

**COMMUNITY HOMELESSNESS ADVISORY BOARD**  
**(Formerly the Community Assistance Center**  
**Transitional Governing Board)**  
**BRIEF OF MINUTES**  
**May 14, 2018**

The Community Homelessness Advisory Board held a meeting at 8:33 a.m. on Monday, May 14, 2018, in the Sparks City Hall Council Chambers at 745 Fourth Street in Sparks.

**PRESENT:** Reno City Council Members David Bobzien and Oscar Delgado.  
Sparks City Council Members Kristopher Dahir and Ed Lawson.  
Washoe County Commissioner Kitty Jung.

**ABSENT:** Washoe County Commissioner Bob Lucey.

**ALSO PRESENT:** Reno Deputy City Attorney Chandeni Sendall, Reno City Manager Sabra Newby, Reno Assistant City Manager Bill Thomas, Washoe County Manager John Slaughter, Sparks City Manager Steve Driscoll and Reno Chief Deputy City Clerk Beverly BeatyBenadom.

CHIEF DEPUTY CITY CLERK BEATY-BENADOM PRESIDED UNTIL A NEW CHAIR WAS APPOINTED.

2. Public Comment.

NO ACTION WAS TAKEN ON THIS ITEM.

3. Approval of the Agenda – May 14, 2018.

It was moved by Commissioner Jung, seconded by Council Member Lawson, to approve the agenda.

Motion carried with Commissioner Lucey absent.

4. Approval of Minutes – January 30, 2018.

It was moved by Commissioner Jung, seconded by Council Member Delgado, to approve the minutes.

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Motion carried with Commissioner Lucey absent.

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5. Adoption of the By-Laws of the Community Homelessness Advisory Board – Kate Thomas, Assistant County Manager – Washoe County.

John Slaughter, Washoe County Manager, provided an overview of the proposed by-laws of the Community Homelessness Advisory Board (CHAB). He noted that the City of Reno approved the by-laws, but the City of Sparks and Washoe County have not. The by-laws state that there shall be a minimum of one regular meeting per quarter, that additional regular meetings may be held at the discretion of the Chair, and that special meetings may be held.

Council Member Bobzien discussed the possible appointment of a Vice Chair and the possibility of a rotation system for appointing the Chair and Vice Chair. If the first Chair were from Sparks, for instance, the Vice Chair would be from Reno or the County.

Commissioner Jung stated that the rotation system should be included in the bylaws. The Vice Chair, she said, should become the Chair, similar to the Regional Planning model.

Council Member Bobzien suggested that the CHAB provide direction to staff to add language to provide for a Vice Chair and the rotation system of governance, and bring the by-laws back for approval at the next meeting. He also suggested replacing 'alternate' with 'proxy'.

Council Member Lawson said that the term 'proxy' implies that an individual can vote twice, and recommended leaving the word 'alternate' in the by-laws.

Direction to staff was summarized as follows: Revise the by-laws to include the appointment of a Vice Chair, rotate the Vice Chair among the jurisdictions, provide for the succession of the Vice Chair, and remove the discussion of 'proxy' leaving the word 'alternate.'

It was moved by Council Member Lawson, seconded by Commissioner Jung, to approve the by-laws with direction to staff to make the necessary revisions and bring the revised document back for final approval.

Motion carried with Commissioner Lucey absent.

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6. Appointment of the Community Homelessness Advisory Board Chair from the following list of members: David Bobzien, Kristopher Dahir, Oscar Delgado, Kitty Jung, Ed Lawson, and Bob Lucey – Steve Driscoll, City Manager – City of Sparks.

It was moved by Council Member Bobzien, seconded by Council Member Lawson, to appoint Kristopher Dahir as Chair of the Community Homelessness Advisory Board.

Motion carried with Commissioner Lucey absent.

7. Possible action to set meeting schedule for future Community Homelessness Advisory Board meetings – Steve Driscoll, City Manager – City of Sparks.

Discussion ensued regarding the possibility of meeting every other month. A special meeting can be called whenever specific action is needed.

It was moved by Commissioner Jung, seconded by Council Member Bobzien, to hold a regular CHAB meeting every other month for one year, and direct staff to identify a one and one-half hour time block during which the meetings can be held.

Motion carried with Commission Lucey absent.

