

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 1

December 17, 2024

SUBJECT: Approval of the Agenda. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The Agenda is attached on the following page.

**NOTICE OF ANNUAL MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS**

The Housing Authority of the City of Reno (Agency) will conduct a public meeting:

MEETING DATE: Tuesday, December 17, 2024
TIME: 10:00 a.m. (approximately)
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, 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@renoha.org. Written submission should be received by the Board on or before, December 13, 2024, by 5:00 p.m., in order to make copies available to members of the Board and the public.

Below is an agenda of all items scheduled to be considered. At the discretion of the chairperson or the Board, items on the agenda may be taken out of 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 electronic means.

A G E N D A

- Call to order and roll call.
- 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.
 1. Approval of Agenda. (For Possible Action)
 2. Approval of the minutes of the annual Board Retreat held December 15, 2023. (For Possible Action)
 3. Annual nomination and election of chair, vice-chair, and secretary/treasurer. (For Possible Action)
 4. Discussion and recap of current goals and State of the Agency. (Discussion)
 5. Discussion and possible changes to current goals and subgoals and proposed 2025 one-year goals. (For Possible Action)
 6. Discussion and possible adoption of the Executive Director Performance Evaluation Tool. (For Possible Action)

7. Discussion and possible revisions to the RHA By-Laws. (For Possible Action)
8. Additional items:
 - i) General matters of concern to Commissioners 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: December 16, 2025.
(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. Comments from the public are limited to three minutes per person.
10. Adjournment.

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 Commissioners 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 Colleen Montgomery-Beltran, 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 Board members may be obtained upon request made to: Colleen Montgomery-Beltran, 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 by staff may be obtained at the aforementioned address.

Dated December 12, 2024

Colleen Montgomery-Beltran

By: _____
Colleen Montgomery-Beltran
Executive Administrative Assistant

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 2

December 17, 2024

SUBJECT: Approval of the minutes of the Annual Board Retreat held on December 15, 2023.
(For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The minutes of the Annual Board Retreat held on December 15, 2023, are attached on the following page.

MINUTES OF BOARD RETREAT
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
DECEMBER 15, 2023

The annual Board retreat of the Housing Authority of the City of Reno (Agency) was called to order by Chairman Aiazzi at 9:06 a.m. on Friday, December 15, 2023.

Commissioners Present

Dave Aiazzi-Chairman
Mark Sullivan- Vice Chairman
Mayor Hillary Schieve
Kathleen Taylor

Staff Present

Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
Ryan Russell, Legal Counsel
Darren Squillante, Director of HR
JD Klippenstein, Director of Development
Josh Stice, IT Manager
Cori Fisher, Director of Resident Services
Jamie Newfelt, Director of Rental Assistance
Kristin Scott, Director of Public Housing
Kim Anhalt, Moving to Work Coordinator
April Conway, Public Affairs Officer
Lindsay Dobson, Executive Administrative Assistant
Brenda Freestone, Contract Administrator Washoe Affordable Housing Corporation (WAHC)

Others Present

Torey Gunsolley – PHActory Consulting

- **Call to order and roll call.**
- **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. Comment 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 Taylor moved to approve the agenda. Vice Chairman 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 and the agenda approved.

1. Consent Agenda (For Possible Action)

a) Approval and authorization for the Executive Director to negotiate a salary and hire a Director of Finance at up to a Grade 2, Step 6 in the compensation schedule.

Commissioner Taylor moved to approve consent agenda. Vice Chairman 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 and the consent agenda approved.

2. Discussion regarding the RHA Mission, Board and Staff roles and responsibilities. (Discussion)

RHA staff reported on their roles and responsibilities and why they chose to work for the Agency.

3. Discussion and Recap of Current Goals and State of the Agency. (Discussion)

Mr. Gunsolley led a conversation between staff and the Board regarding current goals and the state of the Agency.

4. Discussion regarding Potential New Goals and/or Direction to Staff on Items of Board interest including, but not limited to:

- **One or more strategies for RHA's Scattered Site portfolio.**
- **Leveraging of housing or other assets.**
- **Public housing repositioning and new development.**
- **Senior services and programs.**

(Discussion)

Executive Director Lopez and members of the Board participated in robust conversations regarding RHA's scattered site portfolio, leveraging housing or other assets, repositioning public housing and new development as well as senior services and programs.

