



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON MARCH 15, 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 with Ellsworth & Stout CPA's presented.

b. February 2019 Financials

Mr. Brian Hardy with Ellsworth & Stout CPA's presented.

c. January 2019 Marketing Report

Mr. Tony Cammiso, Call Center Manager & Payroll Manager, presented.

d. NAHAC Operations and Performance Report

i. January 2019 Performance Report

Mrs. Veronica Lewis, Operations Manager, presented.

ii. February 2019 Performance Report

Mrs. Veronica Lewis, Operations Manager, presented.

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

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

Mr. Greg Glover, Information Technology Systems Manager, 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 this program.

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, Chief Operating Officer/Chief Executive Officer, presented, advising the Board that no increase will result from this amendment because NAHAC would not be required to go to a 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 with Fennemore Craig P.C. presented, advising that 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 advised that this savings is a savings from what NAHAC had budgeted and the realized savings could 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, advising this change is based on the total cost for the hourly rate in addition to the agency fee. Chairman Whitright asked for confirmation that this addition did not increase the hourly rate of the temporary staff, which Ms. Campbell confirmed.

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, advising of the purpose for these positions.

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.

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:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

DRAFT

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.