

**CITY OF RENO
BOARD OR COMMISSION
MEMBERSHIP APPLICATION**

Please be advised that all information contained in this application is part of the City of Reno's public record and is, upon request, available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

Name: Dejaneé Solley

Name of Board or Commission for which you would like to apply:

Reno Housing Authority Board of Commissioners

Home Address:

Address: 1528 Steelwood Ln #2
City: Reno State: NV Zip: 89512
Home Phone: 510-640-5360 E-mail: dejaneebrown.23@gmail.com

Occupation and Business Address:

Job Title: Housing Specialist
Business Name: Reno Housing Authority
Address: 1525 East NINTH STREET
City: Reno State: NV Zip: 89512
Business Phone: 775-329-3630 E-mail: _____

Preferred Contact: *If appointed, the address, phone number and e-mail address you wish to use for your contact information.*

Address: 1528 Steelwood Ln #2
City: Reno State: NV Zip: 89512
Phone: 510-640-5360 E-mail: dejaneebrown.23@gmail.com

How long have you been a resident of the City of Reno? 11 years

Are you currently registered to vote in the City of Reno? Yes: f No: _____

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

Yes: _____ No: f

If yes, please list conviction dates and nature: N/A

Education or Training Relevant to the board or commission to which you are applying:

- 2018 - 2020: Secretary of the Hawkview Resident Council
- 2018 - 2019: Member of the Applicant Review Board
- 2022 - Present: President of the Employee Engagement Committee

Explain briefly why you would like to be appointed to this board or commission. Please attach any additional information you wish:

I would like to become a board member because I have the unique opportunity to see both sides of housing assistance, as an employee and as a tenant. I believe that I would be a good addition to the board because of this experience. I want to be on the board because I've always wanted to be apart of something greater, to be able to be a voice for those who feel like they aren't heard and to help better the community. It would be an honor to be apart of the board of commissioners, as I hold a unique position it would be a pleasure to assist the board with its future goals for RHA.

I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the board or commission.

Signature: D. Solley Date: 12/29/2023

Please Return the Application To:

City Clerks' Office, P.O. Box 7, Reno, NV 89504
Fax: 775-334-2432 e-mail: CityClerk@reno.gov

**This document is part of the public record of the City of Reno
and is available for public review.**

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)
TO ALLOW CITY COUNCIL TO
CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE
OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER
PUBLIC BODY FOR THE CITY OF RENO**

The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions.

By signing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting.

Further, the undersigned acknowledges that he may at any time withdraw both this waiver and related application for appointment.

Dated this 29th day of December, 2023.

Name of Board, Commission or Other Public Body to which the undersigned is seeking

City Council's consideration: Reno Housing Authority Board of Commissioners
(Board/Commission/Public Body)

Signature of Applicant: D. Saley

By: Dejanae Saley
(Printed Name of Applicant)

PROFESSIONAL EXPERIENCE

Reno Housing Authority, Reno, NV

Housing Specialist, September 2019-present

- Interview applicants/clients and updates current information in the computer data.
- Determines initial/continued eligibility for appropriate low-income housing programs.
- Answers inquiries concerning eligibility standards and continued occupancy policies for appropriate housing programs.
- Prepares and sends notices to applicants/clients/landlords regarding regulations, authority policies and other miscellaneous correspondence as needed.
- Maintains current information on applicant's physical file, review and organizes materials, forms, and verifications.

Reno Housing Authority, Reno, NV

General Office Clerk, May 2018-2019

- Ensures all housing applications conforms to HUD regulations.
- Drafts and sends professional correspondences to participants and landlords.
- Maintain and organize 3,000+ applicant files.
- Develop and implement recommendations to improve housing operations.
- Assist in structuring and organization of the Workforce Development Department.
- Served as a back-up receptionist, answered all incoming calls and walk-in questions from applicants.

Alioto's Restaurant, San Francisco, CA

Lead Hostess, August 2017-October 2017

- Developed nightly floor plan to ensure successful restaurant operations.
- Enforced health code rules and policies.
- Worked closely with management to gain maximum sales.

Guest Services Representative, February 2016-May 2016

- Reviewed and addressed guest complaints.
- Followed up on guest satisfaction.
- Worked closely with marketing to ensure guest retention.

SKILLS

- Well-rounded communicator
- Problem Solver
- Emotionally Intelligent
- Organized
- Multi-tasker
- Proficient in Microsoft Office

TRAINING

- Microsoft Office Applications
- Fair Housing & Reasonable Accommodation Training
- HCV & Public Housing Rent Calculation Training
- Engaging and Polished Business Writing and Grammar Training

- Strategies to Build Rapport and Work Well with Others Training

Achievements

- 2019 Secretary of Hawk View Resident Council Board
- 2019 Getting Ahead Participant
- Member of the Employee Engagement Committee
- Adult First Aid/CPR/AED Certified