5. Discussion and possible setting of immediate and longer-term goals for the Agency. (Discussion and Possible Action)

Vice Chairman Sullivan moved to approve the five prioritized goals as well as the continuation of goals from the previous year's retreat with direction to the Executive Director to develop a plan to implement those goals within the next calendar year. Commissioner Taylor seconded the motion. Hearing no further discussion, Chairman Aiazzi called for the question. The vote was all ayes and no nays. Chairman Aiazzi declared the motion carried.

6. Public Comment. The opportunity for public comment is reserve 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.

Meeting adjourned at 4:03 p.m.

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 3

December 17, 2024

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

FROM: Executive Director

RECOMMENDATION: For Possible Action

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 4

December 17, 2024

SUBJECT: Discussion and Recap of Current Goals and State of the Agency. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

At the Board's annual retreat on December 15, 2023, RHA's Board of Commissioners and its Executive Director adopted the below listed overarching goals for the agency. These high-level goals provide an overall direction for RHA and help guide future programming and projects. After that meeting, as discussed during the retreat, the executive and leadership teams met to determine interim goals that work to advance the selected overarching goals. These interim goals were subdivided into one-year goals, short-term goals that aim to be achieved within 24 months, and mid-term goals that will be pursued over the next three to five years. These interim goals also incorporate carry-over goals from calendar year 2023 as also directed by the Board at the retreat.

Adopted Goals

1. Increase the amount of affordable housing RHA provides.
2. Increase opportunities for clients to break the cycle of poverty.
3. Promote health and wellness for our residents.
4. Be an integral part of our community.
5. Make data driven decisions.

The attached sheet outlines the identified interim goals associated with each overarching goal, baselines for measurement where necessary, and the status of the interim goals. The majority of identified one-year goals have either been completed or are near completion. The Authority has made great progress in bringing additional affordable housing online for lower income residents of Washoe County and has been extremely successful in expanding the funding for, and offerings of, its resident services programs.

These activities are in addition to maintaining RHA's traditional public housing and housing choice voucher programs and ensuring compliance with federal regulations.

