

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

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

MEETING DATE: **Tuesday, November 16, 2021**

TIME: **12:10 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 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. Written submission should be received by the Board on or before, November 15, 2021, 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.*

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**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. Appointment of new trustee. (For Possible Action)
5. Consider approval of the minutes from the special meeting held on July 27, 2021. (For Possible Action)
6. Nomination and election of vice president and secretary/treasurer. (For Possible Action)
7. Consider adoption of Resolution 21-11-01 WA authorizing the President to revise the Administrative Plan for Homeless Prevention Program (HPP) to specify an applicant must complete the Financial Guidance obligation to be eligible to reapply for any future funds. (For Possible Action)

WASHOE AFFORDABLE HOUSING CORPORATION

8. Contract Administrator's update on the Performance Based Contract Administrator (PBCA) contract with HUD for Nevada. (Discussion)
9. 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 25, 2022 (Annual Meeting). (For Possible Action)
10. 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.)
11. Adjournment. (For Possible Action)

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*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 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 5, 2021

By:   
\_\_\_\_\_  
Kathleen Merrill  
Executive Administrative Assistant

**AGENDA ITEM SUMMARY – November 16, 2021**

**ITEM NUMBER: 4**

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SUBJECT: Appointment of new trustee. (For Possible Action)

FROM: President

RECOMMENDATION: Appointment

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Background Summary:

Reno City Councilman Delgado was appointed and confirmed to serve as a commissioner on the Reno Housing Authority Board, thereby filling the vacancy created by the retirement of Dick Scott. Staff recommends appointing Commissioner Delgado to serve as a Trustee for Washoe Affordable Housing Corporation.

Your approval is requested.

**ITEM NUMBER: 5**

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SUBJECT: Consider approval of the minutes of the special meeting held July 27, 2021. (For Possible Action)

FROM: President

RECOMMENDATION: Approval

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MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
**WASHOE AFFORDABLE HOUSING CORPORATION**  
July 27, 2021

The special meeting of the Board of Trustees of Washoe Affordable Housing Corporation (WAHC) was called to order by Vice President Sullivan at 1:48 pm on Tuesday, July 27, 2021 in the Housing Authority of the City of Reno Board Room, 1525 East Ninth Street, Reno, Nevada.

**Trustees Present**

Amy Jones, President  
Mark Sullivan, Vice President  
Dave Aiazzi  
Oscar Delgado  
Barbara Wilhelms

**Trustees Absent**

Mayor Hillary Schieve, Secretary/Treasurer

**Others Present**

Amy Jones, Executive Director  
Chuck Zeh, Legal Counsel  
Heidi McKendree, Deputy Executive Director  
Shanika Bumphurs, Director of Asset Management  
Jay Earl, Director of Development  
Linda Long, Director of Administration  
Darren Squillante, Human Resources Director  
Cathy Steed, Elderly Services Administrator  
April Conway, Public Information Officer  
Cori Fisher, Workforce Development Administrator  
Kathy Merrill, Executive Administrative Assistant

**Others Present**

No others were 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 Wilhelms and seconded by Trustee Aiazzi to approve the agenda posted July 22, 2021. 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 agenda approved.

**4. Approval of minutes of the special meeting held January 26, 2021. (For Possible Action)**

It was moved by Trustee Wilhelms 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 three ayes, no nays with one abstention from Trustee Delgado. Vice President Sullivan declared the motion carried and the minutes approved.

**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)**

President Jones proposed to grant WAHC employees a 3% COLA and merit increase. WAHC staff are 100% separate from the Reno Housing Authority staff. WAHC staff have worked extremely hard during the past year through all the challenges of COVID, ensuring MOR's around the state are being renewed timely. WAHC staff have addressed resident complaints and continue to monitor troubled properties for the safety and well-being of tenants.

Trustee Aiazzi motioned to approve Resolution 21-07-01 WA. Trustee Delgado 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.

**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)**

Trustee Delgado motioned to approve Resolution 21-07-02 WA. 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 resolution approved.

**7. 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)

- 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.**

Trustee Wilhelms moved to adjourn the meeting at 1:54 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 – November 16, 2021**

**ITEM NUMBER: 6**

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

FROM: President

RECOMMENDATION: Appointment

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**BACKGROUND SUMMARY:**

It is being requested that the Trustees nominate and elect a vice president and secretary/treasurer to serve a two-year term on the Board of Trustees for the Washoe Affordable Housing Corporation.

The current officers are:

		<u>Term Begins</u>	<u>Term Ends</u>
President	Amy Jones	10/2020	10/2022
Vice President	Mark Sullivan	10/2021	10/2023
Secretary/Treasurer	Mayor Hillary Schieve	10/2021	10/2023

**AGENDA ITEM SUMMARY – November 16, 2021**

**ITEM NUMBER: 7**

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SUBJECT: Consider adoption of Resolution 21-11-01 WA authorizing the President to revise the Administrative Plan for Homeless Prevention Program (HPP) to specify an applicant must complete the Financial Guidance obligation to be eligible to reapply for any future funds. (For Possible Action)

FROM: President

RECOMMENDATION: Approval

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Background Summary:

Washoe Affordable is requesting a modification in the Administrative Plan for the Homeless Prevention Program. The Homeless Prevention Program provides rental assistance to households facing eviction due to an emergency situation. If an applicant is approved for assistance, they are required to participate in financial support through the Financial Guidance Center. The Financial Guidance Center helps households create a budget so that they can monitor their finances. The current Administrative Plan states that a household can re-apply after two years of receiving assistance; however, the Administrative Plan does not specify if a household is eligible to re-apply if they fail to complete the obligation of contacting the Financial Guidance Center. Staff is requesting that the Administrative Plan be updated to include language that in order for a household to re-apply after the two years has expired, they must have met with Financial Guidance Center or approved agency.

