

Notice of Public Meeting  
of the  
Nevada Rural Housing Authority Board of Commissioners

The Nevada Rural Housing Authority ("NRHA") Board of Commissioners will conduct a public meeting on **July 27, 2016** beginning at **9:00 am** by **3695 Desatoya Drive, Carson City, NV. 89701**

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NOTICE

1. Items may be taken out of order;
2. Two or more items may be combined;
3. Items may be removed from agenda or delayed at any time;
4. Any restrictions on public comment must be set out and this notice must state that comment cannot be restricted based on viewpoint.

Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the number listed in advance so that arrangements for attendance may be made, (775) 887-1795.

Public comment is limited to 3 minutes per person.

AGENDA

Action may be taken only on those items denoted for possible action, designated by an asterisk "\*".

1. Call to Order and Roll Call.
2. Approval of minutes of previous meeting.
  - A) Board Meeting Minutes for January 29, 2016

- B) Board Meeting Minutes for March 25, 2016
  - C) Telephonic Board Meeting Minutes for April 12, 2016
  - D) Board Meeting Minutes for April 21, 2016
  - E) Telephonic Board Meeting Minutes for June 22, 2016
3. **\*Resolution 2016-04-04-REV1:** To consider approval of the Consultant Agreement between Nevada Rural Housing Authority and Hawkins, Delafield & Wood, LLP., in which Hawkins, Delafield & Wood, LLP will assist Nevada Rural Housing Authority in the creation of a Moving to Work demonstration program, including submission of the application to participate with HUD.
  4. **\*Resolution 2016-07-01:** To consider approval of the extension of a service contract between Nevada Rural Housing Authority and Marka Turner, Independent Contractor, to continue Shelter Plus Care program training.
  5. **\*Resolution 2016-07-02:** To consider approval of the contract between Nevada Rural Housing Authority and McDonald Carano Wilson, in which McDonald Carano Wilson is the government affairs attorney group.
  6. **\*Resolution 2016-07-03:** To consider approval of Nevada Rural Housing Authority's proposed budget set for year end June 30, 2017.
  7. **\*Resolution 2016-07-04:** To consider approval of Nevada Rural Housing Authority's updated finance policy related to Payroll.
  8. **\*Action Item:** To consider and authorize the sale of Dayton Single Family property to Chicanos Por La Causa, Nevada (CPLC Nevada), in the amount of \$496,198.68; with approval of a cash payment of \$125,000.00 to be received from Chicanos Por La Causa, Nevada, and to be placed in escrow in conjunction with the execution of a Purchase and Sale Agreement; and Nevada Rural Housing Authority (NRHA) is to provide a Bridge Loan for the remaining balance of CPLC's purchase price in the amount of \$371,198.68. The Bridge Loan is based on the following terms: i) an annual "Interest Only" rate of 3% to be paid monthly on the outstanding balance of the note, ii) a term of 18 months, and iii) no prepayment penalty. In addition, the board authorizes signatory rights to the Executive Director for all related documents pertaining to the sale and loan structure of the Dayton Single Family property to CPLC.
  9. **Positive Governance Board Training by Wayne Carlson**
  10. **Break**

11. **New employee introductions** – Norma Santoyo
12. **Report from Wise Ventures** – Sheri Woodsgreen
13. **Report from Jim Shaw** – Sheri Woodsgreen
14. **Report from Homebuyer Services Department** – Diane Arvizo/Team
15. **Report from Home Ownership Team** – Diane Arvizo/Team
16. **Break**
17. **Report from Human Resources & Admin Department** – Norma Santoyo
18. **Report from Organizational Excellence Team** – Norma Santoyo
19. **Report from Rental and Housing Department** – Jeni Chavez
20. **Report from Assistance to Independence Team** -Jeni Chavez
21. **Report from Real Estate Development Department** – Jack White
22. **Report from Affordable Housing Solutions Team** – Jack White
23. **Break**
24. **Report from Finance Department** – Tammy Lancaster
25. **Report from Capital Resource Team** – Tammy Lancaster
26. **Report and operational update from Deputy Director** – Bill Brewer
27. **Report and operational update from Executive Director** – Gary Longaker
28. **Public comment and discussion.** No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken.
29. **Adjournment.** (Action)

Members of the public can request copies of the supporting material for the meeting by contacting Stacey Sept at (775) 887-1795 ext. 129 or email [ssept@nvrural.org](mailto:ssept@nvrural.org).

