



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NEVADA HOUSING ASSISTANCE CORPORATION ON SEPTEMBER 2, 2016

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”) held a public meeting on September 2, 2016, beginning at 2:30 p.m. PST at the following locations:

NAHAC Conference Room: 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102

By Teleconference to: (872) 240-3212; Access Code/Meeting ID: 803-505-413

By Videoconference to: <https://global.gotomeeting.com/join/>
Access Code/Meeting ID: 803-505-413

1. Call to order, Roll call.

The meeting was called to order by Michael Holliday, Board Chairperson. Role was taken by A.J. Gavilanes, Secretary.

Present were: Board Members Michael Holliday - Nevada Housing Division Director & Board Chairperson; Timothy Whitright - Nevada Housing Division Director, Sharath Chandra - Nevada Business & Industry Director, and Mohammad Nemati - Independent Director. **Absent were: Also present were:** Verise Campbell – Chief Operating Officer; Tony Cammisso, Marketing Manager; AJ Gavilanes, Secretary/Administrative Assistant; and Stefanie Sharp, Legal Counsel – NAHAC.

Members of the public attending in person were asked to sign in, and the sign-in-sheet is attached to the original minutes as Exhibit A.

2. **Public comment (1st period)**¹: No comments.

3. Introduction of new Housing Division Director Timothy Whitright.

Chairperson Holliday introduced Director Whitright to the Board.

Director Timothy Whitright provided a brief background of his experience in Planning and Grants in both California and Nevada.

¹ This public comment agenda item is provided in accordance with NRS 241.020(2)(d)(3) which requires an agenda provide for a period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Comments by the public may be limited to five minutes person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.



4. Items for Discussion & Possible Action:

- a. Nomination and Election of new Independent Board Member.
Item was removed from the agenda and held for a future meeting.
- b. Nomination and Election of the following Corporate Officer(s):
 - i. Vice-President/Vice-Chairperson of the Board.

Chairperson Holliday advised that the elected Vice-President/Vice-Chairperson position must be an Independent Director. Director Chandra nominated Director Mo Nemati for the Vice-President/Vice-Chairperson position. Chairperson Holliday advised that Director Nemati being the only Independent Director currently on the Board, he expected no other nomination and asked that all in favor say “aye”. All Directors said “aye” and none were opposed.

Chairperson Holliday confirmed that Director Mo Nemati had been elected to the Vice- President/Vice-Chairperson position of the NAHAC Board of Directors.

- ii. Treasurer.

Legal Counsel Sharp advised the Board that the Treasurer was not required to be a Board member, that the position was typically a Board member or someone in the organization in charge of the financial department which would normally be a controller or CFO.

Chairperson Holliday thanked Legal Counsel Sharp and opened the floor for nominations for the position of Treasurer. Director Chandra nominated Director Timothy Whitright, as he felt Director Whitright had all of the required knowledge for that function.

No other nominations were offered.

Chairperson Holliday advised that Director Whitright had been nominated for the position of Treasurer and asked that all in favor say “aye”. All Directors said “aye” and none were opposed.

Chairperson Holliday confirmed that Director Timothy Whitright had been elected to the Treasurer position of the NAHAC Board of Directors. Legal Counsel Sharp advised the Board that she would update the Secretary of State records with the changes in the following week.



- c. Adoption of Policy & Procedure on DMS Updates, Administration, and Technical Support.

Verise Campbell, COO, gave a brief explanation of the need for this policy. There was no discussion.

Director Nemati moved to approve the adoption of Policy & Procedure on DMS Updates, Administration, and Technical Support. The Motion was seconded by Director Whitright and approved by unanimous vote.

- d. Adoption of Policy & Procedure on Reconciliation of Program Assistance Recovery.

Verise Campbell, COO, gave a brief explanation of the need for this policy. There was a brief discussion.

Director Whitright moved to approve the adoption of Policy & Procedure on Reconciliation of Program Assistance Recovery. The Motion was seconded by Director Nemati and approved by unanimous vote.

- e. Adoption of Policy & Procedure on Reporting of Work Place Injury & Annual Safety Training.

Verise Campbell, COO, gave a brief explanation of the need for this policy. There was no discussion.

Director Nemati moved to approve the adoption of Policy & Procedure on Reporting of Work Place Injury & Annual Safety Training. The Motion was seconded by Director Whitright and approved by unanimous vote.

- f. Approval of Services Agreement with Ellsworth & Stout, CPAs for Finance, Accounting and Compliance and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation.

