



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON OCTOBER 25, 2018

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on October 25, 2018 beginning at 1:30 p.m. PST at the following location:

Housing Division, 3rd Floor Conference Room: 3300 W Sahara Ave Ste 300 Las Vegas, NV 89102

1. Call to order, Roll call.

The meeting was called to order by Timothy Whitright, Board Chairperson at 1:35 pm.
Roll was taken by AJ Gavilanes, Secretary.

Board Members present: Timothy Whitright - Board Chairperson; Sharath Chandra - Nevada Business & Industry Director; and Mohammad Nemati - Independent Director.

Board Members absent: Michael Holliday - Nevada Housing Division Director; and Rande Johnsen - Independent Director.

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer – NAHAC
- Veronica Lewis, Operations Manager – NAHAC
- AJ Gavilanes, Office Administrator / Secretary – NAHAC
- Chantell Legacy (Ellsworth & Stout CPA’s) Financial and Compliance - NAHAC
- Tyre Gray (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 28, 2018

Director Chandra moved to approve Minutes for September 28, 2018. The Motion was seconded by Director Nemati and approved by unanimous vote.

4. Approval of Agenda for October 25, 2018

The following items have been tabled for a future meeting:

- 6(a) Approval of the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2017
- 6(b) Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2018
- 6(d) Authorization for President/Chairperson to execute Fourth Amendment to Professional Services Agreement with BTMC, LLC (dba BRAINtrust) for a period of 6 months in an amount not to exceed

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.



\$36,000.00 for Website Hosting and Management, Digital Media, and Organic Social Media for NAHAC Home Retention programs

- 6(e)(i) Approval of draft policy revisions: Code of Ethics, Conflict of Interest, and Business Conduct
- 6(e)(ii) Approval of draft policy revisions: Fraud Mitigation Detection & Awareness were stricken from the agenda.

Director Chandra moved to approve Agenda for October 25, 2018 as noted above. The Motion was seconded by Director Nemati and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. September 2018 Financials

Ms. Chantell Legacy with Ellsworth & Stout CPA's presented.

b. NAHAC Operations and Performance Report

i. August 2018 Performance Report

Mrs. Veronica Lewis presented.

ii. September 2018 Performance Report

Mrs. Veronica Lewis presented.

Ms. Verise Campbell advised on the Down Payment Assistance (DPA) Program and indicated the program remains in "suspend status" while NAHAC is working through the quality assurance requirements mandated by Treasury. The funds for the first invoice from the Nevada Housing Division have been reversed, and DPA files will only be reimbursed after quality assurance.

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

c. Authorization for President/Chairperson to execute Third Amendment to Professional Services Agreement with Speridian Technologies, LLC in an amount not to exceed \$120,000.00 per year for a period through program wind-down to provide IT Support.

Ms. Campbell advised this agreement would provide for one on-site person as well as a team of IT professionals with expertise on the California HFA program.

Director Nemati moved to approve authorization for President/Chairperson to execute Third Amendment to Professional Services Agreement with Speridian Technologies, LLC in an amount not to exceed \$120,000.00 per year for a period through program wind-down to provide IT Support. The Motion was seconded by Director Chandra and approved by unanimous vote.

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

Ms. Campbell advised that the tabled items would be presented at a future board meeting.



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

9. **Adjournment.**

The meeting adjourned at 1:58 pm.

Board approval confirmation:



AJ Gavilanes/
NAHAC Corporate Secretary

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.



EXHIBIT A

ATTENDANCE SHEET OCTOBER 25, 2018

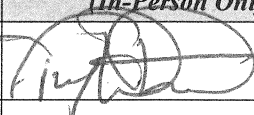



(Attached)

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: October 25, 2018 1:30 PM

NAHAC Directors, Officers, Employees and Contractors

Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Attended via Phone	Not In Attendance	Signature (In-Person Only)
✓ Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	
Michael Holliday	Nevada Housing Division / NAHAC Board of Directors	CFO / NHD Director & Treasurer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
✓ Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Nevada Bus. & Industry Director	<input type="checkbox"/>	<input type="checkbox"/>	
✓ Mo Nemati	NAHAC Board of Directors	Independent Director, Vice President & Vice Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rande Johnsen	NAHAC Board of Directors	Independent Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Verise V. Campbell	NAHAC	Chief Executive Officer & Chief Operating Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Veronica Lewis	NAHAC	Operations Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tony Cammiso	NAHAC	Call Center Manager & Payroll Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
David "Greg" Glover	NAHAC	Information Technology Systems Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A.J. Gavilanes	NAHAC	Office Administrator & Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brian Hardy	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Chantell Legacy	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tyre Gray	Fennemore Craig P.C.	NAHAC Legal Counsel	<input type="checkbox"/>	<input type="checkbox"/>	
KP Hari	Speridian Technologies, LLC	NAHAC IT Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: October 25, 2018 1:30 PM

NAHAC Directors, Officers, Employees and Contractors (continued)					
Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Attended via Phone	Not In Attendance	Signature (In-Person Only)
Kurt Ouchida	BRAINtrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Dustin Klein	BRAINtrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Lauren Peterson	BRAINtrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kristina Arrieta	BRAINtrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ashley Ellingsen	BRAINtrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Members of the General Public				
Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Number(s) of agenda item(s) to comment on	Signature