COMMISSIONER LUCEY PRESENT AT 8:50 A.M.

8. Discussion and possible direction on the Washoe County Human Services Resource Guide – Amber Howell, Director – Human Services Agency, Washoe County.

Amber Howell, Director of the Washoe County Human Services Agency, provided an overview of the Resource Guide on their website. She said that the site is constantly being updated.

Discussion ensued regarding public outreach and dissemination of the Resource Guide.

It was moved by Council Member Bobzien, seconded by Council Member Delgado, to accept the report.

Motion carried.

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Update, discussion, and direction to staff to proceed with an agreement with the State of Nevada to lease or purchase up to six acres of land located at 480 Galletti Way, Sparks, Nevada, for providing homeless services – Bill Thomas, Assistant City Manager – City of Reno.

Assistant City Manager Bill Thomas provided an update on the site selection process. He provided comparative data for the homeless population in Fiscal Years 2015-2016, 2016-2017 and 2017-2018; and discussed the selection of the 250 Sage Street site in Reno for the proposed tiny homes (individual shelters) and 200-unit prefabricated transitional homes, as well as discussions with Governor Sandoval regarding the lease or lease/purchase at market rate of the Northern Nevada Adult Mental Health Services (NNAMHS) campus at 480 Galletti Way. We would need to move quickly if we want to move forward with the lease/purchase of the NNAMHS facilities, and would need concurrence from the three jurisdictions on the proposed use of the property. Reno suggested using the NNAMHS campus to develop a new men's shelter and using the Community Assistance Center (CAC) as a women and children's shelter, while Washoe County felt that the NNAMHS site should be used for woman and children and the CAC as the men's shelter. Sparks, he said, has not yet made a recommendation.

Mr. Thomas said that several decisions need to be made by the CHAB sooner rather than later. The first is who will prepare the lease and/or purchase agreement on behalf of the three jurisdictions.

It was moved by Council Member Lawson, seconded by Commissioner Lucey, to direct City of Sparks staff to prepare the lease and/or purchase agreement on behalf of the three jurisdictions.

Motion carried.

Chair Dahir said that the next decision is who will prepare the parcel map to perfect the lease/purchase agreement.

Council Member Lawson suggested that the parcel map goes hand-in-hand with the lease/purchase agreement.

It was moved by Council Member Lawson, seconded by Council Member Delgado, to direct City of Sparks staff to prepare the parcel map to perfect the lease/purchase agreement.

Motion carried.

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Update ... agreement with the State of Nevada to lease or purchase up to six acres of land located at 480 Galletti Way, Sparks, Nevada, for providing homeless services – **continued**

Chair Dahir said that the next question is who will own the land after the transfer. Will one of the three jurisdictions own it, or will it be jointly owned by the CHAB through a new interlocal agreement?

Council Member Bobzien said that we seem to be transitioning toward having the County act as the lead on the services, so long-term it might make sense for the County to hold the property.

Commissioner Lucey agreed, noting that the County is the regional body that maintains these services and has the requisite staff to do this at this level. He discussed the prudence of moving the women and children to the NNAMHS campus and keeping the men at the CAC.

Commissioner Jung said that the bottom line is that the County has social workers and the cities do not. They can tell us who goes where. We need to get people into 24-7 programming, and provide wrap-around services and stability in their lives. I believe it should be a County function, especially because of the amount of money we are putting into these issues.

It was moved by Council Member Delgado, seconded by Commissioner Lucey, to direct that Washoe County be the landholder after the transfer.

Motion carried.

Discussion ensued regarding the need to know how the NNAMHS site will be used in order for staff to prepare the lease agreement.

City Manager Driscoll suggested that the purpose of the building could be defined as housing and the provision of services without going into gender issues at this time. It could be a sizing issue with respect to the number of men versus the number of women and children. In other words, we could define a single building or campus that provides X, Y and Z, and eventually assign a gender to it.

Council Member Bobzien suggested that staff explore the issue in-depth and bring back some more defined options.

