

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

TO TRUSTEES: Amy Jones, President  
Mark Sullivan, Vice President  
Mayor Hillary Schieve, Secretary/Treasurer  
Mark Sullivan  
Dave Aiazzi  
Barbara Wilhelms

MEETING DATE: **Tuesday, July 27, 2021**

TIME: **12:10 p.m. (Approximately)**

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

*Fully COVID-19 vaccinated individuals may attend in person without a face mask, save and except individuals not fully vaccinated will be required to wear a face mask. This provision is subject to change, subject to the conditions of the pandemic. Persons wishing to provide public comment may participate during the scheduled meeting via teleconference or address their comments, data, views, arguments in written form to Amy Jones, Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: [Ajones@renoha.org](mailto:Ajones@renoha.org). Written submission should be received on or before, July 26, 2021, 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 Board, items on the agenda may be taken out of the order; the Board may combine two or more agenda items for consideration, and the Board 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 Board may participate in the meeting via telephone.*

---

**AGENDA**

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.)
3. Approval of agenda. (For Possible Action)
4. Consider approval of the minutes from the special meeting held on January 26, 2021. Pg. 3  
(For Possible Action)
5. Consider adoption of Resolution 21-07-01 WA authorizing the President to implement a three percent (3%) Cost of Living Adjustment (COLA) and merit increase to all Washoe Affordable Housing Corporation (WAHC) staff to be effective and retroactive the first full pay period following July 1, 2021. (For Possible Action) Pg. 7
6. Consider adoption of Resolution 21-07-02 WA authorizing the president to submit documentation to remove the previous Director of Administration, Ryan Aeschlimann, as Trustee of the 401k Plan, and to replace him with the Acting Director of Administration, Linda Long, as successor Trustee of the 401k Plan. The Trustees may approve the new Trustee as recommended, propose another Trustee for the 401k plan or table the matter for further discussion. (For Possible Action) Pg. 9

## WASHOE AFFORDABLE HOUSING CORPORATION

Pg. 11

## 7. Additional items:

- i) General matters of concern to Trustees regarding matters not appearing on the agenda. (Discussion)
- ii) Old and New Business. (Discussion)

8. Public Comment. (The opportunity for public comment is reserved for any matter within the jurisdiction of the Trustees. No action on such an item may be taken by the Trustees unless and until the matter has been noticed as an action item. Comment from the public is limited to three minutes per person.)

9. 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](http://www.wahc.info) and the Housing Authority of the City of Reno's website at [www.renoha.org](http://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 Board 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 Board members may be obtained at the aforementioned address.*

Dated July 22, 2021

By: \_\_\_\_\_



Kathleen Merrill  
Executive Administrative Assistant

**AGENDA ITEM SUMMARY – July 27, 2021**

**ITEM NUMBER: 4**

---

**SUBJECT:** Consider approval of the minutes from the special meeting held on January 26, 2021. (For Possible Action)

**FROM:** President

**RECOMMENDATION:** Approval

---

MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
**WASHOE AFFORDABLE HOUSING CORPORATION**  
January 26, 2021

The special meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by Trustee Sullivan at 12:28 pm on Tuesday, January 26, 2021. Pursuant to Governor Sisolak's March 22, 2020 Declaration of Emergency Directive 006, the requirement contained in NRS 241.023(1)(b), that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, is suspended in order to mitigate against the possible exposure or transmission of the COVID-19 (Corona Virus). This meeting was held by video/telephone conference.

**Trustees Present**

Amy Jones, President  
Mark Sullivan  
Mayor Hillary Schieve, Secretary/Treasurer  
Dave Aiazzi  
Barbara Wilhelms

**Trustees Absent**

**Others Present**

Chuck Zeh, Legal Counsel  
Mishon Hurst, Deputy Executive Director  
Heidi McKendree, Director of Rental Assistance  
Maribel Martinez, Director of Asset Management  
Matt Robinson, Director of Development  
Ryan Aeschlimann, Director of Administration  
Cathy Steed, Elderly Services Administrator  
Brenda Freestone, Contract Administrator for WHAC  
Samantha Arellano, IT Manager  
Kathy Merrill, 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 Trustee Wilhelms to approve the agenda posted January 21, 2021. Hearing no further discussion, Trustee Sullivan called for the question. The vote was all ayes and no nays. Trustee Sullivan declared the motion carried and the agenda approved.

