

MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
November 28, 2023

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Aiazzi at 12:17 pm on Tuesday, November 28, 2023, in the Agency's Boardroom.

Commissioners Present

Dave Aiazzi, Chairperson
Mayor Hillary Schieve-**via phone 12:32**
Mark Sullivan
Kathleen Taylor

Commissioners Absent

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.**
- **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 regular Board meeting held October 24, 2023. (For Possible Action)

Commissioner Taylor motioned to approve the minutes of the regular meeting held October 2023. Commissioner Sullivan 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. 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 Taylor motioned to approve the consent agenda. Commissioner Sullivan 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 adoption of Resolution 23-11-01 RH approving non-substantive revisions 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 policies as they relate to Yardi software implementation as well as clarification of admissions preferences. (For Possible Action)**
- b) **Possible adoption of Resolution 23-11-02 RH approving non-substantive revisions to the Housing Authority of the City of Reno's Admission and Continued Occupancy Plan (ACOP) to update policies as they relate to Yardi software implementation as well as clarification of admissions preferences. (For Possible Action)**
- c) **Possible adoption of Resolution 23-11-03 RH approving a budget revision for the FY 2020 Capital Fund Program (CFP) NV01P001501-20. (For Possible Action)**
- d) **Possible adoption of Resolution 23-11-04 RH approving a budget revision for the FY 2021 Capital Fund Program (CFP) NV01P001501-21. (For Possible Action)**

3. Commissioner Reports. (Discussion)

There were no reports.

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

- The \$250,000 budgeted for main office renovation and space planning has been obligated and construction has started. Currently, it is anticipated that the main office will be closed to the public and the main office staff will be working remotely from December 20th to January 7th. Client meetings will take place at Silverada Manor during this time. Closings will be posted at the main office and online ahead of time.
- RHA's Director of Rental Assistance was asked to participate as a panelist at the upcoming HUD VASH Bootcamp in Phoenix, Arizona, on November 28th and 29th. She was asked to share her expertise and experience with other PHA staff on topics ranging from partnering with the Veterans Affairs department to project-basing VASH vouchers.

- The annual Board meeting/retreat is set for Friday, December 15th, from 9 am to 4 pm at The Elm Estate. Staff are working to schedule a virtual Board meeting for Friday, December 8th, at 3 pm to provide an overview of homeownership and public finance considerations ahead of the retreat.
- The city of Sparks Eviction Prevention Program is underway with approximately 26% of this year's money providing assistance to over 70 households and providing over \$342,000 in assistance to date.
- Resident Services staff are working with Security National Mortgage and Opportunity Alliance Nevada to host a home ownership seminar in February and will provide further details as they become available.
- Sky Tavern has confirmed 150 scholarships for RHA youth to participate in the 2024 Junior Sky Program. Bobo's Ski and Board will once again be providing gear to participants at no cost.
- Brinshore Development and Housing to Home were onsite to meet with Silverada on Hawk View residents on November 7th and 8th to provide updates to residents regarding timelines as well as some basic information about construction and receive feedback from the residents.
- Staff are working to towards closing on the Paradise Plaza property. CIRE pushed the timeline out to mid-December.

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	2,182	88%	154
VASH	541	285	53%	64
EHV	137	101	74%	24
FYI	15	6	40%	3

Number HQS Inspections Conducted by Month	
October 2023	155

City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 11/15/23	Number of Households Approved as of 11/15/23	Percent Funding Spent
\$1,309,500	\$342,094	71	26%

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 Minutes of the Regular Board Meeting
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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 an open General Office Clerk and Compliance Specialist Position. Interviews will be conducted in November for both positions.
- Maintenance staff completed the shutdown of all irrigation systems and swamp coolers across all Public Housing and Scattered Site properties. Staff are now focused on cleaning out gutters to ensure they are flowing freely before winter and leaf removal at all sites.
- The Asset Management team continues to work in Yardi and become more comfortable using the software. Staff escalates discrepancies as they arise.
- All managers and Maintenance II staff members passed the NSPIRE inspection test and are now certified in the new HUD-mandated inspection protocol.
- Public Housing ended the month of October with 54 vacancies for an overall occupancy rate of 93.2% across all sites. In October, six residents vacated their unit, and two units were leased.
- The work on the Stead video surveillance system upgrade project continued through the month of October.

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

Department Updates

- The Director of Resident Services and Deputy Executive Director McKendree attended November's Northern Nevada Workforce Alliance meeting to participate in a panel discussion regarding the interrelation between affordable housing and our community's workforce.