Reno Housing Authority Board Goals CY2024

One Year Goal - By 12/2024 Short Term Goal - By 12/2026 Mid Term Goal - By 12/2029	Goals	Status as of December 2024
Board Goal #1	Continue to increase the amount of affordable housing provided by RHA.	
	Development of New Units	
One Year Goal	Have 27 units of new affordable housing constructed and ready to lease.	COMPLETED
One Year Goal	Have closed on repositioning of Silverada Manor and Hawk View Apartments.	Closed on Silverada Manor in Nov 2024. Hawk View set to close early 2025
Short Term Goal	Have 35 new units of affordable housing constructed and ready to lease.	On track to be completed by end of 2026
Short Term Goal	Create a line of credit to assist with land acquisition & ensuring a pipeline of projects.	RFP under development. On track to be completed by end of 2026
Mid Term Goal	Have 100 new units of affordable housing constructed and ready to lease.	On track to be completed by end of 2026
	Voucher Utilization	
One Year Goal	Obligate 125 HUD-VASH vouchers by issuance or execution of AHAP or HAP Contract. (Baseline = 285 out of 541)	Currently 396 out of 541 (increase of 111, 30 of which are PBVs). 65 add'l PBVs should be under AHAP by March 2025.
One Year Goal	Implement a dynamic database to track currently available units for lease by voucher holders.	In progress with Washoe County. On track for implementation Spring 2025.
Short Term Goal	Increase landlord participation in the HCV program by 10 new landlords. (Baseline = 323 Landlords)	COMPLETED - Currently at 407 Landlords
Short Term Goal	Increase special purpose voucher utilization to 70%. (Baseline 58% or 399 out of 693)	COMPLETED - Currently at 71% (or 478 out of 675 vouchers)
Mid Term Goal	Increase special purpose voucher utilization to 80%. (Baseline 58% or 399 out of 693)	On track to be completed by end of 2026
Mid Term Goal	Increase landlord participation in the HCV program by 35 new landlords. (Baseline = 323 Landlords)	COMPLETED - Added 84 Landlords in 2024
	Other	
Mid Term Goal	Develop and implement 1 new non-traditional, locally based housing assistance program to expand housing choice for local	Ongoing. LNT activity being proposed in FY 2026 Annual Plan
Board Goal #2	Increase opportunities for RHA residents and participants to break the cycle of poverty.	
One Year Goal	Raise at least \$20,000 in donations/grants to support Start Smart scholarships. (Baseline = Three RHA funded scholarships)	COMPLETED - 3 Scholarships funded through Eagle Mark Bank & AHEAD grant
One Year Goal	Increase Start Smart program participation by 20%. (Baseline=33 participants)	Ongoing: 22 current participants. A strategic plan is being created to focus on recruitment in the voucher program.
Short Term Goal	Raise at least \$30,000 in donations/grants to support Start Smart scholarships. (Baseline = One RHA funded scholarship)	COMPLETED - See one-year goal
Short Term Goal	Increase FSS participation by 25%. (Baseline = 87 participants)	Ongoing: 87 participants with 11 participants in the approval process
Short Term Goal	Increase Start Smart program completions by 25%. (Baseline = 6 of 39 participants)	Ongoing: 8 participants on track to graduate in June 2025
Mid Term Goal	Increase the number of residents/participants of RHA programs ready to access NHD & NRH Down Payment Assistance	Ongoing: Referrals made as clients near program completion of WFD program.
Mid Term Goal	Have Start Smart funded 50% with external funding sources. (Budget Baseline = \$115,000)	Ongoing: Ahead grant allocated \$50K to Start Smart. Will continue to seek grant opportunities within the community.
Board Goal #3	Continue to promote health and wellness with RHA residents and participants.	
One Year Goal	Provide at least one (1) new health/wellness related workshop/activity for RHA's elderly/disabled residents each quarter.	<p>COMPLETED - Partnering with Reno Food Systems – Provided fresh produce every Wednesday at Willie J. Wynn and every Food Pantry day at Tom Sawyer. They also did workshops such as:</p> <ol style="list-style-type: none"> 1. How to make your own microgreens salad 2. How to make your own dressing 3. Salad in a jar 4. Grow your own garlic with garlic recipes 5. Healthy Tea blend <p>Partnering with Angeline Jeyakumar (Nutritionist) from, UNR extension – provided informative healthy living classes and workshops such as:</p> <ul style="list-style-type: none"> 1. Healthy Living workshop, a 6 week course. oMental Health self-awareness oDiabetes management oHypertension management oRisk fall assessment oUnderstanding Nutrition labels <ol style="list-style-type: none"> 2. High Fiber diet 3. Mediterranean diet
One Year Goal	Provide at least one (1) new multi-generational activity.	COMPLETED - Easter event 2024 at Silverada
Short Term Goal	Provide at least one (1) new youth recreation activity each quarter.	COMPLETED - Sound Mind Walk (Sept 2024), First Tee (March of 2025), City of Reno Community Service Project (Spring of 2025)
Mid Term Goal	Offset at least 25% of the cost of new health/wellness programs with external funding.	Ongoing
Board Goal #4	Be an integral part of the community.	
One Year Goal	Increase RHA staff attendance to at least 9 community partner events per year. (Baseline = 6)	COMPLETED - Attended 9 community partner events.
One Year Goal	Create and release one (1) public service announcement about RHA programs, need for landlords, resident programs, etc.	With staff turnover, this goal has not yet started.
One Year Goal	Participate in creation of eviction diversion program through Washoe County courts.	COMPLETED - The diversion court has been implemented and is showing some success in keeping tenants housed by all partners working together to find available resources.
Short Term Goal	Hold one (1) landlord/community partner appreciation event each year.	Staff will begin working on this item in 2025.
Short Term Goal	Complete RHA rebranding.	Staff will continue working on this item in 2025.
Mid Term Goal	Complete rehabilitation of Paradise Plaza and open to client.	Subject to further board discussion and direction.
Mid Term Goal	Work with Nevada Housing Coalition to advance legislation that supports very low-income families.	Ongoing: RHA's Director of Development currently serves as Chair of the Policy Committee
Board Goal #5	Make data driven decisions.	
One Year Goal	Create a set of Development Principles to guide future development opportunities.	COMPLETED - Development principles were used to evaluate the acquisition of Reno Avenue and potential I Street property.
One Year Goal	Finalize Board Financial reports.	Ongoing. A new format is currently under internal review for presentation to the board in early 2025.
One Year Goal	Create repositioning strategy for remaining Public Housing sites.	COMPLETED
One Year Goal	Create and finalize a Development Board Report format for current development projects.	COMPLETED
Short Term Goal	Conduct needs assessment with current residents to determine future resident services programming/services.	Ongoing: Assessment drafted and will be distributed in early 2025 with analysis to follow.
Short Term Goal	Create comprehensive system to track and evaluate indicators related to MTW initiatives.	Ongoing: Data currently tracked for annual MTW report but additional ways to present data for evaluation outside of the annual reporting period is being explored
Short Term Goal	Create a system to ensure that changes in federal regulations and laws related to housing operations/programs/development are tracked and appropriately implemented by RHA.	Ongoing: Tracking spreadsheet developed and will be finalized in the coming year

