



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON JULY 10, 2019

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on July 10, 2019 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 1:34 p.m.  
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; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

**Board Members absent:** Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director

#### Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Veronica Lewis, Operations Manager
- David (Greg) Glover
- Scott Kotula, Compliance Manager
- AJ Gavilanes, Office Administrator / Secretary
- Brian Hardy (Ellsworth & Stout CPA’s) Financial and Compliance
- Ryan Garner (Ellsworth & Stout CPA’s) Financial and Compliance

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)<sup>1</sup>: None.

### 3. Approval of Minutes

#### a. April 29, 2019

Director Holliday moved to approve Minutes for April 29, 2019. The Motion was seconded by Director Hastings and approved by unanimous vote.

#### b. May 29, 2019

Director Hastings moved to approve Minutes for May 29, 2019. The Motion was seconded by Director Holliday and approved by unanimous vote.

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<sup>1</sup> 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.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

**c. June 19, 2019**

Director Johnsen moved to approve Minutes for June 19, 2019. The Motion was seconded by Director Hastings and approved by unanimous vote.

**d. June 25, 2019**

Director Holliday moved to approve Minutes for June 25, 2019. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**4. Approval of Agenda for July 10, 2019**

Items 5(a) and 6(a) were tabled.

Director Hastings moved to approve Agenda for July 10, 2019 as noted above. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**5. Items to be Presented for Information and Discussion:**

**a. June 2019 Financials**

This item was tabled. Mr. Brian Hardy with Ellsworth & Stout CPA's advised it is due to the meeting happening so close to the end of June, which ends the fiscal year and there are adjustments that will need to be made for the annual audit.

**b. NAHAC Operations**

**• June 2019 Performance Report**

Ms. Veronica Lewis and Mr. Scott Kotula presented.

Director Holliday shared that HousingWire released an article today that CoreLogic said April 2019 United States has the lowest foreclosure/delinquency rate in 20 years. Director Holliday felt this data validates decline being seen in the regular home retention program. Director Hastings agreed that foreclosures are at an all-time low.

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

**a. Approval of revised and updated NAHAC Policy Manual**

This item was tabled. Mr. Brian Hardy advised it was due to pending internal review.

**b. Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2019.**

Mr. Brian Hardy presented.

Director Holliday moved to approve the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2019. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**c. Authorization for President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for the audit of financial statements, agreed upon procedures and Form 990 for NAHAC for the year ended June 30, 2019 in an amount not to exceed \$42,800.**

Mr. Brian Hardy advised the amount is the same as the prior year and a significant discount from years before that. Mr. Hardy also shared this amount was about \$10,000 below the budgeted amount.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

Director Holliday thanked Mr. Hardy for holding the fee steady, it was a pleasant surprise as he knows that is uncommon.

Director Hastings moved to approve authorization for President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for the audit of financial statements, agreed upon procedures and Form 990 for NAHAC for the year ended June 30, 2019 in an amount not to exceed \$42,800. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute a contract of employment to be effective July 15, 2019 with existing Information Technology Systems Manager (from part-time to full time) with annual salary not to exceed \$100,000.**

Ms. Verise Campbell advised this will allow overlap with existing IT support vendor to facilitate a smooth transfer of knowledge as well as allowing for the Information Technology Systems Manager to have assistance.

Director Holliday moved to approve authorization for President/Chairperson to execute a contract of employment to be effective July 15, 2019 with existing Information Technology Systems Manager (from part-time to full time) with annual salary not to exceed \$100,000. The Motion was seconded by Director Hastings and approved by unanimous vote.

- e. Approval to implement updated job description for Information Technology Systems Manager position.**

Ms. Verise Campbell advised this is to change any language that indicated part-time to be full-time and changing classification to exempt salaried.

Director Johnsen moved to approve implementation of updated job description for Information Technology Systems Manager position. The Motion was seconded by Director Hastings and approved by unanimous vote.

- f. Approval of updated Organization chart.**

Director Hastings moved to approve 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:**

Director Holliday commended Mrs. AJ Gavilanes on her job of taking the minutes and being thorough. Chairman Whitright agreed and thanked Mrs. Gavilanes for keeping things in order.

**8. 2nd period of Public Comment and Discussion<sup>2</sup>: None.**

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<sup>2</sup> 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.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

**9. Adjournment.**

Director Hastings moved to adjourn the meeting. The Motion was seconded by Director Johnsen.  
The meeting adjourned at 2:06 p.m.

**Board approval confirmation:**

**Pending Board Approval**

AJ Gavilanes  
NAHAC Corporate Secretary

DRAFT