This Agenda has been posted at the following locations:

NRHA Website Home Page, under Events: [www.nvrural.org](http://www.nvrural.org)

Nevada Public Notice Website: <https://notice.nv.gov/>

Government: Special Districts

Entity: Nevada Rural Housing Authority

Public Entity: Nevada Rural Housing Authority

NRHA Main Office: 3695 Desatoya Drive, Carson City, NV. 89701

WestStates Property Management: 106 W. Front St., Elko, NV. 89801

## MINUTES

### 1. Call to Order and Roll Call:

The meeting called to order at 9:00 am. All board members were present to conduct business. A moment of silence was held after the pledge in honor of Gwen Washburn.

### 2. Approval of Minutes of Previous Meetings:

- a. Swan called for a motion to approve minutes from January 29, 2016. Joni Eastley moved to approve. Cook seconded. Motion carried unanimously.
- b. Swan called for a motion to approve minutes from March 25, 2016. Mancebo moved to approve. Cook seconded. Motion carried unanimously.
- c. Swan called for a motion to approve minutes from April 12, 2016. Mancebo moved to approve. Harkreader seconded. Motion carried unanimously.
- d. Swan called for a motion to approve minutes from April 21, 2016. Swan moved to approve. Mancebo seconded. Motion carried unanimously.
- e. Swan called for a motion to approve minutes from June 22, 2016. Cook moved to approve. Mancebo seconded. Motion carried unanimously.

### 3. Resolution 2016-04-04-REV1 to consider approval of the Consultant Agreement between Nevada Rural Housing Authority and Hawkins, Delafield & Wood, LLP:

Eastley started by making a motion to adopt if there are no questions. Mancebo asked why there would be no limit to hours worked within the scope, especially with the hourly rate of \$425.00? Eastley stated it had been discussed in a prior meeting to set a not to exceed amount. Adler stated there is a 30-day clause in the contract which would allow for termination if it is felt the bill is getting too high. Chavez stated that to date, she has completed most of the work on the documentation and application process. There are certain things that will not be possible to perform in house. A budget has been discussed, and the expectation is a few hours a month until action plan is completed and an application is submitted. Longaker stated that a monthly report of hours could be distributed to the board.

Cook asked when the application is expected to be submitted and Chavez responded by saying there is not a date available however, there is anticipation of completing an application in September.

Mancebo and Eastley would like to see a monthly report added to the deliverables. Eastley asked what the board could anticipate seeing as far as monies owed or outstanding and asked if the organization has been paying them all along, absent a contract. Chavez stated there have been no payments. We are waiting for these meetings to be finalized.

Eastley asked what the unintended consequences are if we make the contract effective the day the board approves it. Adler stated there should not be a problem. If work was performed, money would be owed, whether a contract is backdated or not.

Swan asked if there is any additional discussion on this matter and called for a motion. Eastley amended her original motion to adopt resolution 2016-04-04 REV1, with the following changes: Include within exhibit A, a required monthly report to the board that reflects costs incurred and activities completed on our behalf. Change the effective date of the agreement/contract to reflect July 27, 2016. Mancebo seconds, motion carried unanimously as amended.

