites. In September, five residents vacated their unit, and five units were leased.
- In the month of September, the McGraw Court HVAC replacement project and the Myra Birch video surveillance system upgrade project were completed, and the Stead video surveillance system upgrade began.

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

Department Updates

- The Resident Services Administrator position has been filled to assist with department oversight and future growth. RHA is excited to have another passionate individual join the team.
- The Director of Resident Services accompanied Executive Director Lopez at the Nevada State Planners Conference to participate in a panel discussion regarding permanent supportive housing in Nevada.

Elderly Services

- Staff is preparing for the holiday season by working with **Reno Sparks Gospel Mission**, and **Holy Cross Catholic Church** to provide home-cooked meals on Thanksgiving and Christmas day to all senior residents. Additionally, staff is working with **Salvation Army** to sign senior residents up for the Silver Angel Tree program. Residents under the age of 60 will be “adopted” by RHA staff to ensure those in need receive a holiday gift.

Workforce Development (WFD)

- Staff is planning CY 2024 workshops and activities. In addition to new workshops, staff plans to bring networking opportunities and service-learning projects to our clients throughout the upcoming year.

Youth/Family Activities

- **Altrusa of Reno/Sparks** held an outreach event at Essex Manor and provided families with free groceries, household/cleaning supplies, laundry detergent, and community resource information.

- Staff is working with **Bobo's Ski & Board** and **Sky Tavern** to finalize details on the Junior Ski program. Scholarship amounts and program details will be available soon.

Resident Councils

- Staff is preparing for 2024 resident council elections, coming in November.
- Current resident council board members are collecting ideas for the usage of their new beautification funds. A full list of ideas will be submitted to management by the end of October, with final proposals due in December.
- Staff is working with resident councils that are interested to help pass out donated holiday meals to households in need, through partnership with **Reno Sparks Gospel Mission**.

** 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 Affairs Activities

Media: traditional and social

- Promoted RHA landlord programs, Safe Place, Affordable Connectivity Program, Kids Café for fall break, and RHA open positions for hire.
- Promoted multiple community partners' low/no-cost medical and dental events.
- Set for RHA/Nevada Rural joint media training event Nov. 2.

Opportunity Knocks Magazine

- Going to print in November.

Other

- Initial planning for RHA's next elected officials tour/open house is underway.
- Coordinated and executed 80th anniversary employee event.
- Planning for Railyard Flats groundbreaking event in December/January.
- 2024 RHA calendar going to print in early November.
- UNR political science department RHA history project is on hold.
- Mailchimp/Constant Contact email newsletter project is on hold.
- Working with other RHA departments to promote Home Depot Foundation grant in accordance with HDF guidelines.

E. Update on Development Activities

Silverada Manor & Hawk View Redevelopment

- Submitted Section 18 application for Hawk View on October 3rd. HUD gave a 60-day timeframe for review.
- Next round of resident meetings has been scheduled for November 7 and 8. RHA will host two meetings at each property (10am and 6pm). Brinshore and HousingToHome will be on site for meetings.
- Environmental Review process has been completed for Silverada and RHA has received the Authority to Use Grant Funds.

Dick Scott Manor

- Construction is moving forward on schedule.
- Subsidy Layering Review submitted and approved.

419 10th Street

- Aiming to execute construction contract and financially close by end of October.
- The projected start date is late November or early December.

Stead Manor

- Project has entered design phase.

McGraw Court/Silver Sage Court

- Projects have entered design phase.

Carville Court

- Development Department working on State of Nevada HOME-ARP application and plans to submit an application for funding to support the development by end of October.

Paradise Plaza

- No project updates as of October 2023.

Essex Manor

- No project updates as of October 2023.

