

MINUTES - 06/22/2017

1. **Call to Order and Roll Call**

Board member attendees: Rose Cook, Roger Mancebo, Joni Eastley, Willis Swan

In attendance from NRHA: William Brewer, Sherry Wood, Ernie Adler, Tammy Lancaster, Tiffany Hornsby, Diane Arvizo, Jeni Rios, Crystal Kleidosty, Jack White, Sheri Woodsgreen, Missi Pollendar (Weststates), Katie Coleman (KPS3) and Morris Hatley (via telephone)

2. **Pledge of Allegiance**

3. **Public comment and discussion:**

4. **Introduction Theresa Ann Burke:** Omitted from the Agenda

5. **Stepping It Up Award** – Grant Brewer – Diane Arvizo presenting and Lena Frias – Tiffany Hornsby presenting

Awards were presented to Grant Brewer by Diane Arvizo and Lena Frias by Tiffany Hornsby.

6. **Stepping It Up Awards** – Paul Hannafin, Victoria Rogers, Roy Smith and Kimberle McKee – Crystal Kleidosty

Awards were presented by Jeni Rios and Crystal Kleidosty to Paul Hannafin, Victoria Rogers, Roy Smith and Kimberle McKee

7. **Consent Agenda:**

(All matters listed under the consent agenda are considered routine and may be acted upon by the Board of Commissioners with one action, and without an extensive hearing. Any member of the Board or any citizen may request that an item be taken from the consent agenda, discussed, and acted upon separately during this meeting. The Board Chair or Vice Chair retains discretion in determining whether or not an item will be pulled off of the consent agenda.)

- a) Report on Rental and Housing Services – Jeni Chavez
- b) Report on Home at Last – Diane Arvizo
- c) Report on Human Resources – Stacey Sept
- d) Report on Accounting – Tiffany Hornsby
- e) Report on Properties – Missi Pollender (Weststates)
- f) Report on Grant activity from Mosaic Partners – Lisa Ruiz-Lee
- g) Quarterly Report from Jim Shaw
- h) Quarterly Report from Community Development Group – Jack White
- i) Quarterly Report from Sheri Woodsgreen

Eastley moved to approve Consent Agenda items 7a-7i; Swan seconded; motion carried unanimously.

8. ***For Possible Action*: Approval of minutes from prior meetings:**

a) Board Meeting Minutes from May 18, 2017

Mancebo moves to approve Board Meeting Minutes from May 18, 2017; Eastley seconds; motion carries unanimously.

END OF CONSENT AGENDA

9. ***For Possible Action Resolution 2017-06-01*:** To Consider Approval of the Mortgage Credit Certificate (MCC) 2017B Program - .

Diane Arvizo gives a brief synopsis on how this program works and who it assists across Nevada and states that HAL is currently requesting transfers across the state from the local counties and cities. We have successfully received transfers totaling nearly 6.5 million. We are in the process of requesting bond cap transfers from every city and county in Nevada and have received transfers from nearly every one contacted. Following a brief discussion Eastley moves to adopt Resolution 2017-06-01 with the understanding that the blanks in the resolution representing aggregate amounts and effective dates will be added after all transfers have been made; Mancebo seconds; motion carried unanimously.

10. ***For Discussion and Possible Action*:** Fiscal Year 2017-2018 NRHA Budget report – Tammy Lancaster.

Lancaster presented highlights of the NRHA 2017-2018 Budget Report.

- Although we have a deficit operating position after adding back depreciation we are in a positive cash flow position. We consider this budget to be conservatively realistic. The budget projects positive cash flow of \$173,600.
- Housing Choice Voucher program is currently budgeted at 79% proration for administrative fees. Unfortunately what has come down is the second worse in history as far as proration is 74.25%. That can change. She goes into further explanation on how this works.
- Lancaster explains that the Housing Assistance Payments (HAP) funding is higher than what we budgeted. This will give us the opportunity to fund more housing. Rios is working diligently to utilize every dollar that HUD gives us.
- In Home At Last program we budgeted 46 basis points on our Access or TBA program. It is currently at (January-May) 47.43 basis points. If the trend continues it will add additional revenue to that program.
- In Community Development Group, the Desert Federal Home Loan Bank Affordable Housing Program (AHP) funds that we applied for that are included in this budget were not received so we will analyze how we move forward with that program to reduce the overall cost impact on NRHA of those properties. We have included in our Desert and Bristlecone properties which should come under NRHA ownership and are currently in escrow. As a result that has added to our positive cash flow as well. The only variance would depend upon when we close escrow. This is dependent upon USDA loan transfer requests, currently in the process.

