

AUGUST 16, 2018 BOARD OF COMMISSIONERS MEETING MINUTES

1. Call to Order and Roll Call

Present from the board: Rose Cook (Chair) and Roger Mancebo (Vice Chair) in person. Commissioners Joni Eastley and Luwana Ferguson via telephone.

Present from NRHA: William Brewer, Sherry Wood, Jeni Rios, Katie Coleman, Tiffany Hornsby and John Alphson in person.

Present representing NRHA: Ernie Adler (Counsel)

Present from Public: Michelle Cooper from Emerald Solutions (Boarddocs) dialed in at 10:30am.

2. Pledge of Allegiance

3. Public comment and discussion: There were no public comment or discussion

4. Approval of previous board meeting minutes:

a) Approval of Board Meeting Minutes from July 19, 2018 – Eastley moved to approve July 19, 2018 board minutes; Ferguson seconded; motioned carried unanimously.

5. *For Discussion and Possible Action Resolution 2018-08-01*: Approval to submit annual Section 8 Management Assessment Program Certification (SEMAP) (Jeni Rios) – Rios addressed the board and discussed the annual SEMAP. Eastley moved to adopt Resolution 2018-08-01; Mancebo seconded; motion carried unanimously.

6. *For Discussion and Possible Action*: Approval of job description and to hire IT Specialist (Stacey Sept) – Brewer stepped in for Stacey Sept. He addressed the board and let them know that we have had frustrations with current contractor and we have enough work for a full time IT Specialist. The description was run by Pool/Pact. Will be at approximately same cost as we are now with DeBug but will vastly improve service.

Hornsby pointed out this was in the budget which was approved.

Mancebo moved to approve a job description and approve the IT Specialist; Ferguson seconded; motion carried unanimously.

7. *For Discussion and Possible Action*: Approval of Acting Deputy Director Policy (Stacey Sept). Brewer explained why we are asking for an Acting Deputy Director Policy.

Eastley stated that she has never seen anything like this and really liked the Policy. She thinks it would be a great template for other organizations.

Ferguson believes it is fair.

Mancebo would like a copy of the list so board members know who to contract.

Eastley moved to approve the Acting Deputy Director Policy; Ferguson seconded; motion carried unanimously.

8. **For Discussion:** Report on purchase of two new vehicles - 1 for Weatherization and 1 for NRHA general use. (Bill Brewer) – Brewer reported out on the cost of both vehicles. He stated we traded in Grey Escape for the 2018 Subaru and got \$6,000 for the trade in. The total we paid for the Subaru was \$21,258.25. It is \$7.00 for the registration. Total investment on Subaru is \$27,265.25. We came in under what board budgeted of \$30,000. We also purchased a 2018 GMC Sierra 1500. Purchase price was just over \$30,000. We also purchased a shell from Snug Top Rebel Shell from Custom Truck Accessories for a little over \$2,500. This will allow our Weatherization team to store their tools and materials in the back of the truck without them having to take in and out every day. Again, registration is \$7.00. Total investment on truck was \$32,795.78. The board approved up to \$45,000. Had a substantial savings on truck. We will be reimbursed by NHD for the truck.

Wood stated we will have to replace the White Escape at some point. We have decided to use this in town. Brewer stated we have the old Weatherization truck as well.

Cook asked what we will be using to get back and forth to Tonopah for that project. Brewer stated we will use one of the new vehicles.

9. **For Discussion:** Report on purchase of Boarddocs subscription for efficient preparation of board meetings (Bill Brewer/Sherry/Wood/Michelle Cooper from Emerald Solutions) – Webinar – Wood presented a SWOT analysis on Boarddocs to the board. She then explained that she interviewed several companies and Boarddocs seemed to fit our needs the best. She also informed the board that both NACO and League of Cities is currently using this subscription. Wood then introduced Michelle Cooper on the phone. Michelle Cooper gave a quick presentation on the ease of using this product. The purchase is within staff authority and was included in the approved budget.

10. **For Discussion:** Updates from Executive Director Bill Brewer

- Report on HFA Symposium with US Bank – Brewer stated that this symposium was an opportunity for us to meet with folks from Fannie Mae, Freddie Mac, US Bank and other HFA leaders throughout the country. There were about 23 or 24 HFAs represented at this program. He discussed in further detail.
- Progress on East Nye Lane Project – We have had activity on that. Escrow is open. Our partners at Goldenrod have put earnest money into Escrow account. Working with them to get the preliminary work started. Alphson also commented on this. Brewer discussed further.
- TRIO update – HUD has approved California HFA’s proposal but still has not bought into National structure that we discussed and bought into early on. They are still working with them see what structure might work and if we can bring to Nevada. We most likely will set up our own LLC with NRHA that will enter a program directly with TRIO rather enter with a different entity. He discussed further. The structure as approved by the board has not moved forward.

Cook wanted to know if we invested. Brewer stated we have not.

- Progress on Tonopah projects –
- Community Development: Belmont and Twila’s Pack and Tack has closed. We expect construction to begin last week of August. Just signed off on construction contract this morning. We expect the Dessert Properties to close in early September and construction to begin shortly after that.

- Upcoming NALHFA Legislative Conference – October 2-4 – We plan to meet with each of our representatives for Nevada. We plan to talk about some things that are important to NRHA. Our challenge will be to pare it to a one-page document with no more than 3 priorities. He discussed further.
- Report on status of Nevada Rural Housing Inc. – Sheri Woodsgreen, Rob Hooper and Rupert Ruiz have resigned. Rose Cook remains as our board member. NRHI plans to hold a meeting in September to reconstitute the board. NRHA will add employees to the board. Will adopt changes to the Bylaws so we can adopt the land trust formally.
- New Commercial airing for Home At Last – Our new HAL commercial will be airing soon. Katie sent the board a link to view before it comes out.
- Annual Report – It is out for print. It should have next week. It has been pared down.
- New Board Member – Brewer announced that Mayor Mike Giles will be our new board member.

11. **Date of next meeting:**

- a) Board Meeting –September 20, 2018 at 10:00am - Telephonic

12. **Public comment and discussion:** Hornsby sent something to board this morning based off last meeting where board approved new line of credit policy. She inquired to Adler if she can review it with them at board meeting. Adler stated that it must be agenized to present at board meeting. Cook stated that we should put on September 20, 2018 board meeting.

13. **Adjournment:** Ferguson moved to adjourn; Mancebo seconded; motion carried unanimously. Meeting ended at 11:40am.