Capital Fund Projects

- Video Surveillance System installation at Stead Manor began in early October

F. Update on Information Technology activities

- RentCafé, a platform within Yardi to manage clients and vendors through portals in which they can login, for landlords will be going live by the end of October. Training will be conducted for the landlord liaison and receptionists on specific troubleshooting techniques depending on the client's issue while registering.
- Finance staff have been working on finalizing RHA's chart of accounts in Yardi. Staff will begin importing all beginning balances with the help of Wise Consulting during the week of October 23-27th. Full finance data conversion will be completed by November 1, 2023.
- Staff have begun creating custom reports for Admissions, Asset Management, and Rental Assistance to aid in pulling data and sending letters to clients quickly.

Laserfiche Implementation

- Scanning continues in Rental Assistance and Finance. The scanning team are three quarters of the way finished with scanning in Rental Assistance.

Other Projects

- Merit Electric is close to receiving the approved permit from the City of Reno which will allow the generator to be installed at Mineral Manor.
- Staff is working with Merit Electric to plan the location and quantity of CAT5 cables needed for the additional workstations being created from the main office remodel.
- Security panels at Yorkshire Terrace and Washoe Affordable Housing Corporation have been integrated with the Total Connect software that allows for increased safety through activity alerts and access control.

G. Update on MTW Activities

FY 2023 Annual MTW Report

- The FY 2023 Annual MTW Report was submitted to HUD on September 29, 2023. The report provides comparisons of actual outcomes to benchmarks set forth in the FY 2023 Annual Plan. It also provides an update on each of the ongoing activities that were approved and implemented by the agency in previous plan years.

FY 2024 Annual MTW Plan Amendment

- An amendment to the FY 2024 Annual MTW Plan is currently being drafted to allow for alternative reasonable cost limits to include Total Development Costs (TDC) and Hard Construction Costs (HCC) for the amount of Moving to Work funds that can be contributed. Once finalized, the plan will be posted in accordance with the required public process before being brought to the Board for approval and submittal to HUD.

FY 2025 Annual MTW Plan

- Staff will begin brainstorming new MTW activities for RHA's FY 2025 MTW Plan in the coming months. Activities currently being implemented by RHA will also be reviewed to note any changes/amendments that may need HUD approval. Once new activities are identified, data will be gathered and analyzed to identify what the proposed activity's effects could be on the agency, tenants, etc.

H. Financials

No financial reports are available for the current period due to the Yardi conversion.

6. Presentation on MTW Annual Report and Mobility Study. (Discussion)

Dr. Rebecca Walters provided an in-depth PowerPoint Presentation regarding the MTW Annual report and Mobility study.

7. Discussion and possible approval of revised Procurement Policy. (Discussion and Possible Action)

Commissioner Sullivan motioned to approve revised Procurement Policy. Commissioner Taylor 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.

8. Discussion and possible approval of the Material Change Policy that outlines construction and/or overall project changes that require Board of Commissioners review after initial approval. (For Possible Action)

No action was taken. The Board would like to discuss further at the November Board meeting.

9. Discussion and possible action to direct staff to resubmit RHA's stormwater business impact statement and corresponding letter to the City of Reno in conjunction with the City's proposed Stormwater Utility Fee. (For Possible Action)

Commissioner Sullivan motioned to direct staff to submit the business impact statement and the corresponding letter as edited and amended in the discussion today. Commissioner Taylor 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.

10. Discussion of preliminary analysis of the Small Area Fair Market Rent based Exception Payment Standards approved in 2023. (Discussion)

No action was taken. The Board would like to discuss further at the November Board meeting.

11. Discussion of potential RHA Board retreat agenda topics. (Discussion)

Members of the Board discussed topics they would like agendaized for annual Board Retreat.

12. Review of proposed 2024 Board meeting schedule. (Discussion)

Members of the Board reviewed the proposed 2024 Board meeting schedule.

13. Additional items:

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

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

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

iv) **Request for Future Agenda Topics (Discussion)**

- v) **Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, November 16, 2023; Tuesday, November 28, 2023; and Tuesday, December 19, 2023. (For Possible Action)**

- 14. **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.

- 16. **Adjournment. (For Possible Action)**

The meeting adjourned at 1:29 pm.