



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON MAY 17, 2018

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on May 17, 2018 beginning at 2:00 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 Verise V. Campbell, Chief Operating Officer/Chief Executive Officer.

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

Board Members absent were: Mohammad Nemati - Independent Director;

Also present were: Verise Campbell, Chief Operating Officer/Chief Executive Officer - NAHAC; Tony Cammiso, Call Center Manager & Payroll Manager - NAHAC; Kurt Ouchida (BRAINtrust), Marketing Firm - NAHAC; Dustin Klein (BRAINtrust), Marketing Firm - NAHAC; Jim Holpuch (Holo Discovery), Prospective E-Discovery 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)¹: None.

3. Approval of Agenda for May 17, 2018

Director Johnsen moved to approve Agenda for May 17, 2018. The Motion was seconded by Director Chandra and approved by unanimous vote.

4. Items to be Presented for Information and Discussion:

a. Down Payment Assistance (DPA) Program Update

Chief Operating Officer/Chief Executive Officer Campbell advised the Down Payment Assistance (DPA) Program had 166 current reservations at the amount of \$3.12M.

Chairperson Whitright expressed his excitement on that achievement.

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.

Director Chandra shared his thanks to the Housing Division and NAHAC staff for working so hard.

Ms. Campbell stated it was a true partnership with the Housing Division and because of the infrastructure that was already in place allowed the program to hit the ground running and she shared thanks for the Housing Division and how well they worked with NAHAC.

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

- a. 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 an 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 (does not include out-of-scope one-time video editing fee of approximately \$500.00).**

Chairperson Whitright advised this item was approved in a previous meeting, however there was a change to scope of work, so the item would be reviewed again and voted upon.

Chief Operating Officer/Chief Executive Officer Campbell advised the Board of the reason for the changes.

Director Chandra moved to approve authorization for President/Chairperson to execute the third (3rd) amendment to the Professional Services Agreement with BRAINtrust, previously approved, with an amended statement of work to include an out-of-scope one-time video editing fee of approximately \$500.00 and to clarify the work to be performed in connection with the digital media spend. The Motion was seconded by Director Holliday and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute an agreement with Holo Discovery for a period of 90 days in an amount not to exceed \$3000.00 for data collection, indexing, filtering, processing and hosting to comply with a subpoena request from The Office of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP) for vendor contract related data, dated February 15, 2018.**

Chief Operating Officer/Chief Executive Officer Campbell reviewed the request from SIGTARP and she explained the need for these services as well as the uncertainty about whether the expense would be allowable. Even with that uncertainty, Ms. Campbell still believed that NAHAC needed to move forward with the services.

Chairperson Whitright inquired if there was a plan if the expense was found to be unallowable. Ms. Campbell responded if that was found to be the case, she would bring that information back to the Board for input and direction on how it should be handled. Mr. Whitright inquired if there were enough funds in NAHAC's unrestricted funds if that should happen, and Ms. Campbell confirmed there was.

Director Chandra inquired regarding the security of the data in question, and would there be particular safeguards.

Jim Holpuch of Holo Discovery stated the web-based review platform uses bank-level encryption as well as having security and firewall protections.



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Ms. Campbell asked Mr. Holpuch to confirm that NAHAC's legal counsel had also used Holo Discovery services on behalf of NAHAC in another matter and Mr. Holpuch confirmed that was correct.

Director Holliday moved to approve authorization for President/Chairperson to execute an agreement with Holo Discovery for a period of 90 days in an amount not to exceed \$3000.00 for data collection, indexing, filtering, processing and hosting to comply with a subpoena request from The Office of the Special Inspector General for the Troubled Asset Relief Program (SIGTARP) for vendor contract related data, dated February 15, 2018. The Motion was seconded by Director Chandra and approved by unanimous vote.

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

Chief Operating Officer/Chief Executive Officer Campbell advised NAHAC would bring a request to the next meeting to change the alarm monitoring service in order to address the issue of a lack of system testing with the current provider as well as to add panic buttons to the system.

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 Holliday and approved by unanimous vote.

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

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