



## 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)<sup>1</sup>:** None.
3. **Approval of Agenda for June 30, 2017**

\*Director Holliday noted that the date was June 30<sup>th</sup>, not June 29<sup>th</sup>.

\*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.

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<sup>1</sup> 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  
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**6. General Board Comments, Questions and Items for Future Board Meetings:** None.

**7. 2nd period of Public Comment and Discussion<sup>2</sup>:** 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:**

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AJ Gavilanes  
NAHAC Corporate Secretary

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<sup>2</sup> 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. **General Board Comments, Questions and Items for Future Board Meetings:** None.

7. **2nd period of Public Comment and Discussion<sup>2</sup>:** 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:**

  
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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 JUNE 30, 2017**

**PUBLIC SIGN IN SHEET**

(See the Attached)



Nevada Affordable Housing  
Assistance Corporation

# PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

## Board of Directors of Nevada Affordable Housing Assistance Corporation (NAHAC)

Date & Time of Meeting: June 30, 2017 2:00 PM

\*PLEASE PRINT LEGIBLY AND MARK THE APPROPRIATE BOXES\*

Name	Organization (N/A if none)	Title (N/A if none)	General Public	Method of Attendance	Not In Attendance	Signature (In-Person Only)
Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input type="checkbox"/>	
Michael Holliday	Nevada Housing Division / NAHAC Board of Directors	CFO / NHD Director & Treasurer	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Nevada Bus. & Industry Director	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
Mo Nemati	NAHAC Board of Directors	Independent Director, Vice President & Vice Chairperson	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
Rande Johnsen	NAHAC Board of Directors	Independent Director	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
Verise V. Campbell	NAHAC	Chief Operating Officer/Chief Executive Officer	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input checked="" type="checkbox"/>	
Veronica Lewis	NAHAC	Operations Manager	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input type="checkbox"/>	
Tony Cammiso	NAHAC	CPC, HCA & Marketing Manager	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input type="checkbox"/>	
David "Greg" Glover	NAHAC	Chief Information Officer (Consultant)	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
A.J. Gavilanes	NAHAC	Office Administrator / Secretary	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input type="checkbox"/>	
Brian Hardy	Ellsworth & Stout CPA's/ NAHAC	NAHAC CPA	NO	<input type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input checked="" type="checkbox"/>	
Chantell Legacy	Ellsworth & Stout CPA's/ NAHAC	NAHAC CPA	NO	<input type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input checked="" type="checkbox"/>	
Ann Morgan	Fennemore Craig P.C. / NAHAC	NAHAC Legal Counsel	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference	<input type="checkbox"/>	
Chris Byrd	Fennemore Craig P.C. / NAHAC	NAHAC Legal Counsel	NO	<input type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference	<input checked="" type="checkbox"/>	

