



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON MARCH 18, 2019

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation ("NAHAC"), held a public meeting on March 18, 2019 beginning at 10:00 a.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 10:05am.
Roll was taken by AJ Gavilanes, Secretary.

Board Members present: Timothy Whitright (*Nevada Department of Business & Industry, Housing Division*) Board Chairperson; Michael Holliday (*Nevada Department of Business & Industry, Housing Division*) Director; and Mohammad Nemati - Independent Director.

Board Members absent: Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director; and Rande Johnsen - Independent Director.

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Veronica Lewis, Operations Manager
- Tony Cammisio, Call Center Manager & Payroll Manager
- Greg Glover, Information Technology Systems Manager
- AJ Gavilanes, Office Administrator / Secretary
- Brian Hardy (Ellsworth & Stout CPA's) Financial and Compliance
- Ryan Garner (Ellsworth & Stout CPA's) Financial and Compliance
- Tyre Gray (Fennemore Craig P.C.), Legal Counsel

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. November 15, 2018

Director Holliday moved to approve Minutes for November 15, 2018. The Motion was seconded by Director Nemati 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. December 20, 2018

Director Nemati moved to approve Minutes for December 20, 2018. The Motion was seconded by Director Holliday and approved by unanimous vote.

c. January 15, 2019

Director Holliday moved to approve Minutes for January 15, 2019. The Motion was seconded by Director Nemati and approved by unanimous vote.

d. January 17, 2019

Director Nemati moved to approve Minutes for January 17, 2019. The Motion was seconded by Director Holliday and approved by unanimous vote.

4. Approval of Agenda for March 18, 2019

Director Holliday moved to approve Agenda for March 18, 2019. The Motion was seconded by Director Nemati and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. January 2019 Financials

Mr. Brian Hardy presented.

b. February 2019 Financials

Mr. Hardy presented.

c. January 2019 Marketing Report

Mr. Tony Cammiso presented.

d. NAHAC Operations and Performance Report

i. January 2019 Performance Report

Mrs. Veronica Lewis presented.

ii. February 2019 Performance Report

Mrs. Lewis presented.

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

a. Approval of NAHAC Information Security and Safeguards Program (ISSP)

Mr. Greg Glover presented. Chairman Whitright inquired if the Board of Directors also needed to sign off on this, and Greg advised that only those with access to NAHAC's electronic information systems would be required to go through the training and sign off on the ISSP.

Director Holliday inquired if the contractors and temporary staff needed to sign off on this if they would have access to the system or would it be a different document. Greg advised that all those with access to NAHAC's electronic information systems would be required to go through the training and sign off on this program, adhering to at least the standard within, if not higher.

Director Holliday moved to approve NAHAC Information Security and Safeguards Program (ISSP). The Motion was seconded by Director Nemati and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute a Second (2nd) Amendment of Lease with 3010 Westbay, LLC for a period of 12 months (June 1, 2019 - May 31, 2020) in a lease amount of \$7,275.81 per month for lease of current office space.**

Ms. Verise Campbell presented, advising the Board that no increase will result from this amendment and NAHAC would not be required to go to the month to month option.

Director Nemati moved to approve President/Chairperson to execute a Second (2nd) Amendment of Lease with 3010 Westbay, LLC for a period of 12 months (June 1, 2019 - May 31, 2020) in a lease amount of \$7,275.81 per month for lease of current office space. The Motion was seconded by Director Holliday and approved by unanimous vote.

- c. Ratification of typographical and grammatical changes made with Amended and Restated Bylaws as Amended Through December 20, 2018.**

Ms. Tyre Gray presented, and advised this is the finalization of the Bylaw review and approval from December 20, 2018.

Director Holliday moved to approve ratification of typographical and grammatical changes made with Amended and Restated Bylaws as Amended Through December 20, 2018. The Motion was seconded by Director Nemati and approved by unanimous vote.

- d. Approval to eliminate existing positions:**

- i. Eligibility Supervisor**
- ii. QC Supervisor**
- iii. Lead (2 Positions)**
- iv. Customer Service Representative (1 Position)**
- v. Floater (1 Position)**

Ms. Campbell presented. Director Holliday inquired if the Board was to approve all changes in items #d through item #h, would that be a cost savings to the organization. Ms. Campbell responded that NAHAC believed there would be an overall savings of approximately \$73,000. Brian Hardy clarified this savings is a savings from what NAHAC had budgeted and the realized savings could actually be over that.

Director Nemati moved to approve eliminating existing positions as listed above. The Motion was seconded by Director Holliday and approved by unanimous vote.

- e. Approval to change pay:**

- i. “Compliance Specialist” - increase in annual salary from \$55,000 to \$56,400.**

Ms. Campbell presented and advised this change is based on the actual total cost for the hourly rate in addition to the temporary agency fee.

Director Holliday moved to approve increasing the annual salary for the Compliance Specialist position from \$55,000 to \$56,400. The Motion was seconded by Director Nemati and approved by unanimous vote.

f. Approval to establish and fill new positions:

- i. **“Eligibility Specialist” - Regular Full-Time Employee - Non-Exempt - \$47,278 annually.**
- ii. **“Compliance Specialist” – Full Time Temporary Employee – Not to Exceed - \$56,400 annually.**
- iii. **“Compliance Specialist” - Part-Time Temporary Employee - Non-Exempt – Not to exceed \$23,600 annually.**

Ms. Campbell presented.

Director Nemati moved to approve to establish and fill new positions as listed above. The Motion was seconded by Director Holliday and approved by unanimous vote.

g. Approval to implement new job description:

- i. **“Eligibility Specialist”**

Ms. Campbell presented.

Director Holliday moved to approve implementation of the job description for the Eligibility Specialist position. The Motion was seconded by Director Nemati and approved by unanimous vote.

h. Approval of updated Organization chart.

Ms. Campbell presented.

Director Nemati moved to approve the updated Organization chart. The Motion was seconded by Director Holliday and approved by unanimous vote.

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

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

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.



9. Adjournment.

Director Holliday moved to adjourn the meeting. The Motion was seconded by Director Nemati.

The meeting adjourned at 11:00am.

Board approval confirmation:

AJ Gavilanes
NAHAC Corporate Secretary



9. Adjournment.

Director Holliday moved to adjourn the meeting. The Motion was seconded by Director Nemati.

The meeting adjourned at 11:00am.

Board approval confirmation:



AJ Gavilanes
NAHAC Corporate Secretary



EXHIBIT A

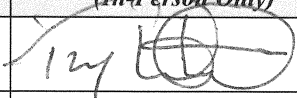
ATTENDANCE SHEET MARCH 18, 2019

(Attached)

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: March 18, 2019 10:00 AM

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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Nevada Bus. & Industry Director	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Greg Glover	NAHAC	IT Systems Manager	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Ryan Garner	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tyre Gray ✓	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	



PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: March 18, 2019 10:00 AM

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)
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input 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