



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NEVADA HOUSING ASSISTANCE CORPORATION ON JUNE 30, 2017

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”) held a public meeting on June 30, 2017, beginning at 2:00 p.m. PST at the following locations:

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

1. Call to order, Roll call.

The meeting was called to order by Timothy Whitright - Board Chairperson
Roll was taken by AJ Gavilanes, Secretary.

Board Members present were: Timothy Whitright - Board Chairperson; Michael Holliday - Nevada Housing Division Director; Sharath Chandra - Nevada Business & Industry Director; Mohammad Nemati - Independent Director; and Rande Johnsen - Independent Director.

Board Members absent were: None.

Also present were: Verise Campbell, Chief Operating Officer/Chief Executive Officer - NAHAC; Veronica Lewis, Operations Manager - NAHAC; Tony Cammisso, CPC, HCA & Marketing Manager - NAHAC; AJ Gavilanes, Office Administrator / Secretary - NAHAC; Greg Glover, Chief Information Officer (Consultant) – NAHAC; and Ann Morgan (Fennemore Craig P.C.), 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:** None.
3. **Approval of Agenda for June 30, 2017**

*Director Holliday noted that the date was June 30th, not June 29th.

*Director Holliday noted that item 6 should in fact be item 5a.

Director Holliday moved to approve Agenda, as amended to the correct date of June 30, 2017. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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 as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.



4. Items to be Presented for Information and Discussion:

- a. Update on Directors & Officers liability coverage.

Chief Operating Officer/Chief Executive Officer Campbell advised the Board that NAHAC was able to bind coverage for approximately \$17,000.00 however; the retention (deductible) went from \$25,000.00 to \$100,000.00. Ms. Campbell shared that NAHAC had received numerous denials when requesting quotes. Ms. Campbell added that there had been a quote with a lower retention of \$75,000.00, however; that offer had a higher annual cost of over \$7,000.00. Discussion followed.

5. Items for Board Information, Discussion and Possible Action:

- a. Authorization for President/Chairperson to execute new interim agreement with Credit.org (formally Springboard Solutions LLC) (as outlined in the Statement of Work) to provide the following after deployment of NMAS portal: (1) call center support (Triage and Application) monthly at \$5.50 per call for triage and \$85.00 per completed application plus direct reimbursement for any mail related charges and (2) completion of files in pipeline (Document Collection and Processing) \$150.00 per completed file payable 75% when 75% completed and remaining 25% when 100% completed for the term of four (4) months (Effective July 3, 2017 through October 31, 2017). Program Management Services will be compensated at \$35/hour for Supervisor/Manager and \$75/hour for Director/Executive. Training of up to 12 hours will be provided for \$1500.00. The existing Interim Agreement dated August 1, 2016 will terminate on July 3, 2017.

Chief Operating Officer/Chief Executive Officer Campbell advised the Board that NAHAC was moving forward with NMAS and as a result would be moving some of the services being provided by Credit.org in house, while other services would be handled by the system. Ms. Campbell advised that there was a calculation error in the percentage shown on the Statement of Work under Item #5, #7, and under document collection and process shows as 40% and should be 33%.

Ms. Campbell also shared that Credit.org had been very helpful and that will help NAHAC control the costs as well.

Director Chandra moved to approve, as amended to the correct item # of 5a, authorization for President/Chairperson to execute new interim agreement with Credit.org (formally Springboard Solutions LLC) (as outlined in the Statement of Work) to provide the following after deployment of NMAS portal: (1) call center support (Triage and Application) monthly at \$5.50 per call for triage and \$85.00 per completed application plus direct reimbursement for any mail related charges and (2) completion of files in pipeline (Document Collection and Processing) \$150.00 per completed file payable 75% when 75% completed and remaining 25% when 100% completed for the term of four (4) months (Effective July 3, 2017 through October 31, 2017). Program Management Services will be compensated at \$35/hour for Supervisor/Manager and \$75/hour for Director/Executive. Training of up to 12 hours will be provided for \$1500.00. The existing Interim Agreement dated August 1, 2016 will terminate on July 3, 2017. The Motion was seconded by Director Nematy and approved by unanimous vote.



Nevada Affordable Housing
Assistance Corporation

6. **General Board Comments, Questions and Items for Future Board Meetings:** None.

7. **2nd period of Public Comment and Discussion²:** None.

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

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

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

DON'T FORGET EXHIBIT A

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.