Additional information concerning administrative costs is presented and Lancaster states the organization is stable overall.

Eastley moves to approve the budget for fiscal year 2017-2018; Mancebo seconds; motion carries unanimously.

11. **For Discussion:** Quarterly Report from McDonald Carano Wilson LLP – Representative Kathleen Conaboy thanked NRHA staff for being available to assist with data and backgrounders during the session and attending legislator meetings. She shared highlights from the Legislative Session including the effects of term limits and new leadership in the majority parties in both houses.

Conaboy commented on several items included in the written report that was submitted to the Board:

Chair Rose Cook commented that while watching some of the proceedings on line she noted a lack of knowledge of our NRHA. Conaboy said they used every opportunity to build visibility and goodwill with legislators.

12. **For Discussion:** Quarterly Report from KPS3 – Katie Coleman

Katie Coleman provided an update on the Digital Analytics Report and states that they use Google analytics. The report covered from January launch of website through April.

Since the date of launch through April, 25,000 people have visited the site.

Coleman shared additional statistics and explained that this report is intended to be a baseline from which we'll develop goals and strategies for improvements.

Further discussion takes place regarding how granular NRHA can get with the analytics and how the organization will benefit from the data collection.

Jack White commented that senior staff of NRHA and possibly board members should hold a meeting and discuss what other data we need. He thinks we need to hold this meeting in mid-July when he is back.

13. **For Discussion:** The board agreed to move the next two in-person board meetings to 10am versus 1:30pm (September 21, 2017 and December 8, 2017)

14. **For Discussion:** Updates from Deputy Director Bill Brewer

a) Market Studies - Brewer states that most of the Market Studies are in. NRHA is still waiting on a couple to have them all in hand. The next step will be to figure out how we are going to put them out on-line and manage that data.

b) Work with Local Communities - Using some of the studies as we work with the local communities. We are working with the City of Mesquite, as well as, Douglas County. We have a meeting with Douglas County this afternoon to talk about the study and how we might be able can assist with their affordable housing needs there. We will assist other communities as they request. We met with Hawthorne and Mineral County to talk about their housing needs. Nothing concrete coming out of the meeting but they were pleased with the data we presented.

- c) Multifamily Property Negotiations - Brewer updates board on applications with USDA and anticipate getting all of that taken care of in the near future. Working on wrapping up Memorandum of Understanding with RNDC with Caleb Roope and Jim Gregory properties so we get ourselves out of those agreements. We anticipate this happening by end of month. Going forward we will only be working on the ones we are buying
- d) Our Building (NRHA) – NRHA has submitted letter of interest. The owners have two other offers. We have not heard back as of this date.
- e) Community Development Group Director: The position for Director of the CDG Group is still open. We have met with several people, but have not found the right candidate. There are more that we will speak with. The challenge we are having is with compensation. Candidates who are qualified to fill the position are expensive and are outside the current pay range. We will be speaking with the board to discuss those rates and see what we want to do going forward.
- f) Annual Performance Reviews – We are at the end of the fiscal year. All staff will be going through reviews. This will be the first year where we are all on same timeline.
- g) Work Schedule Options – We are offering different work schedule options to staff. We will be able to offer a couple of different schedule options. Looking at 5/4/9 compressed schedule where they would get every other Friday off or to stay on the schedule they have now.
- h) PABC - Gathering up allocations from other cities and counties. So far, only Storey County declined as they are using for another development.
- i) Board Retreat - Brewer recommends we hold our board retreat in lieu of the August 17th BOC meeting. He also asks permission of the board to move the July 20 meeting to July 13 and conduct the meeting by phone. The board agrees to meet July 20 by phone and use August 17 for a board retreat.
- j) Community Land Trust - Ernie Adler states we have finalized the business plan on the community land trust. He is working on some bylaws. The bylaws are a bit more difficult with NRHI being the primary board. We have to set up some provisions for advisory boards in case we do put something into plan. We are close to being finalized on it. He also announced that the consultant fees came in under budget.

15. **Date of next meeting:**

- a) Telephonic Meeting – July 20, 2017 at 10:00am. Board has moved to meeting July 13th at 10:00am.

16. **Public comment and discussion:** No public comment.

17. **Adjournment:** Swan moved to adjourn; Cook seconded. Motion carried unanimously. Adjourned at 11:58am.