Elderly Services

- Reno Sparks Gospel Mission provided an in-person, home-cooked Thanksgiving meal to residents of Willie J. Wynn and Holy Cross Catholic Church provided an in-person, home-cooked Thanksgiving meal to residents of Silverada, Tom Sawyer, and McGraw. Volunteers from the Hug High School cheerleading team and RHA staff attended the luncheons to socialize with senior residents and wish all a happy Thanksgiving.
- The Salvation Army will be on site in December, to distribute Silver Angel Tree gifts to our enrolled residents. Any remaining senior residents in need of a holiday gift have been "adopted" by an RHA staff person.
- Residents of Willie J. Wynn, with the assistance of RHA staff, started a weekly Crochet Club, in which all produced items (scarves, hats, etc.) will be donated to those experiencing homelessness during the winter months.

Workforce Development (WFD)

- SCORE Northern Nevada held a small business workshop for RHA clients who own a small business or are looking to start their own business.
- In January of 2023, staff created a goal to have 100 clients enrolled in RHA's workforce

development program by the end of the year. 92 clients are currently enrolled, with six applications pending. Staff look forward to reaching this goal and setting new 2024 goals soon.

- Staff is working with Security National Mortgage and Opportunity Alliance Nevada to host a Homeownership Seminar in February of 2024. More details to come!

Youth/Family Activities

- Sky Tavern has confirmed 150 scholarships for RHA youth to participate in the 2024 Junior Ski Program. Bobo's Ski & Board has generously offered to provide gear to each participant at no cost. Staff looks forward to seeing our youth enjoy the mountains beginning in January.
- Reno Bike Project committed to donating 40 bikes to RHA youth. All holiday card drawing participants will receive a donated bike as a thank you for their engagement.

Resident Councils

- Reno Sparks Gospel Mission provided warm, to-go Thanksgiving meals to residents of Myra Birch, and Stead Manor. Resident councils led the distribution process at each site.
- Staff are hosting a training/planning session for all 2024 elected resident council members in December.

** 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 open positions for hire, landlord incentive programs, Affordable Connectivity Program, community partners' low/no-cost medical and dental events and promoted the staff Halloween events at each of the five public housing complexes.
- RHA mentioned in news items regarding the Sparks Rental Assistance Program, RHA 80th Anniversary, EDawn Existing Industry Award, Bonanza Inn, Pinyon Apartments and Golden Groceries food pantry at Tom Sawyer.
- Cori Fisher is set to speak with Senior Spectrum radio in December, again regarding the food pantry.
- Since our last social report in February, our Facebook presence has grown from 1,427 likes/followers to 1,651. Twitter and Instagram are continually adding followers, from 84 in February to 126, and 462 to 577 respectively.

Opportunity Knocks Magazine

- Going to print this month.

Other

- Initial planning for RHA's next elected officials tour/open house is underway.
- Planning for Railyard Flats groundbreaking event in January.
- 2024 RHA calendar has been mailed to residents.
- RHA/Nevada Rural joint media training postponed until January by Nevada Rural.
- Employee newsletter completed and sent out
- Resident newsletter will be sent soon to accommodate public hearing notice for the MTW plan.
- Donated a fully decorated Christmas tree to Safe Embrace for their annual Trees and Lights fundraiser. The tree itself and most items were donated by RHA employees.

E. Update on Development Activities

Silverada Manor & Hawk View Redevelopment

- Held resident meetings on November 7 (Hawk View) & November 8 (Silverada). Two meetings were held at each property (10am and 6pm) to provide more opportunities for residents to attend. Both Brinshore Development and HousingToHome were on site to provide important updates related to the project timeline and temporary relocation.
- We have added a page to RHA's website related to our redevelopment/preservation efforts where residents can access resources and documents related to RAD, Section 18, and relocation: <https://www.renoha.org/redevelopment-and-preservation/answer>
- HUD review of Hawk View Section 18 application expected to be complete by end of year.
- RHA staff is working diligently to complete the required steps for the RAD Concept Call with HUD for Silverada Manor by early December. Staff are aiming for the Concept Call to happen mid-December.
- Brinshore submitted Financing Plans for both Silverada and Hawk View on November 15 and staff are currently reviewing them.

Dick Scott Manor

- Construction is moving forward on schedule, within budget and within current project scope.

Railyard Flats

- Executed contract with Pavilion Construction at end of October and issued Notice to Proceed on November 11.
- Working towards financially closing by end of November.
- Projected project start is first week of December, with a groundbreaking ceremony tentatively planned for the middle of January 2024.

Stead Manor

- Schematic Design will be received by November 29th.