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 5

December 17, 2024

SUBJECT: Discussion and possible changes to current goals and subgoals and proposed 2025 one-year goals. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Staff have updated the previously discussed goals to:

- Identify new one-year goals for 2025 under each overarching goal; and
- Include goals related to public housing rehabilitation and preservation given current development; and
- Revise timelines associated with existing short-term and mid-term goals; and
- Add new short-term and mid-term goals; and
- Identify needed board actions to support these subgoals.

These activities are in addition to maintaining RHA's traditional public housing and housing choice voucher programs and ensuring compliance with federal regulations.

The proposed goals spreadsheet for 2025 is attached for review and discussion. New or changed goals are identified in red.

Staff Recommendations and Motion:

Staff recommends the Board of Commissioners motion to approve the attached goal spreadsheet as presented.

Reno Housing Authority Board Goals CY 2025

One Year Goal - By 12/2025 Short Term Goal - By 12/2027 Mid Term Goal - By 12/2030	Goals	Board Action Needed
Board Goal #1	Continue to increase the amount of affordable housing provided by RHA.	
	Development of New Units	
One Year Goal	Closed on repositioning of Hawk View Apartments.	Continued Board Support for Hawk View Redevelopment
One Year Goal	Complete conceptual design for 3 new development projects	Continued Board Support for Reno Ave Development, Carville Court, and I Street Development
Short Term Goal	Have 135 new units of affordable housing constructed and ready to lease.	Continued Board Support for Hawk View Redevelopment, Carville Court, and I Street Development
Short Term Goal	Create a line of credit to assist with land acquisition & ensuring a pipeline of projects.	Board Resolution Approval Once Procured
Mid Term Goal	Have 40 new units of affordable housing constructed and ready to lease.	Continued Board Support for Reno Avenue Development
	Preservation of RHA Portfolio	
One Year Goal	Complete rehabilitation of 50 units in Public Housing and Community Benefit Housing portfolio	Continued Board Support of John McGraw and Silver Sage Court Rehab
Short Term Goal	Complete rehabilitation of 68 units in Public Housing and Community Benefit Housing portfolio	Continued Board Support for Stead Manor Rehab
Short Term Goal	Have closed on repositioning of Stead Manor and John McGraw Court	Continued Board Support for Stead Manor and John McGraw Court Rehab
Mid Term Goal	Complete rehabilitation of 286 units in Public Housing and Community Benefit Housing portfolio	Continued Board Support of Silverada Rehab; Board approval of Essex Manor/Yorkshire Terrace Rehab
	Voucher Utilization	
One Year Goal	Implement a dynamic database to track currently available units for lease by voucher holders.	Continued Board Support of MTW Plan
One Year Goal	Maintain at least 75 landlords with active listings in Padmission. (Baseline = 0 Landlords)	Continued Board Support of MTW Plan
One Year Goal	Complete Ready to Rent Instructor Certification Training for at least one RHA staff member.	Ongoing Budget Approval by Board
One Year Goal	Increase special purpose voucher utilization to 75%. (Baseline 58% or 399 out of 693)	Possible future PBV Approval by Board
Short Term Goal	Increase landlord participation in the HCV program by 25 new landlords. (Baseline = 323 Landlords)	Ongoing Budget Approval by Board
Short Term Goal	Increase special purpose voucher utilization to 80%. (Baseline 58% or 399 out of 693)	Possible future PBV Approval by Board
Short Term Goal	Maintain at least 100 landlords with active listings in Padmission. (Baseline = 0 Landlords)	Continued Board Support of MTW Plan
Mid Term Goal	Increase landlord participation in the HCV program by 50 new landlords. (Baseline = 323 Landlords)	Ongoing Budget Approval by Board
Mid Term Goal	Maintain at least 150 landlords with active listings in Padmission. (Baseline = 0 Landlords)	Possible future PBV Approval by Board