4. **Resolution 2016-07-01 to consider approval of the extension of a service contract between Nevada Rural Housing Authority and Marka Turner:**

Chavez discussed the need for Marka Turner's services with training of the shelter plus care/continuum of care program. Mancebo asked if the last year went well and was it worth what we spent. Chavez stated yes. Mancebo asked why the cost doubled and Chavez stated there will be more training provided to allow us to take on the work. It is not anticipated to use 80 hours quoted in the agenda item. This will be the last contract.

Cook asked if Turner worked her estimated 150 hours last year and Chavez said she did not know how many hours Turner worked last year.

Eastley stated that there is no clause in the current contract saying that the contract can be extended. Adler stated that we are bound by the contract. Eastley rebutted that the board/NRHA is also bound by the contract and thus we can then keep her pay at \$50.00/hr and not the \$100/hr she is requesting. There is no current contract for the board to approve and the existing contract has expired with no provision for extension.

Cook asked if the resolution had no bearing on the contract itself.

Lancaster suggested the resolution be adopted subject to an amendment to a contract to state revised rate and hours.

Longaker stated that he appreciates the board's comments and would like to know what the board would be most comfortable with. Swan stated he would prefer having a telephonic board meeting to finalize a contract.

Telephonic Board Meeting to proceed on August 3, 2016 at 9:00 am.

Mancebo made a motion to table 2016-07-01 for contract review during a special meeting on 8-3-16. Harkreader seconded. Motion carried unanimously. Special meeting will be held on 8/3/16 at 9:00 am.

Adler stated we will be moving away from resolutions. We will be reviewing the contracts, documents, etc. and approving them in their entirety, rather than approving a resolution. Eastley concurs with that change.

5. **Resolution 2016-07-02 to consider approval of the contract between Nevada Rural Housing Authority and McDonald Carano Wilson, in which McDonald Carano Wilson is the government affairs Attorneys:**

Longaker requested striking the word “attorneys” from the verbiage on the resolution. Eastley is interested in reviewing a monthly report from McDonald Carano Wilson (MCW). She would like to track the progress and accomplishments of the work MCW is doing for Nevada Rural Housing Authority (NRHA). Harkreader agrees.

Kathleen Conaboy and Jim Endres with McDonald Carano Wilson (MCW) discussed the roles of MCW as a Government Affairs entity. They are lobbyists. They will be focusing on creating stronger relationships with partners, and the government. They have developed a strategic plan to ensure success in the affordable housing area and will assist with obstacles that NRHA may come across. They will also develop a programmatic approach to ensure that our success is embedded in our partners’ success and the success of the clients.

Eastley stated some concerns: Unless there is some emergency or critical issue that demands a retroactive contract, she will never sign a contract that is retroactive. She has a problem with approving contracts retroactively. Eastley wants to have contracts come to the board prior to committing to the contractor providing those services. She also wanted to know why we are 5 months into a review period for the contract in front of the board this morning and no information has been provided, regarding the work we assume has been completed during that period. Another concern is that we are approving a contract valued at \$120,000/year, yet we have been presented a budget with a deficit.

Cook asked when the 6-month review has been reached, and if there is a re-negotiation of the retainer, how will the board know? Adler stated that it would need to come back to the board.

Eastley would like scopes of work that contain elements by which she can measure the success of the contract voted on, and what the vendor is supplying. She would like one element in the scope of work to be the delivery of a monthly report to the board.

Longaker stated that was the plan, along with the staff.

Mancebo asked if NRHA has been paying \$7,500 to the consultant absent an approved contract from the board. Longaker stated yes.

Mancebo asked if we could start the contract as of today. Adler and Longaker stated yes, we can put the modifications on the Wednesday agenda as well. Adler

recommended that we start the first of July since there are governmental sessions that occur in July. Charges for March through today will be reviewed as an interim time frame. Adler stated we will amend the scope of work and time frames.

Eastley stated the revisions need to include a monthly report, a clause that would allow for the renewal of the contract, and the revised contract date.

Mancebo made a motion to include revisions stated by Eastley. Cook seconded. Motion carried unanimously.