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Assistant City Manager Thomas summarized that the discussion with the State will be that the site is to be used for homeless services, and we will provide them with a description of things that will be provided without going into gender specifics. We had a conversation with the State about the possibility of doing an accelerated Update ... agreement with the State of Nevada to lease or purchase up to six acres of land located at 480 Galletti Way, Sparks, Nevada, for providing homeless services – **continued**

lease agreement after the fair market value and terms for the lease/purchase agreement are clear. An accelerated lease agreement would allow the six acres to be taken down in phases, and allow us to pay less in the early years and more in the back years. Staff will bring back a basic agreement to the CHAB.

Discussion ensued regarding financing for the lease/purchase of the NNAMHS campus, and the contributions the three jurisdictions currently make to the CAC.

Commissioner Jung said that, based on the level of contributions the County makes to the CAC and the fact that both cities have indicated that they want to get out of the business of homeless services, the County should be in the driver's seat.

Chair Dahir discussed the possibility that area businesses and churches will assist with purchase and construction expenses.

City Manager Driscoll summarized that direction so far is for staff to work as a team to deal with the property itself. We will put all of the pieces together and when we know more about what the requirements are, funding will then become the last piece of the conversation. Per the direction of this board, my staff will get a project checklist together. Also under your direction, with the County as the potential owner of the land, we will work with them throughout the process. Reno will, of course, be included in the conversation.

With respect to the last question in the staff report regarding who will author/sign the letter to the Governor laying out the request, Commissioner Jung suggested that the Washoe County Human Services Agency be responsible for the letter.

Chair Dahir and Commissioner Lucey discussed the possibility of preparing a joint letter signed by the members of the CHAB.

Commissioner Lucey suggested that Amber Howell, Director of the Washoe County Human Services Agency, author the letter and have the members of the

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CHAB jointly sign it. The County should take the lead and help move this process along, but the letter come jointly from this board.

It was moved by Commissioner Lucey, seconded by Council Member Bobzien, to have the Director of the Washoe County Human Services Agency, Amber Howell, author the letter to the Governor and have the members of the CHAB jointly sign it.

Motion carried.

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10. Discussion and possible action regarding the Fiscal Year 2018-2019 Community Assistance Center contract with Volunteers of America – Elaine Wiseman, Manager – Housing and Neighborhood Development, City of Reno.

Elaine Wiseman, Reno Housing and Neighborhood Development Manager, explained that at the last meeting of the Community Assistant Center (CAC) Transitional Governing Board, we discussed funding for the next fiscal year. At that time, we did not have property tax projections from the State, which is what is used to determine each jurisdiction’s contribution level, and staff was asked to return with those numbers at the next meeting. She referred to the chart entitled “CAC Contract & Interlocal Agreement,” and said that the numbers have been verified by all three jurisdictions. Ms. Wiseman discussed the funding split, the estimated contract (“agreement”) amount for shelter operations, and the possibility of continuing to use the difference between the total Interlocal Agreement (ILA) amount and the CAC contract amount for shelter operations to provide such things as bridge housing for homeless individuals or the emergency tent that was requisitioned for use this past winter.

Chair Dahir said that the agreement with Volunteers of America (VOA) is currently being negotiated, but the new members of the board have not seen it.

Ms. Wiseman explained that the agreement with VOA is between the City of Reno and VOA, and the CHAB does not vote on it. This is the third year of the threeyear agreement, and the only thing that is amended is the amount. Each of the jurisdictions, however, takes the Interlocal Agreement to their boards for approval.

Council Member Delgado noted that Community Development Block Grant (CDBG) Funds are being used to fund CAC operations, and asked if VOA is billing Medicaid or seeking other sources of revenue that would free up CDBG funds for other purposes.

Ms. Wiseman said that staff is having those conversations with VOA. They are not currently billing Medicaid for services, and I am not sure whether we could get them on board by July 1, 2018.

Commissioner Lucey asked Ms. Howell if they agree on the funding split.

Ms. Howell said that staff from all three jurisdictions met a couple of times, but just received the draft agreement yesterday. I am unsure that we have consensus on the changes. One area of concern for Washoe County is that our increase is approximately \$120,000, and we were not aware of that. Our portion went up about

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\$600,000 to \$700,000 last year. We continue to put in more money, which begs the question of when the General Fund stops and Medicaid starts kicking in. A study shows that 73% of CAC residents are eligible for Medicaid, although the percentage may be closer to 85% to 90%. Some residents are just not enrolled in Medicaid, and we may need an eligibility worker at the CAC to help them enroll. We are working with the State on a menu of services that would be Medicaid eligible because that is a significant revenue source. The State, she said, has offered to train and provide support to shelter staff.