	Other	
Short Term Goal	Develop and implement 1 new non-traditional, locally based housing assistance program to expand housing choice for local	MTW Plan Approval by Board
Board Goal #2	Increase opportunities for RHA residents and participants to break the cycle of poverty.	
One Year Goal	Raise at least \$50,000 in donations/grants to support Workforce Development programs.	Continued 501(c)3 Board Support
One Year Goal	Increase Start Smart program participation by 20%. (Baseline = 22 participants)	MTW Plan Approval & Ongoing Budget Approval by Board
One Year Goal	Continue to raise at least \$30,000 in donations/grants to support Start Smart scholarships. (Baseline = 3 funded scholarship)	MTW Plan Approval & Ongoing Budget Approval by Board
Short Term Goal	Design and implement youth workforce development programs for ages 13-22 to create pathway to post graduate success.	MTW Plan Approval & Ongoing Budget Approval by Board
Short Term Goal	Increase FSS participation by 25%. (Baseline = 99 participants)	Ongoing Budget Approval by Board
Short Term Goal	Increase Start Smart program completions by 25%. (Baseline = 8 of 22 participants)	Ongoing Budget Approval by Board
Short Term Goal	Have plan for permanent location for Resident Services.	Ongoing Budget Approval by Board
Mid Term Goal	Have Start Smart funded 50% with external funding sources. (Budget Baseline = \$115,000)	Board Support with Donor Suggestions
Board Goal #3	Continue to promote health and wellness with RHA residents and participants.	
One Year Goal	Provide at least one (1) new health/wellness related workshop/activity for RHA's elderly/disabled residents	Ongoing Budget Approval by Board
One Year Goal	Provide at least one (1) new multi-generational activity.	Ongoing Budget Approval by Board
Short Term Goal	Provide at least one (1) new youth recreation activity	Ongoing Budget Approval by Board
Mid Term Goal	Offset at least 25% of the cost of new health/wellness programs with external funding.	Board Support with Donor Suggestions
Board Goal #4	Be an integral part of the community.	
One Year Goal	Continue RHA staff attendance to at least 9 community partner events per year. (Baseline = 6)	Ongoing Budget Approval by Board
One Year Goal	Create and release one (1) public service announcement about RHA programs, need for landlords, resident programs, etc.	Ongoing Budget Approval by Board
One Year Goal	Execute a partnership agreement with Washoe County for Lease to Locals Pilot Program.	Possible Approval of MOU by Board (May fall under Executive Director authority)
One Year Goal	Create a plan to rehouse Resident Services permanently	Ongoing Budget Approval by Board
Short Term Goal	Hold one (1) landlord/community partner appreciation event each year.	Ongoing Budget Approval by Board
Short Term Goal	Complete RHA rebranding.	Ongoing Direction & Budget Approval by Board
Mid Term Goal	Have Resident Services rehoused in a permanent location	Ongoing Board Support
Mid Term Goal	Work with Nevada Housing Coalition to advance legislation that supports very low-income families.	Ongoing Board Support and Budget
Board Goal #5	Make data driven decisions.	
One Year Goal	Finalize Board Financial reports.	Board Feedback
One Year Goal	Conduct an annual Customer Services Survey	N/A
One Year Goal	Complete needs assessment and analysis to determine future resident services programming/services.	Board Feedback
Short Term Goal	Reclassify positions, recruit, and train additional Property Managers and Maintenance to support the Public Housing repositioning efforts.	Board Approval
Short Term Goal	Create comprehensive system to track and evaluate indicators related to MTW initiatives.	Board Feedback
Short Term Goal	Create a system to ensure that changes in federal regulations and laws related to housing operations/programs/development are tracked and appropriately implemented by RHA.	N/A
Mid Term Goal	Implement repositioning strategy for remaining Public Housing sites.	Board Feedback