6. **Resolution 2016-07-03 to consider approval of Nevada Rural Housing Authority's proposed budget set for year end June 30, 2017:**

Lancaster discussed the budget briefly. Eastley moved to approve the budget as it stands. Cook seconded. Motion carried unanimously.

7. **Resolution 2016-07-04 to consider approval of Nevada Rural Housing Authority's updated finance policy related to Payroll:**

Lancaster discussed the update on the policy, which reflected the most current processes. Eastley asked for a walk through as to what the changes were, since there is nothing to compare it to. Lancaster stated the original policy was more of a desk manual to show tasks by person, and time was tracked manually. We moved to ADP in August. Eastley asked why NRHA did that. Lancaster stated it took out the human error, provided consistent application, and also saved a substantial amount of money. Any changes are approved by the employee. Lancaster stated this is related to changes in the employees' wages and/or hours, which the employee needs to approve. Norma Santoyo stated it is more of an acknowledgement, since we should not make any changes to an employee's pay without them being aware of it.

Eastley moved to adopt. Cook seconded. Motion carried unanimously.

8. **Action Item: To consider and authorize the sale of Dayton Single Family property to Chicanos Por La Causa (CPLC):**

Longaker stated that Hult brought an opportunity to the board to purchase land and we did. Hult made strides with this property, working on a development plan by NRHA. White stated we are now trying to transition out of the development structure and become a facilitator. An agreement is being reviewed between CPLC and NRHA and it will be presented to the board as long as the board agrees to move forward.

Rupert Ruiz with CPLC discussed the partnership and the need to review this item with CPLC board on 8/25/16. He would like to move the closing date to September 15<sup>th</sup>. As a Nevada resident, Ruiz has true concerns about what happens in Nevada in workforce, housing, etc. CPLC would like to ensure that the lines of business opened in Nevada are right for the people of Nevada. Adler asked which line of business is buying the Dayton property. Ruiz stated the non-profit side will be purchasing the property. The



management company is a for-profit company. It is the third largest non-profit Latino organization in the country.

Eastley asked Longaker why we are selling a property for almost half a million dollars, yet we will be providing the loan. White explained that as soon as all documents are finalized and agreed upon, they will come to the board for approval. Longaker stated that a special meeting to review and approve all formal and completed agreements will be held. Green anticipated that the documents should be available approximately August 15, 2016. The board would feel better about approving/signing all documents and not delegating that authority to the Executive Director.

Longaker asked to strike the final line on the action item.

Eastley moved to approve, in concept, the sale of the Dayton single family properties to CPLC Nevada with the understanding that the final negotiated purchase and sale agreement with attachments (such as the bridge loan) are going to come back to the board for review and approval. Mancebo seconded the motion, which passed unanimously.

10:40 am break to prepare for training

10:55 am meeting reconvened for board training

9. **Positive Governance Board Training by Wayne Carlson:**

Carlson presented a power point training session entitled “Positive Governance”.

10. **11:50 am – Break for Lunch**

12:45 pm meeting reconvened for employee presentations/annual activity review.

11. **New Employee introduction:**

Norma Santoyo completed new employee introductions. Gary spoke about the changes in the organization with the addition of employees and new programs that have come onboard over the years.

12. **Report from Wise-Ventures:**

Woods-Green, consultant for NRHA, reviewed the organization pillars and performance plan for the fiscal year 2016/2017.

13. **Report from Jim Shaw:**

Woods-Green, consultant for NRHA, reviewed the monthly report for Jim Shaw, consultant for NRHA.

14. **Report from Homebuyer Services Department:**

Scott Riffle with George K. Baum made a presentation related to the growth of the programs in the Home at Last Department, and the reasons why GKB was brought in as a consultant (to streamline and create efficient programs). Scott also discussed the market, the current growth of Nevada and home loan mortgage rates and competitive elements.

Melissa Meneses with NRHA Home at Last team presented the updates in loan numbers and programs used in HAL.