Verise Campbell, COO, gave a brief explanation of the need for this service. There was a brief discussion.

Director Chandra moved to approve the Services Agreement with Ellsworth & Stout, CPAs for Finance, Accounting and Compliance and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation. The Motion was seconded by Director Whitright and approved by unanimous vote.

- g. Approval of Commercial Cleaning Agreement with Jan-Pro Cleaning Systems, Inc. (for the Las Vegas office) and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation.



Verise Campbell, COO, gave a brief explanation of the need for this service. There was no discussion.

Director Whitright moved to approve the Commercial Cleaning Agreement with Jan-Pro Cleaning Systems, Inc. (for the Las Vegas office) and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation. The Motion was seconded by Director Nematı and approved by unanimous vote.

- h.** Approval of CalHFA & NAHAC Coordination Agreement with CalHFA MAC and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation.

Verise Campbell, COO, gave a brief explanation of the need for this service. There was some discussion.

Director Nematı moved to approve the CalHFA & NAHAC Coordination Agreement with CalHFA MAC and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation. The Motion was seconded by Director Chandra and approved by unanimous vote.

- i.** Approval of Interim Services Agreement with Springboard Solutions and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation.

Verise Campbell, COO, gave a brief explanation of the need for this service and the connection to CalHFA. There was no discussion.

Director Whitright moved to approve the Interim Services Agreement with Springboard Solutions and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation. The Motion was seconded by Director Nematı and approved by unanimous vote.

- j.** Approval of Services Agreement with Greg Glover of G2 Consulting, LLC for Senior Project Manager and IT Oversight/Support Consultant and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation.

Verise Campbell, COO, gave a brief explanation of the Mr. Glovers experience. There was no discussion.

Director Chandra moved to approve the Services Agreement with Greg Glover of G2 Consulting, LLC for Senior Project Manager and IT Oversight/Support Consultant and authorization for President Michael Holliday to execute and deliver the agreement on behalf of the corporation. The Motion was seconded by Director Nematı and approved by unanimous vote.



Nevada Affordable Housing
Assistance Corporation

5. 2nd period of Public Comment and Discussion²: No comments.

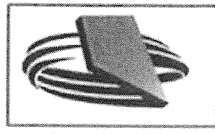
6. Adjournment. (For Possible Action)

Director Whitright moved to adjourn the meeting. The Motion was seconded by Director Nemati and approved by unanimous vote.

Board approval confirmation:

AJ Gavilanes
NAHAC Corporate Secretary

² This public comment agenda item is provided in accordance with NRS 241.020(2)(d)(3) which requires an agenda provide for a period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Comments by the public may be limited to five minutes person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.




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6. **Adjournment.** (For Possible Action)

Director Whitright moved to adjourn the meeting. The Motion was seconded by Director Nemati and approved by unanimous vote.

Board approval confirmation:



AJ Gavilanes
NAHAC Corporate Secretary

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**EXHIBIT A TO MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NEVADA
HOUSING ASSISTANCE CORPORATION ON SEPTEMBER 2, 2016**

PUBLIC SIGN IN SHEET

(See the Attached)



Nevada Affordable Housing Assistance Corporation

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

Nevada Affordable Housing Assistance Corporation (NAHAC)

Board of Directors

Date & Time of Meeting: September 2, 2016 2:30 PM

PLEASE PRINT LEGIBLY AND MARK THE APPROPRIATE BOXES

| Name | Organization (N/A if none) | Title (N/A if none) | General Public? | Method of participation? <input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | Signature (In-Person Only) |
|--------------------|--|---|--|---|-------------------------------|
| Michael Holliday | Nevada Housing Division / NAHAC Board of Directors | CFO /Deputy Administrator / President, Chairperson & NHD Director | NO | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Timothy Whitright | Nevada Housing Division / NAHAC Board of Directors | Deputy Administrator / Board NHD Director | NO | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Sharath Chandra | Nevada Real Estate Division / NAHAC Board of Directors | Administrator / Board Nevada Business & Industry Director | NO | <input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Mo Nemati | NAHAC Board of Directors | Independent Director | NO | <input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Verise V. Campbell | NAHAC | COO | NO | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| AJ Gavilanes | NAHAC | Secretary / Administrative Assistant | NO | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Tony Cammiso | NAHAC | Marketing Manager | NO | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| Stefanie Sharp | Robison, Belaustegui, Sharp and Low / NAHAC | Attorney At Law / Legal Counsel | NO | <input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance | |
| David G. Glover | N/A | N/A | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference | |