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 6

December 17, 2024

SUBJECT: Discussion and possible adoption of the Executive Director Performance Evaluation Tool. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

Per Section 10 of the Executive Director Employment Agreement, RHA, with input from the Executive Director, agrees to adopt priorities and expectations for the Executive Director in each year of the contract. RHA adoption of priorities and expectations for the Executive Director shall coincide with the annual retreat. The priorities and expectations may be added to or deleted as the parties jointly determine and reduced to writing and signed by RHA and the Executive Director.

The Executive Director's annual evaluation shall be based on the agreed upon priorities and expectations as well as an agreed upon process. Merit pay or base salary adjustment shall be based upon the Executive Director's job performance in meeting the priorities and expectations. A proposed "Evaluation Matrix" for use for the evaluation is attached for review, discussion, and possible adoption.

Staff Recommendations and Motion:

Counsel recommends the Board of Commissioners motion to approve the Evaluation Matrix as presented.

RHA EXECUTIVE DIRECTOR Performance Evaluation Form

Name _____ Review Date _____

Position Executive Director Rating Period _____

Evaluating Board Member _____ Evaluation Type _____

Use the scale below to assess the Executive Director based on the priorities and expectations listed.

Evaluation Scale:

- 5 Consistently exceeds expectations
- 4 Consistently meets and exceeds expectations
- 3 Consistently meets expectations
- 2 Partially meets expectations
- 1 Unacceptable
- 0 Not applicable or Don't know

Board of Directors

Skill or Ability	
Evaluate based on: <ul style="list-style-type: none"> Effectively implements policy as determined by the board. Provides appropriate, adequate and timely information to the board. Keeps the board informed on the condition of the organization and all-important factors influencing it. Works effectively with the board as a whole. 	
	Score
Overall Rating on Board of Directors	

Organizational Performance

Skill or Ability	
<p>Evaluate based on:</p> <ul style="list-style-type: none">• Communicates the organization’s mission internally and externally.• Manages in a manner that ensures excellence and impact.• Leads the agency in synthesizing overarching goals into actionable items that results in quality housing and services.• Develops a reasonable budget for operations and staffing by required deadlines.• Ensures adequate oversight of all funds, including developing and maintaining sound financial practices.• Works within legal requirements and consults counsel as needed for proper guidance.	
	Score
Overall Rating on Organizational Performance	

Community Relations

Skill or Ability	
<p>Evaluate based on:</p> <ul style="list-style-type: none">• Serves as an effective spokesperson for the agency; represents the organization and its point of view of the organization to agencies, organizations and the general public.• Works to establish partnerships and build relationships with other agencies, providers, and community groups.• Maintains good working relationships with HUD and other funders.	
	Score
Overall Rating on Community Relations	

Annual Expectations and Priorities

Skill or Ability	Score
Evaluate based on: <ul style="list-style-type: none">• Completed or progressed one-year goals forward and explained delays or issues for items that could not be completed.• Exceeded baselines for goals.• Completed or progressed on short-term or mid-term goals ahead of schedule.	
	Score
Overall Rating on Annual Expectations and Priorities	

Overall Rating: _____

General Comments:

RENO HOUSING AUTHORITY ANNUAL MEETING

AGENDA ITEM NUMBER: 7

December 17, 2024

SUBJECT: Discussion and possible revisions to the RHA By-Laws. (Discussion)

FROM: Executive Director

RECOMMENDATION: (Discussion)

Background:

The By-Laws of the Housing Authority were last amended in June 2023. The Board requested a review and discussion on the By-Laws to see what changes, if any, are needed to better align with current Authority and Board practices. Based on the discussion, counsel will make any updates to the By-Laws and prepare a final version of the revised By-Laws for review and adoption at a future meeting. A copy of the current Fourth Amended and Restated By-Laws is attached for reference.

**FOURTH AMENDED AND RESTATED
BY-LAWS OF THE
HOUSING AUTHORITY OF THE CITY OF RENO**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Housing Authority of the City of Reno".