McGraw Court/Silver Sage Court

- Schematic Design review will end on November 29th followed by Schematic Design cost estimate shortly after.

Carville Court

- Submitted application for State of Nevada HOME-ARP funding round in November. Requested \$700k to cover a funding gap that has arisen due to higher estimated construction costs than originally projected in initial proforma.
- Additionally, RHA staff plans to pursue additional funding from the Washoe County Affordable Housing Trust Fund (AHTF) for this project. This is the first funding round for the Washoe County AHTF and it is specifically for supportive housing projects like Carville Court. The additional funds would be used to increase the density of the site from 11 units to up to 15 units. The application is anticipated to be released by early 2024.

Paradise Plaza

- No project updates as of October 2023.

Essex Manor

- No project updates as of October 2023.

Capital Fund

- Video Surveillance System installation at Stead Manor is substantially complete.
- Staff identified and proposed the following CF budget revisions at the November 2023 Board of Commissioners meeting:
 - \$68,439.78 (CF2020) from McGraw Court to Management Improvement (1408).
 - These funds will cover the cost of LCPtracker software to support the Development Department with labor compliance and equipment needed for the IT Department. Moving these funds will cover the cost of the overall equipment and software implementation and complete the obligation and expenditure requirement for the CF2020 budget year.
 - \$150,000 (CF 2021) in unobligated funds to Stead Manor and \$50,000 (CF 2021) in unobligated funds to McGraw Court. These funds will be used to pay for predevelopment activities and associated rehabilitation project costs. Moving these funds will cover the cost of the overall predevelopment activities associated with relocation and complete the obligation requirement for the 2021 budget year.

F. Update on Information Technology activities

Yardi Implementation

- RentCafé, a platform within Yardi to manage clients and vendors through portals in which they can login, for applicants will be going live by mid-December. Training will be conducted for admissions staff and receptionists on specific troubleshooting techniques depending on the client's issue while registering. Beginning balances have been imported into Yardi with minor elements being finalized. Staff continues to assist Admissions, Asset Management, and Rental Assistance with workflow creations and one-off issues through the assistance of Yardi staff and Wise Consulting.

Laserfiche Implementation

- Scanning continues in Rental Assistance. The scanning team will be finished with Rental Assistance files by mid-December and will then proceed to scan Public Housing and reasonable accommodations. All departments continue to adjust to the new processes as they become paperless.

Other Projects

- Staff is working closely with Development and Merit Electric to plan the location and quantity of data cabling for additional workstations created from the main office remodel. IT is also working with all departments to move equipment and relocate staff while construction takes place.

G. Update on MTW Activities

FY 2025 Annual MTW Plan

- Staff held our first brainstorming session for possible MTW activities within RHA's FY 2025 MTW Plan. Activities under consideration include vacancy loss payments within the HCV program, extending housing quality standards inspections to 90 days, and increasing the self-certification of assets to \$50k to align with HUD's upcoming HOTMA regulation change.

H. Financials

As previously identified, due to the software conversion, financials are not available for this board meeting. However, staff anticipates providing financials at the next regular meeting.

5. Discussion and possible action regarding a proposed change in unit configuration at Silverada Manor as part of the RAD conversion process. (For Possible Action)

Commissioner Taylor motioned to approve a change to the unit mix at Silverada Manor that consists of no more than 32 two-bedroom units, with the remaining units being either studio or one-bedroom units. Commissioner Schieve 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.

6. Closed Session: The Board may give direction to staff in closed session regarding:

- a. The position or positions to be taken or the strategy to be employed regarding the possible leasing and rehabilitation of the Gibson Building located at 477 W. 2nd Street, Reno, Nevada, from Jacobs Entertainment. (For discussion only)**
- b. The position or positions to be taken or the strategy to be employed leading to the acquisition of five parcels currently owned by Catholic Charities of Northern Nevada located on Reno Avenue in Reno, Nevada. (For discussion only)**
- c. The position or positions to be taken or the strategy to be employed leading to the execution of a new Collective Bargaining Agreement (CBA). Discussion of the upcoming expiration of the current CBA expiring June 30, 2024, potential items for negotiation in a new CBA and associated fiscal impacts. There will be no approval of the collective bargaining agreement during the course of the closed session. (For discussion only)**

7. 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: Friday, December 15, 2023 (Annual Retreat); Tuesday, December 19, 2023, and Tuesday, January 23, 2023. (For Possible Action)**
- vi) Discussion of possible virtual special session Friday, December 8, 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. (For Possible Action)

The meeting adjourned at 1:56 pm.