



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

CHAB MEETING DATE: August 5, 2019

**TO:** Community Homelessness Advisory Board  
**FROM:** Kate Thomas, Assistant County Manager  
328-2008, [kathomas@washoecounty.us](mailto:kathomas@washoecounty.us)  
**SUBJECT:** Approval of 2019/2020 CHAB meeting dates, location, and discussion of Washoe County as the permanent custodian of record

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### SUMMARY

Per article V, section 2 of the CHAB by-laws, the CHAB shall establish a regular time and place for its meetings and assure compliance with the Open Meeting Law. Meeting locations shall provide reasonable access and accommodations for the public. This staff report will establish the meeting dates through July, 2020. This staff report also sets the meeting time as 9:00 a.m. and the location, through June, 2020, as Washoe County Commission Chambers, 1001 E. 9th Street, Reno, Nevada 89512.

### BACKGROUND

The Transitional Governing Board (TGB) convened on January 30, 2018, as represented by Washoe County and the Cities of Reno and Sparks, to discuss establishing a Community Homelessness Advisory Board (CHAB) to replace the existing TGB. Established in 2011, the TGB's purpose was to provide governing oversight by the three jurisdictions of the operator for the Community Assistance Center. The need around homeless issues in our region has expanded and as a result, the CHAB is intended to serve as the leading entity and to provide recommendations and coordination regionally regarding homelessness.

Meetings and staff oversight has previously been held by the City of Sparks, with monthly meetings starting at 8:30 a.m.; the transition to Washoe County Commission Chambers began in July, 2019.

The following meeting dates are proposed through June, 2020 and are held on the first Monday of the month at 9:00 a.m. with any exceptions noted:

- Monday, August 5, 2019
- Monday, September 9, 2019. (*note: not the first Monday due to Labor Day*)
- Monday, October 7, 2019

AGENDA ITEM # \_\_\_\_\_

- Monday, November 4, 2019
- Monday, December 2, 2019
- Monday, January 6, 2020
- Monday, February 3, 2020
- Monday, March 2, 2020
- Monday, April 6, 2020
- Monday, May 4, 2020
- Monday, June 1, 2020

In addition to set meeting times and dates, staff is recommending that the board dedicate one entity to serve as the permanent custodian of record. The custodian will keep all meeting minutes in one location for ease of public access to records. The Washoe County Clerk has offered to host the records for the CHAB as the permanent custodian of record.

#### **RECOMMENDATION**

It is recommended that the CHAB approve the proposed 2019/2020 CHAB meeting dates and appoint Washoe County as the permanent custodian of record.

#### **POSSIBLE MOTION**

Should the board approve the recommendation a proposed motion would be, “Move to approve the proposed 2019/2020 CHAB meeting dates and appoint Washoe County as the permanent custodian of record.”