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority. The offices of the Authority shall be at such locations in the Cities of Reno or Sparks or Washoe County, State of Nevada, as the Commissioners may from time to time designate by resolution.

ARTICLE II – OFFICERS

Section 1. Officers. The Officers of the Board of Commissioners shall be a Chairperson, a Vice Chairperson and a Secretary/Treasurer.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board of Commissioners. Except as otherwise authorized by resolution of the Commissioners, the Chairperson shall sign all contracts, deeds and other instruments for and on behalf of the Housing Authority.

Section 3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Commissioners shall select a new Chairperson.

Section 4. Secretary / Treasurer. The Secretary/Treasurer shall be the Executive Director of the Authority and, as Executive Director, they shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners. They shall be charged with the management of the housing projects of the Authority. As Secretary, they shall keep the records of the Authority, shall act as secretary of the meetings of the Commissioners and record all votes, and shall keep a record of the proceedings of the meetings of the Commissioners, except closed sessions, in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/ her office. They shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Commissioners.

As Treasurer, they shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Commissioners may select. They may be authorized to sign orders and checks for the payment of money individually or as a multiple signature, and shall pay out and disburse such monies all in accordance with policies of

the Commissioners as adopted from time to time. They shall keep regular books or accounts showing receipts and expenditures and shall render to the Commissioners, at each regular meeting (or more often when requested), an account of their transactions and also of the financial condition of the Authority.

The Secretary/Treasurer of the Board of Commissioners shall at all times be responsible to and subject to the direction of the Board of Commissioners.

Section 5. Executive Director. The Executive Director ("ED") of the Authority shall have the general supervision over the administration of its business and affairs subject to the direction of the Authority. The compensation of the ED shall be determined by the Authority for the faithful performance of duties, as to be documented in an Agreement between the Authority and the ED.

Section 6. Additional Duties. The officers of the Board of Commissioners shall perform such other duties and functions as may from time to time be required or desired by the Board of Commissioners or the by-laws or rules and regulations of the Authority.

Section 7. Payment for Services. No officer of the Board of Commissioners shall be entitled to payment for services rendered to the Authority, except as allowed for attendance at meetings as provided under the statutes of the State of Nevada, as amended from time to time by the State Legislature.

The compensation of the Executive Director for services rendered as Secretary/Treasurer to the Board of Commissioners shall be deemed included in the salary of the Executive Director as established by the Board of Commissioners.

Section 8. Duties of Members. The members of the Authority shall perform such duties as are incumbent upon them by reason of their appointment to any office, and shall perform such other duties and functions as may from time to time be required by the Authority or these by-laws, as amended from time to time, or which may arise by reason of their appointment to serve on committees functioning within the Authority or in cooperation with other persons or groups.

Section 9. Election or Appointment. The Chairperson and Vice Chairperson shall be elected at the Annual Meeting of the Authority from among the commissioners of the Authority, and Authority and hold office for one year or until their successors are elected and qualified.

Section 10. Vacancies. Should the offices of Chairperson or Vice Chairperson become vacant, the remaining Commissioners shall appoint a successor from its membership at the next regular meeting, and such appointment shall be for the unexpired term of said office.

Section 11. Additional Personnel. The Commissioners may, from time to time, authorize the employment of such personnel as deemed necessary or advisable to exercise its powers, duties and functions as prescribed by the laws of the State of Nevada applicable thereto. The selection and compensation of such personnel shall be in accordance with the Personnel Policies of the Housing Authority as established by the Commissioners.

ARTICLE III – MEETINGS

Section 1. Annual Meeting. The Authority shall hold an annual meeting by December of each year, which may encompass an annual retreat of the Board, at a time and place identified by of the Authority in its public notice. The annual meeting shall not be held on a legal holiday or weekend. The Annual Meeting shall be separate from a regular meeting and the agenda shall be proposed by the Chairperson.

The Board will work in conjunction with the Executive Director to set annual goals for the upcoming year at the annual meeting.