Commissioner Lucey discussed the importance of having a conversation about having VOA take on the Medicaid piece to help offset some of the increases in costs.

**COMMISSIONER LUCEY ABSENT AT 9:42 A.M.**

Assistant City Manager Thomas noted that while there are things that can be done better, it would not be prudent to terminate the agreement with VOA in the third year of the three-year agreement, which expires on July 1, 2018.

Council Member Lawson stated that the bottom line is that Sparks cannot afford an increase in the cost of operating the CAC.

Council Member Bobzien said that an historical presentation should be made at the next meeting to provide the new members of what was the CAC Transitional Governing Board and is now the Community Homelessness Advisory Board with a perspective on the previous negotiations that led to the three-year agreement with VOA. We put emphasis on not just warehousing people, but with providing a greater continuity of services to them. We have a long way to go, but clearly, we need to have that discussion for the new members of the Board.

Commissioner Jung suggested the possibility of holding a special meeting of the CHAB to discuss and possibility renegotiate the agreement with VOA. She stated that Washoe County is completely flat; we have no money.

Chair Dahir asked if VOA would be willing to grant an extension of the agreement, and suggested the possibility of negotiating a one-year agreement.

Assistant City Manager Thomas reiterated that this is the third year of a three-year agreement with VOA. The agreement with VOA was made by the City of Reno because we were the lead agency, he explained, and July 1, 2018 is coming fast. I do not think any of us is prepared to step in and operate the shelter right now. The

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formula by which we allocate the money was an agreement that was made amongst the three entities, and that has not been changed.

Council Member Lawson said, so when July 1, 2018 rolls around, VOA will just roll up their desks and walk away. The position now is that we, a brand new board, have to make a decision in six (6) weeks. That is impossible in government time.

Assistant City Manager Thomas reiterated that the only thing that has changed is this board. The VOA agreement is no different this year; it is just that we are going to have a conversation that is more focused on the payment from the federal government for things we could be charging them. We cannot get a brand new agreement between now and July 1, 2018. We will bring this board into the discussion, but I would suggest that the focus be on the next service agreement.

Council Member Lawson asked if VOA would agree to a 30-day, 60-day or 90-day extension until we can get this figured out. If not, he stated, we should start looking for someone else right now.

Pat Cashell, Regional Director of Volunteers of America, said that he would not object to extending the agreement.

Commissioner Jung requested that staff examine similarly situated populations of our size and our demands with VOA and bring their agreements to us for comparison. She suggested Sacramento, Boise, and Salt Lake City. Show us across the board in America each VOA agreement and how much each community is paying per year.

Council Member Bobzien questioned the notion that this three-year agreement with VOA is coming out of nowhere. The CAC Transitional Governing Board has overseen it for years. We should have a conversation about billing alternate sources and being able to take the State up on the offer for resources, but we need more conversation at the staff level. If necessary, they can bring back additional information at an emergency meeting of the CHAB.

Council Member Bobzien stated that the point of the CAC Transitional Governing Board was to provide oversight for the management of the shelter. We are now, he said, in year three of the three-year agreement we negotiated.

Council Member Delgado stated the need to ensure that the services continue seamlessly. The conversation should be geared more towards the next three-year commitment, whether it is with VOA or another provider, and billables should be part of that conversation.

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Staff agreed to return with an historical perspective on the agreement with VOA as well a comparable data with other cities who have agreements with VOA.

Ms. Wiseman noted that an extension of the third-year agreement with VOA would require a different prorated interlocal agreement, and another interlocal agreement would have to be done as well.

NO ACTION WAS TAKEN ON THIS ITEM.

11. Items for next meeting(s).

Approval of the By-laws of the Community Homelessness Advisory Board.

A presentation on the history of the Community Assistance Center Transitional Governing Board, including a perspective on previous negotiations that led to the three-year agreement with Volunteers of America.

A presentation on similarly situated populations and their agreements with Volunteers of America.

12. Public Comment.

NO ACTION WAS TAKEN ON THIS ITEM.

THE MEETING WAS ADJOURNED AT 9:58 A.M.

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