**4. Appointment of new trustee. (For Possible Action)**

Trustee Aiazzi moved to appoint Mark Sullivan as trustee of Washoe Affordable Housing Corporation. Trustee Wilhelms seconded the motion. Hearing no further discussion, Trustee Sullivan called for the question. The vote was all ayes and no nays. Trustee Sullivan declared the motion carried.

**5. Nomination and election of vice president. (For Possible Action)**

Trustee Aiazzi moved to elect Mark Sullivan as vice president of Washoe Affordable Housing Corporation. Trustee Wilhelms seconded the motion. Hearing no further discussion, Trustee Sullivan called for the question. The vote was all ayes and no nays. Trustee Sullivan declared the motion carried.

**6. Approval of minutes of the special meeting held November 17, 2020. (For Possible Action)**

It was moved by Trustee Schieve and seconded by Trustee Aiazzi to approve the minutes of the special meeting held November 17, 2020. 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.

**7. Consider adoption of Resolution 21-01-01 WA authorizing the President to revise the Administrative Plan for the Homeless Prevention Program (HPP) to remove the cap on funding for applicants. (For Possible Action)**

President Jones stated that staff implemented a cap of \$1,500 in housing assistance in the Administrative Plan for the HPP. Based on the current conditions of COVID-19, we are not able to assist all of the households due to the limit of the cap. Staff is requesting removal of the cap to allow more households to be assisted. The average request for assistance through the CHAP program is approximately \$5,500. The HPP also contains language stating the applicant is required to cover any additional monies due over the \$1,500, if such is due, or the assistance is not be granted.

Contract Administrator Freestone explained applicants must provide documentation that indicates the assistance they are requesting is an emergency due to job loss or medical circumstances. The request does not specifically have to be related to COVID-19, but staff is seeing more requests for assistance aggravated by the pandemic. Assistance is granted as a one-time payment. There is a three-year wait period applicants must adhere to before they are eligible for the program. Applicants are required to show proof of income, as well as they must fall under the HUD guidelines of 60 percent AMI.

The HPP is partnered with Opportunity Alliance and other financial guidance to assist applicants with budgeting and money management with the idea that they will receive the tools necessary to alleviate future financial emergencies.

Staff verifies all landlord and utility payments prior to paying the funds. Staff also verifies the amount requested ensuring all fees are included, if necessary, in order to clear the entire debt.

Trustee Aiazzi motioned to approve Resolution 21-01-01 WA. Trustee Wilhelms 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 and the resolution approved.

**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 26, 2021 (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.**

Trustee Wilhelms moved to adjourn the meeting at 12:39 pm. Trustee Aiazzi 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 and the meeting adjourned.

**AGENDA ITEM SUMMARY – July 27, 2021****ITEM NUMBER: 5**

---

**SUBJECT:** Consider adoption of Resolution 21-07-01 WA authorizing the President to implement a three percent (3%) Cost of Living Adjustment (COLA) and merit increase to all WAHC staff to be effective and retroactive the first full pay period following July 1, 2021. (For Possible Action)

**FROM:** President

**RECOMMENDATION:** Approval

---

**Background Summary:**

I propose granting the WAHC employees a 3% COLA (1.8%) and merit (1.2%) increase effective and retroactive to the to the first full pay period following July 1, 2021. Based on the Consumer Price Index (CPI) for the Western Region for quarter 1 2021, the CPI average was 1.8%. Staff has continued to work extremely hard this past year through the challenges of COVID, ensuring that MOR's are conducted and site concerns are addressded timely.

Total Estimated Fiscal Impact: \$ 13,497.53.

WAHC Employees are not eligible for PERS; therefore, there will be no other significant impact.

Your approval is requested.

**WASHOE AFFORDABLE HOUSING CORPORATION**  
**RESOLUTION 21-07-01 WA**

A RESOLUTION AUTHORIZING THE PRESIDENT TO IMPLEMENT A THREE PERCENT (3%) COLA AND MERIT INCREASE TO ALL WAHC STAFF TO BE EFFECTIVE AND RETROACTIVE THE FIRST FULL PAY PERIOD FOLLOWING JULY 1, 2021

WHEREAS, the employees of WAHC receive a set hourly salary with no automatic cost of living or step increase, and

WHEREAS, the employees of WAHC have done an exceptional job providing affordable housing and maintaining the program up to high standards, and

WHEREAS, the President of WAHC wishes to keep WAHC salaries attractive to current employees and to potential new hires, and

WHEREAS, WAHC has sufficient funds to cover the fiscal impact that these COLA increases will have on the corporation, and

WHEREAS, the President of WAHC believes this is in the best interest of the Corporation and that WAHC has sufficient funds to cover the cost;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of Washoe Affordable Housing Corporation as follows:

1. That the WAHC President is authorized to implement a three percent (3%) Cost of Living Adjustment (COLA) and merit increase to all WAHC staff to be effective and retroactive the first full pay period following July 1, 2021, specifically July 12, 2021 and continuing thereafter, subject to the availability of funding, .
2. The resolution is to be effective upon the date of adoption.