Section 2. Regular Meetings. Regular meetings of the Authority shall be held at least once in each calendar month for the transaction of the business of the Authority, normally to be held in the Office of the Authority at 12:00 noon on the fourth Tuesday of each month unless the same shall be a legal holiday, in which event, said meeting shall be held on the next succeeding secular day. A different date, time and/or location may be chosen by the Chairperson or Vice Chairperson, or the Board and posted in accordance with Article III Section 5. The agenda for a regular meeting shall be delivered to each Commissioner or mailed to the business or home address of each Commissioner at least three businessdays prior to the date of such regular meeting.

Section 3. Special Meetings. The Chairperson or upon the written request of two Commissioners of the Authority may, when deemed expedient, and shall, , call a special meeting of the Authority for the purpose of transacting any business designated in the agenda. The agenda for a special meeting will be posted in accordance with Article III, Section 5. A different date, time and/or location may be chosen by the Chairperson, Vice Chairperson, or the Board and posted in accordance with Article III, Section 5.

Section 4. Emergency Meetings. An emergency meeting may be called without notice in accordance with Nevada's Open Meeting Law.

Section 5. Notice of Meetings. Notice of all meetings of the Board of Commissioners of the Housing Authority shall, at a minimum, comply with the requisites of the statutes of the State of Nevada (open meeting laws), as they may be amended from time to time, and other resolutions or directions of the Board of Commissioners not inconsistent with said statutes.

Section 6. Quorum. The powers of the Authority shall be vested in the Board of Commissioners as may be appointed from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained, subject to the same requisites for recesses of meetings as hereinafter contained.

Section 7. Order of Business. The regular meetings of the Board of Commissioners shall proceed in accordance with the posted "Notice of Meeting" except as modified by the Commissioners for emergency items or other contingencies as allowed by law. Such agenda shall be substantially in the following order:

1. Call to order and roll call
2. Receive introduction of guests and public comment
3. Approval of agenda
4. Consider recognition of posting notice and approval of minutes of previous meeting(s)
5. Consent Agenda
6. Receive Commissioner reports
7. Receive Executive Director /Secretary's report including financial statements
8. Consider resolutions before the Board
9. Other business

Items may be taken out of order as determined by the Chairperson.

Section 8. Recessed Meetings. A meeting may be recessed to the call of the Chair for not more than two hours. A meeting may be recessed to a date and time certain within five days without posting notice. If a meeting is in recess longer than five days, notice of said meeting must be posted in accordance with Article III Section 5.

Section 9. Conduct of Meetings. All meetings of the Authority shall be conducted in accordance with the Open Meeting Laws of the State of Nevada, as amended or enacted from time to time, and in accordance with these by-laws and such other policies on conduct of meetings as may be adopted by the Authority from time to time that are consistent with the foregoing.

Section 10. Participation in Meetings. Board members may participate in scheduled meetings in-person, virtually via conference call or other electronic meeting services. Sub-committee members may also participate via these means. If participating virtually via conference call or other electronic meeting services, Board members must be able to access any material that is presented to Board Members participating in person.

Section 11. Creation of Committees. The Board of Commissioners may create board committees and subcommittees deemed necessary to assist in meeting the goals of the Authority. The Board of Commissioners, by majority vote, may make appointments to any committee and/or subcommittee, and, in so doing, will further determine the meeting frequency, number of members, member composition, the initial chair, term limits, replacement of members due to death, term expiration, retirement, incapacitation or resignation. Applications may be accepted through the Authority or an alternate designated process and referred to the Board of Commissioners for appointment. Committee and Sub-committee meetings shall be conducted in accordance with the Open Meeting Laws of the State of Nevada, as amended or enacted from time to time, and committee/sub-committee members may also participate remotely via electronic participation.

ARTICLE IV - AMENDMENT TO BY-LAWS


Section 1. The by-laws of the Authority may be amended by majority vote of its Board of Commissioners at any regular or special meeting.

ARTICLE V - RULES OF ORDER

Section 1. The rules contained in Roberts' Rule of Order, as most recently revised, shall guide the Authority in the conduct of its meetings.

These Amended and Restated By-Laws of the Housing Authority of the City of Reno are effective upon the date of its adoption.

ADOPTED THIS 21 DAY OF June, 2023.



CHAIRMAN

ATTEST:



SECRETARY

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

December 17, 2024

SUBJECT: Additional Items. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Additional Items:

- i. General matters of concern to Commissioners 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: Tuesday, December 16, 2025.
(For Possible Action)