15. **Report from Home Ownership Team:**

The Home Ownership Team presented stats over the last year and a half to show the increase in program use and county-by-county loans, amounts, and the impact of those loans. Team members are Melanie, Joel, Melissa, Paulina, Grant, Victoria and Diane. The team also discussed this year's goals and initiatives. The Home Ownership Dream Team presented programs successes in the past year, and the future goals of the team including helping HCV clients move into home ownership. Team members are Crystal, Joel, Melanie, Meghan and Anna.

16. **1:55 pm - Break**

2:05 pm meeting reconvened

17. **Report from Human Resources & Admin Department:**

The HR & Administration Team made a presentation on the past and current rates of employee satisfaction. They also discussed our Best Places to Work nomination and how we were rated and that there is always room to grow. They reviewed how we will move forward to attract and retain talent and create a FUN work environment. The department consists of Norma and Stacey.

18. **Report from Organizational Excellence Team:**

The Organizational Excellence team made a presentation on past initiatives and current initiatives relevant to creating more effective and efficient workflow and products to assist in that workflow. This team consists of Norma, Stacey, Robin, Melissa, Kim, Roy, Mike and Beth.

19. **Report from Rental and Housing Department:**

Jeni Chavez provided an update on past and future initiatives and updates in processes.

20. **Report from Assistance to Independence Team:**

The team showed a video of a suffering homeless girl. It's a problem we cannot ignore. This team's goal is to help those who have no hope and are lost to find stability and assistance and to help them find a way of life through creating a program that they can partner with to attain their goals. They discussed the possibilities of home ownership for low income families and their upcoming "First Annual Show and Shine" car show fundraiser. They are also working toward becoming a Moving to Work agency. The members of this team are Jeni, Paul, Kimberle, Kathi, Janet, James, Anna, Don, Bill, John and Sharon.

21. **Report from Real Estate Development Department:**

Norma Santoyo, along with Gary Longaker and Bill Brewer, presented Eddie Hult with a Certificate of Appreciation for his work with NRHA and a large thank you to Hult for all he has done with NRHA. Hult is transitioning to a new position with CPLC. CPLC and NRHA have partnered in the development realm of affordable housing. Hult said a few words about the transition and what his new role will be and how the partnership will proceed.

Jack White reviewed the Real Estate Department's new structure, along with their current ongoing projects, and discussed the new goals of the Affordable Housing Solutions team.

22. **Report from Affordable Housing Solutions Team:**

White discussed goals of the affordable housing solutions team during the presentation of the new structure of the real estate department.

23. **3:50 pm - Break:**

4:00 pm meeting reconvened

24. **Report from Finance Department:**

Finance Department presented their past, present and future goals, and introduced the new members of the department.

25. **Report from Capital Resource Team:**

Tammy Lancaster discussed the Capital Resource Team's initiatives and goals and how everyone's initiatives tie into department goals and initiatives. The members of this team are Tammy, Paulina, Bill, Tiffany, Heather and Rosalinda.

**26. Report and operational update from Deputy Director:**

Bill Brewer presented information about the department's abilities and growth, awards and recognitions, how we work together to create support for our employees and clients, as well as the agency growth and refinement as a whole

**27. Report and operational update from Executive Director:**

Gary Longaker delivered closing remarks and started by saying he was humbled and thankful for Bill Brewer. He also thanked the Board for allowing him the honor and privilege of being a part of the organization. Gratitude was also expressed to the staff for the wonderful work they do! In closing, he expressed deep thanks and appreciation to John Pettis, our first consultant, who came and helped turn things around, and to Jack White and Sheri Woods-Green for their wonderful work in helping the executive team be successful.

**28. Public comment and discussion:**

The board members thanked the employees for all their hard work.

**29. Adjournment:**

Swan requested a motion for adjournment. Mancebo made a motion to adjourn the meeting. Cook seconded. Meeting adjourned at 4:41 pm.