ADOPTED THIS 27<sup>th</sup> DAY OF July, 2021.

ATTEST:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE PRESIDENT

**AGENDA ITEM SUMMARY – July 27, 2021****ITEM NUMBER: 6**

---

**SUBJECT:** Consider adoption of Resolution 21-07-02 WA authorizing the president to submit documentation to remove the previous Director of Administration, Ryan Aeschlimann, as Trustee of the 401k Plan, and to replace him with the Acting Director of Administration, Linda Long, as successor Trustee of the 401k Plan. The Trustees may approve the new Trustee as recommended, propose another Trustee for the 401k plan or table the matter for further discussion. (For Possible Action)

**FROM:** President

**RECOMMENDATION:** Approval

---

**Background Summary:**

The Trustee for WAHC's 401k plan is responsible for the safekeeping of trust funds being held by the Plan. Director of Administration, Ryan Aeschlimann was appointed as Trustee of WAHC's 401k plan. Ryan Aeschlimann is no longer an employed by the Reno Housing Authority, prompting the need to update the administrator of WAHC's 401k Plan. This can only be changed by Board resolution. We ask that you approve the removal of Ryan Aeschlimann as Trustee of the WAHC's 401k Profit Sharing Plan effective July 27, 2021. Furthermore, we ask that you approve the appointment of Linda Long, who has been placed in the acting role of Director of Administration, as his Successor Trustee.

Your approval is requested.

**WASHOE AFFORDABLE HOUSING CORPORATION**  
**RESOLUTION 27-07-02 WA**

A RESOLUTION AUTHORIZING THE PRESIDENT TO SUBMIT DOCUMENTATION TO REMOVE THE PREVIOUS DIRECTOR OF ADMINISTRATION, RYAN AESCHLIMANN, AS TRUSTEE OF THE 401K PLAN, AND TO REPLACE HIM WITH THE ACTING DIRECTOR OF ADMINISTRATION, LINDA LONG, AS SUCCESSOR TRUSTEE OF THE 401K PLAN. THE TRUSTEES MAY APPROVE THE NEW TRUSTEE AS RECOMMENDED, PROPOSE ANOTHER TRUSTEE FOR THE 401K PLAN OR TABLE THE MATTER FOR FURTHER DISCUSSION

WHEREAS, the Reno Housing Authority of the City of Reno (RHA) entered into an agreement with Washoe Affordable Housing Corporation (WAHC) on April 1, 2000 for the purpose of providing financial and accounting services, and

WHEREAS, changes to staff require updating financial and accounting service's legal documentation to reflect the current acting administrator in order to comply with such services and plans, and

WHEREAS, WAHC holds a 401k plan for its employees in which the RHA administers, and

WHEREAS, the previous Director of Administration, Ryan Aeschlimann, is no longer employed by the RHA, though still appointed Trustee of the WAHC 401k plan,

WHEREAS, updating the Trustee of the WAHC 401k plan to Acting Director of Administration, Linda Long, thereby appointing Linda Long the successor Trustee of the WAHC 401k plan is warranted;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Trustees of Washoe Affordable Housing Corporation as follows:

1. That the President is authorized to submit documentation to remove the previous Director of Administration, Ryan Aeschlimann, as Trustee of the 401k Plan, and to replace him with the Acting Director of Administration, Linda Long, as successor Trustee of the 401k Plan.
2. The resolution is to be effective upon the date of adoption.

ADOPTED THIS 27th DAY OF July, 2021.

ATTEST:

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE PRESIDENT

## AGENDA ITEM SUMMARY – July 27, 2021

**ITEM NUMBER: 7**

---

**SUBJECT:** Additional items:

- i) General matters of concern to Board of Trustees regarding matters not appearing on the agenda. (Discussion)
  - ii) Old and New Business. (Discussion)
-