Staff would like to add Opportunity Alliance, in addition to the Financial Guidance Center, as an option for applicants. Opportunity Alliance provides similar services and has a team of volunteers that will help with budgeting.

Your approval is requested.



## 6. FAMILY OBLIGATIONS

### 6.1. FINANCIAL GUIDANCE CENTER REQUIREMENT

- 6.1.1. All households approved for assistance must contact the Financial Guidance Center (FGC) ~~or go to the website for Opportunity Alliance and have the phone in meeting within 14 days of approval.~~ The meeting will, at a minimum:
- Create a budget for the family;
  - Create a debt management plan and;
  - Provide the family at least one referral to appropriate community resources based on individual household circumstances.
- 6.1.2. Once a household has been determined eligible for WAHC assistance and notified of approval, WAHC will advise the family they need to schedule an appointment with the FGC or Opportunity Alliance within 14 days of the date of approval. The household must, as a requirement for receiving assistance, attend the appointment and complete the minimum requirements in 6.1.1.
- 6.1.3. The household will need to send in the proof of their appointment either by email fax, or mail. Households who fail to complete the appointment with the FGC or Opportunity Alliance will be in violation of program rules and will be required to pay back the full amount of assistance that was issued on their behalf within 30 days. If the assistance has not yet been paid and the household's 14 days to meet with FGC has passed, WAHC will withhold the assistance payment until it receives confirmation that the household has completed this requirement. WAHC will send the household a notification of violation notifying the household they failed to meet their obligations and they are responsible for reimbursing WAHC the full amount of assistance within 30 days. WAHC reserves the right to pursue collections on households who fail to fulfill this requirement. If this requirement is not met, the household will not be eligible to apply in the future for assistance.
- 6.1.4. Once WAHC receives confirmation that the household has completed their appointment, WAHC will place this confirmation in the WAHC file and the file will be considered closed.

### 6.2. SUPPLYING REQUIRED INFORMATION

- 6.2.1. The household must supply any information that WAHC determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation.
- 6.2.2. All information supplied by the household must be true and complete.

WASHOE AFFORDABLE HOUSING CORPORATION  
RESOLUTION 21-11-01 WA

A RESOLUTION AUTHORIZING THE PRESIDENT TO REVISE THE ADMINISTRATIVE PLAN FOR HOMELESS PREVENTION PROGRAM (HPP) TO SPECIFY AN APPLICANT MUST COMPLETE THE FINANCIAL GUIDANCE OBLIGATION TO BE ELIGIBLE TO REAPPLY FOR ANY FUTURE FUNDS

WHEREAS, Washoe Affordable Housing Corporation has implemented and has been administering the Homeless Prevention Program since December 2017, and

WHEREAS, the Trustees approved the Washoe Affordable Housing Corporation's Administrative Plan for the Homeless Prevention Program through Resolution 17-01-01 WA on August 22, 2017, and

WHEREAS, Washoe Affordable Housing Corporation wishes to keep its Administrative Plan up to date, clear, and in accordance with all required regulations, and

WHEREAS, the revision to the Administrative Plan outlines an applicant must complete the requirement of meeting with the Financial Guidance Center or Opportunity Alliance to be eligible to reapply for any future assistance; and

WHEREAS, staff has determined that this revision to the Administrative Plan are in accordance with HUD regulations;

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

1. That the Board of Trustees hereby approves revisions to the Administrative Plan for the Homeless Prevention Plan as set forth in Exhibit 211101-A, attached hereto and incorporated by reference as if set forth fully below.
2. This Resolution is to be effective upon the date of its adoption

ADOPTED THIS 16<sup>th</sup> DAY OF November, 2021.

ATTEST:

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PRESIDENT

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VICE PRESIDENT

## AGENDA ITEM SUMMARY – November 16, 2021

### ITEM NUMBER: 8

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

FROM: President

RECOMMENDATION: Receive Report

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#### Status of PBCA Contract

- WAHC has been operating under Amendment 8 to the PBCA contract which will expire January 31, 2022. HUD has not published the solicitation to rebid the contract.

#### Annual Compliance Review (ACR)

- The limited Annual Compliance Review with HUD will be completed in late October 2021. The ACR for FY20 was conducted in October 2020 and WAHC had no findings or deficiencies.

#### Homeless Prevention Program

- WAHC is continuing to serve household with the Homeless Prevention Program. During the early 2021, WAHC only received a small amount of applications, due to most households receiving assistance through the CHAP program; however, in September WAHC saw an increase in applications. For the fiscal year of 2021, WAHC was able to assist 12 families with rental assistance. WAHC received additional funding from Nevada Housing Division of \$60,000 for FY 2022.

**AGENDA ITEM SUMMARY – November 16, 2021**

**ITEM NUMBER: 9**

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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 25, 2022 (Annual Meeting). (For Possible Action)
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