



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON APRIL 27, 2018

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on April 27, 2018 beginning at 1:30 p.m. PST at the following location:

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 Cammisio, Call Center Manager & Payroll Manager - NAHAC; Greg Glover, Information Technology Systems Manager – NAHAC; AJ Gavilanes, Office Administrator / Secretary - NAHAC; Chantell Legacy (Ellsworth & Stout CPA’s), Auditor – NAHAC; Shyam Medandrao (Speridian Technologies, LLC) NMAS Developer - NAHAC; Kurt Ouchida (BRAINtrust), Marketing Firm - NAHAC; Ashley Ellingsen (BRAINtrust), Marketing Firm - NAHAC; Megan Schutz (BRAINtrust), Marketing Firm - 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 Minutes:

#### a. **January 25, 2018**

Director Johnsen moved to approve Minutes for January 25, 2018. The Motion was seconded by Director Holliday and approved by unanimous vote.

#### b. **March 7, 2018**

Director Johnsen moved to approve Minutes for March 7, 2018. The Motion was seconded by Director Chandra 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 person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.



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**c. March 23, 2018**

Director Holliday suggested the amendment to page four in the first paragraph changing the word “command” to “common”.

Director Chandra moved to approve Minutes for March 23, 2018 with the amendment to page four in the first paragraph changing the word “command” to “common” The Motion was seconded by Director Johnsen and approved by unanimous vote.

**4. Approval of Agenda for April 27, 2018**

Director Johnsen moved to approve Agenda for April 27, 2018. The Motion was seconded by Director Nemati and approved by unanimous vote.

**5. Items to be Presented for Information and Discussion:**

**a. March 2018 Financials**

Chantell Legacy with Ellsworth & Stout CPA’s presented the financials.

**b. NAHAC Operations and Performance Report**

• **March 2018 Performance Report**

Call Center Manager & Payroll Manager Cammiso presented the performance report.

Operations Manager Lewis provided an overview of the numbers for April to-date.

Operations Manager Lewis and Chief Operating Officer/Chief Executive Officer Campbell provided an status update on the Down Payment Assistance (DPA) Program.

Chief Operating Officer/Chief Executive Officer Campbell advised the Board that NAHAC was reviewing possible options to work with Housing Counseling Agencies (HCA) to help support them in holding in-person homebuyer education courses.

Chief Operating Officer/Chief Executive Officer Campbell provided an update on SIGTARP requests for information and subpoenas.

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

**a. Approval of the Nevada Affordable Housing Assistance Corporation Draft Internal Compliance Review Report 2nd Quarter of Fiscal Year 2017.**

Chantell Legacy with Ellsworth & Stout CPA’s presented the report.

Director Johnsen moved to approve the Nevada Affordable Housing Assistance Corporation Draft Internal Compliance Review Report 2nd Quarter of Fiscal Year 2017. The Motion was seconded by Director Holliday and approved by unanimous vote.



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- b. Authorization for President/Chairperson to execute a third (3rd) amendment to the Professional Services Agreement with BRAINtrust for a period of six (6) months in the amount not to exceed \$44,500 for Digital Marketing and Website Hosting and Management to include design and support for new Down Payment Assistance (DPA) Program.**

Chief Operating Officer/Chief Executive Officer Campbell reviewed the need for this amendment.

Director Nemati moved to approve authorization for President/Chairperson to execute a third (3rd) amendment to the Professional Services Agreement with BRAINtrust for a period of six (6) months in the amount not to exceed \$44,500 for Digital Marketing and Website Hosting and Management to include design and support for new Down Payment Assistance (DPA) Program. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Authorization for President/Chairperson to execute an amendment to Professional Services Agreement with Speridian Technologies, LLC in a one-time amount of \$9,790.00 for Nevada Mortgage Assistance System (NMAS) February 2018 Program changes.**

Information Technology Systems Manager Glover, Operations Manager Lewis and Chief Operating Officer/Chief Executive Officer Campbell reviewed the details of this Statement of Work (SOW) as the first part of the amendment. Discussion followed.

Director Chandra moved to approve authorization for President/Chairperson to execute an amendment to Professional Services Agreement with Speridian Technologies, LLC in a one-time amount of \$9,790.00 for Nevada Mortgage Assistance System (NMAS) February 2018 Program changes. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute an amendment to Professional Services Agreement with Speridian Technologies, LLC changing the ongoing monthly maintenance and monthly support of Nevada Mortgage Assistance System (NMAS) from \$15,000 to \$17,500 for period of May 1, 2018 through approximately April 30, 2020; and \$16,500 after initiation of the wind-down of the Nevada HHF.**

Information Technology Systems Manager Glover and Chief Operating Officer/Chief Executive Officer Campbell reviewed the details of this Statement of Work (SOW) as the second part of the amendment.

Director Holliday moved to approve authorization for President/Chairperson to execute an amendment to Professional Services Agreement with Speridian Technologies, LLC changing the ongoing monthly maintenance and monthly support of Nevada Mortgage Assistance System (NMAS) from \$15,000 to \$17,500 for period of May 1, 2018 through approximately April 30, 2020; and \$16,500 after initiation of the wind-down of the Nevada HHF. The Motion was seconded by Director Nemati and approved by u vote.

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



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8. **2nd period of Public Comment and Discussion<sup>2</sup>:** None.

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

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

**Board approval confirmation:**

**Pending Board Approval**

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AJ Gavilanes  
NAHAC Corporate Secretary

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