



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON SEPTEMBER 28, 2018**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on September 28, 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 1:22 pm.
Roll was taken by AJ Gavilanes, Secretary.

Board Members present: 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: None

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer – NAHAC
- Veronica Lewis, Operations Manager – NAHAC
- Tony Cammisio, Call Center Manager & Payroll Manager – NAHAC
- AJ Gavilanes, Office Administrator / Secretary – NAHAC
- Brian Hardy (Ellsworth & Stout CPA’s) Financial and Compliance - 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

a. August 20, 2018

Director Nemati moved to approve Minutes for August 20, 2018. The Motion was seconded by Director Chandra 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.



b. August 28, 2018

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

4. Approval of Agenda for September 28, 2018

Director Johnsen moved to approve Agenda for September 28, 2018. The Motion was seconded by Director Holliday and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. August 2018 Financials

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

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

- a. 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 \$1,090.73 for administrative expenses deemed not in compliance with OMB Circular A-87 from NAHAC's unrestricted account.**

Director Johnsen moved to authorize 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 \$1,090.73 for administrative expenses deemed not in compliance with OMB Circular A-87 from NAHAC's unrestricted account. The Motion was seconded by Director Chandra and approved by unanimous vote.

- b. 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 \$2,607.84 for program disbursements deemed not in compliance with the Mortgage Assistance Program (MAP) program guidelines from NAHAC's unrestricted account.**

Director Nemati moved to authorize 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 \$2,607.84 for program disbursements deemed not in compliance with the Mortgage Assistance Program (MAP) program guidelines from NAHAC's unrestricted account. The Motion was seconded by Director Holliday 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.**

Verise Campbell advised it may be in NAHAC's best interest to expand the budget in the event the program goes through December 2020. The US Treasury Compliance Review brought to light the need to increase the capacity of the Information Technology (IT) team to include IT support and IT compliance which will be required through the remainder of the program. NAHAC has worked hard to keep the staff small but may also want to incentivize staff to stay on and, therefore, retain institutional knowledge. There is no plan to add any additional permanent full-



time staff since operations will be winding down. However, NAHAC will expand by way of temporary staff and consultants. NAHAC is seeking approval from US Treasury for this reallocation now, because after October 1, 2018 requests for any reallocations to the administrative budget cannot be made. The percentage increase being requested is approximately 1.5 percent. Brian Hardy reviewed the Administrative Expense Reallocation Proposal.

Verise Campbell advised NAHAC was still considering the possibility of a reallocation to DPA, but if it does not happen the program would likely continue until 2020. NAHAC needs to ensure enough funds to operate and address compliance issues and keep them addressed through the end of the program.

Director Chandra moved to authorize the President/Chairperson to request an additional allocation to the Hardest Hit Fund® Administrative Budget from The United States Department of the Treasury. The Motion was seconded by Director Nemati and approved by unanimous vote.

d. Authorization for President/Chairperson to execute an agreement (sole source) with Springboard in an amount not to exceed \$140,000 to provide Quality Review of approximately 1900 Down Payment Assistance Program files as required by US Treasury.

Verise Campbell advised that NAHAC desires to engage Springboard to perform the quality check review of 100 percent of the DPA Program files. This would include automation of the calculations and the form which would improve efficiency. NAHAC staff did beta testing of about 308 files to become familiar and aware of what is involved and what the statement of work should look like. After the Springboard quality check, NAHAC will also quality check a percentage of the files to verify quality. The cost to engage Springboard is less than 1 percent of the allocated \$36M.

Brian Hardy stated NAHAC felt it had adequate reasoning to ask the Board to approve the sole source of this service due to the required expertise, experience and timeframe. Going through a standard RFP process would be unproductive because there would not be enough vendors who could meet the requirements. Attorney Tyre Gray agreed due to the exigency of the circumstances the RFP process would not be possible so there are exceptions.

Director Nemati moved to authorize the President/Chairperson to execute an agreement (sole source) with Springboard in an amount not to exceed \$140,000 to provide Quality Review of approximately 1900 Down Payment Assistance Program files as required by US Treasury. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

In agreement with Nevada Housing Division NAHAC will reverse the initial DPA invoice paid on the Down Payment Assistance (DPA) Program in order to have a fresh start and to consistently review each DPA file for quality and compliance. Even though the Board has approved subsequent invoices for payment, NAHAC will not pay any invoices until each file is quality checked and Treasury is in agreement with quality and compliance measures.

Verise Campbell advised a request to expand the agreement with Speridian for IT support and a Request for Proposal (RFP) for Vulnerability Assessment and Penetration Testing will come before the Board in a subsequent meeting.



Brian Hardy advised that Ellsworth & Stout had committed resources to get the internal compliance reviews caught up by early November 2018.

Chairman Whitright shared his appreciation for the tremendous effort of everyone and the dedication in getting the programs out and he is proud to be a part of it. Verise Campbell agreed that it was a very different organization from the one she took over and NAHAC was very proud of the job it has done and appreciate Chairman Whitright's comments.

7. **2nd period of Public Comment and Discussion¹:** None.

8. **Adjournment.**

The meeting adjourned at 2:48 pm.

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary