



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON SEPTEMBER 28, 2017

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”) held a public meeting on September 28, 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; Mohammad Nemati - Independent Director; and Rande Johnsen - Independent Director.

Board Members absent were: Sharath Chandra - Nevada Business & Industry Director

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; Chantell Legacy (Ellsworth & Stout CPA’s), Auditor – NAHAC; Brian Hardy (Ellsworth & Stout CPA’s), CPA – 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 Minutes for September 1, 2017

Director Johnsen moved to approve Minutes for September 1, 2017. The Motion was seconded by Director Nemati and approved by unanimous vote.

4. Approval of Agenda for September 28, 2017

Director Holliday moved to approve Agenda for September 28, 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 person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.



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5. Items to be Presented for Information and Discussion:

a. Review of Financials for August 2017

Chantell Legacy with Ellsworth & Stout CPA's walked the Board through the financials.

Director Holliday inquired regarding the IT expenses dropping, if that was just a timing issue and it would balance out. Ms. Legacy advised that it was due to not having received an invoice yet from Springboard/Credit.org for the current month.

b. Review of Fiscal Year 2017-2018 Budget

Brian Hardy with Ellsworth & Stout CPA's reviewed the budget.

c. Review of Admin Expense Analysis

Brian Hardy with Ellsworth & Stout CPA's walked the Board through the Budget.

d. Report on Communication from Senator Cortez-Masto regarding the Hardest Hit Fund®

Chief Operating Officer/Chief Executive Officer Campbell stated that a lengthy suggestion letter had been received and the response was expected to go out today. Discussion followed.

e. Review of Independent Accountants' Agreed-Upon Procedures Report for June 30, 2016 as provided by Houldsworth, Russo & Co.

Brian Hardy with Ellsworth & Stout CPA's reviewed the report and explained its purpose.

f. Front End Call Center Update and Budget

Chief Information Officer Glover reviewed the analysis dated 09/26/17 and advised the budget was created to mirror the original analysis dated 05/23/17. Discussion followed.

g. NAHAC Operations and Performance Report

Operations Manager Lewis advised the Board on the performance thus far for September.

CPC, HCA & Marketing Manager Cammiso presented the August performance report.



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

- a. Approval of the Nevada Affordable Housing Assistance Corporation Draft Internal Compliance Review Report 4th Quarter of Fiscal Year 2016.**

Brian Hardy with Ellsworth & Stout CPA's walked the Board through the report.

Director Holliday moved to approve the Nevada Affordable Housing Assistance Corporation Draft Internal Compliance Review Report 4th Quarter of Fiscal Year 2016. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Adoption of the Nevada Affordable Housing Assistance Corporation Fiscal Year 2017-2018 Budget.**

Director Johnsen moved to adopt the Nevada Affordable Housing Assistance Corporation Fiscal Year 2017-2018 Budget. The Motion was seconded by Director Nemati and approved by unanimous vote.

- c. Authorization for President/Chairperson to request an additional allocation to the Hardest Hit Fund[®] Administrative Budget from the United States Department of the Treasury.**

*Item was tabled indefinitely.

- d. Authorization for NAHAC to reimburse The United States Department of the Treasury Hardest Hit Fund[®] Depository Account (as defined in the HFA Participation Agreement) in the amount of \$3,643.57 for a bonus paid to an employee in April 2013 from NAHAC's unrestricted account.**

Director Holliday suggested the verbiage be modified to say "Authorization for NAHAC to reimburse The United States Department of the Treasury Hardest Hit Fund[®] Depository Account (as defined in the HFA Participation Agreement) from NAHAC's unrestricted account in the amount of \$3,643.57 for a bonus paid to an employee in April 2013."

Director Holliday moved to approve NAHAC to reimburse The United States Department of the Treasury Hardest Hit Fund[®] Depository Account (as defined in the HFA Participation Agreement) from NAHAC's unrestricted account in the amount of \$3,643.57 for a bonus paid to an employee in April 2013. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Authorization for NAHAC to purchase eight (8) AmazonBasics Mid-Back Mesh Chairs (shipping included) from Amazon.com for a total of \$519.92 as seating in the new NAHAC Call Center.**

Director Nemati moved to approve NAHAC to purchase eight (8) AmazonBasics Mid-Back Mesh Chairs (shipping included) from Amazon.com for a total of \$519.92 as seating in the new NAHAC Call Center. The Motion was seconded by Director Johnsen. The Motion was opposed by Director Holliday and approved by 3 to 1 vote.



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- f. Authorization for NAHAC to purchase eight (8) Plantronics Audio 400 DSP Headsets (shipping included) from Dell.com for a total of \$351.92 as call audio in the new NAHAC Call Center.**

Director Johnsen moved to approve NAHAC to purchase eight (8) Plantronics Audio 400 DSP Headsets (shipping included) from Dell.com for a total of \$351.92 as call audio in the new NAHAC Call Center. The Motion was seconded by Director Nemati. The Motion was opposed by Director Holliday and approved by 3 to 1 vote.

- g. Authorization for NAHAC to purchase five (5) HP Desktops each with a Core i5 processor and Windows 10 operating system (Condition B, shipping included) from TechSoup.org for a total of \$1,050.00 as workstations in the new NAHAC Call Center.**

Director Nemati moved to approve NAHAC to purchase five (5) HP Desktops each with a Core i5 processor and Windows 10 operating system (Condition B, shipping included) from TechSoup.org for a total of \$1,050.00 as workstations in the new NAHAC Call Center. The Motion was seconded by Director Johnsen. The Motion was opposed by Director Holliday and approved by 3 to 1 vote.

- h. Authorization for NAHAC to purchase ten (10) Dell 19-inch Flat-Panel LCD Monitors (Refurbished, shipping included) from TechSoup.org for a total of \$650.00 as workstation displays in the new NAHAC Call Center.**

Director Johnsen moved to approve NAHAC to purchase ten (10) Dell 19-inch Flat-Panel LCD Monitors (Refurbished, shipping included) from TechSoup.org for a total of \$650.00 as workstation displays in the new NAHAC Call Center. The Motion was seconded by Director Nemati. The Motion was opposed by Director Holliday and approved by 3 to 1 vote.

- i. Authorization for President/Chairperson to execute a service agreement with CallTower.com for seven (7) Clarity Connect software license seats to provide call and communication management in the new NAHAC Call Center with a one-time startup fee total of \$3,675.72 in addition to a maximum monthly recurring total of \$1,035.53.**

Chief Operating Officer/Chief Executive Officer Campbell and Chief Information Officer Glover answered questions from the Board.

Director Johnsen moved to approve President/Chairperson to execute a service agreement with CallTower.com for seven (7) Clarity Connect software license seats to provide call and communication management in the new NAHAC Call Center with a one-time startup fee total of \$3,675.72 in addition to a maximum monthly recurring total of \$1,035.53. The Motion was seconded by Director Nemati. The Motion was opposed by Director Holliday and approved by 3 to 1 vote.

7. General Board Comments, Questions and Items for Future Board Meetings:

Chief Operating Officer/Chief Executive Officer Campbell inquired of Director Holliday regarding what he would specifically like to see so they could provide all of the information he desires. Director Holliday advised that he felt it was put together very well, but time limitations prevented him from doing a fixed cost vs. variable cost analysis and the document should answer most of his questions he just needed more time to review. Ms. Campbell thanked him.

8. **2nd period of Public Comment and Discussion²:** None.

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

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

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

DRAFT

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.