



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON SEPTEMBER 12, 2019**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on September 12, 2019 beginning at 2:00 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 2:03 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
- Tony Cammisio, Call Center Manager & Payroll Manager
- AJ Gavilanes, Office Administrator / Secretary
- Brian Hardy (Ellsworth & Stout CPA’s) Financial and Compliance
- Ryan Garner (Ellsworth & Stout CPA’s) Financial and Compliance
- Kurt Ouchida (BRAINtrust) Marketing
- Lamar Wyse, Quality Assurance
- 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. Approval of Minutes for July 10, 2019

Director Johnson moved to approve Minutes for July 10, 2019. The Motion was seconded by Director Hastings 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. Approval of Minutes for August 1, 2019

Director Holliday moved to approve Minutes for August 1, 2019. The Motion was seconded by Director Johnson and approved by unanimous vote.

4. Approval of Agenda for September 12, 2019

Director Hastings moved to approve Agenda for September 12, 2019. The Motion was seconded by Director Holliday and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. June 2019 Financials

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

b. July 2019 Financials

Mr. Hardy presented.

c. August 2019 Financials

Mr. Hardy presented.

d. NAHAC Operations

i. July 2019 Performance Report

Mr. Tony Cammisio presented on the status of the home retention programs. Mrs. Veronica Lewis presented on the status of the Down Payment Assistance (DPA) program.

ii. August 2019 Performance Report

Mr. Tony Cammisio presented on the status of the home retention programs. Mrs. Veronica Lewis presented on the status of the Down Payment Assistance (DPA) program.

Verise advised NAHAC received inquiry from Senator Catherine Cortez-Masto's office regarding allocating additional funds to the down payment assistance program. NAHAC has been in communication with Treasury to explore if Treasury will allow an additional round of the down payment assistance program. Additionally, Verise shared that she had just heard by word of mouth that US Treasury is indicating that there are some outstanding compliance matters. NAHAC does not know what those outstanding findings are but will be speaking with Senator Cortez-Masto's office tomorrow to clarify, as NAHAC had received a good compliance review with US Treasury. US Treasury has also indicated to the Senator's office that NAHAC would have to request for the DPA suspension to be lifted.

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

a. Authorization for President/Chairperson to execute an Independent Contractor Agreement with Lamar Wyse in an amount not to exceed a total of \$6,800 for Quality Assurance for the

period of September 2019 through April 2020.

Ms. Campbell advised the amount on this item should be \$7,120 and deferred to legal counsel on whether this item could proceed with a vote.

Mr. Tyre Gray with Fennemore Craig P.C. advised because the item falls outside of a process where NAHAC would need to do an RFP and the variance in amount is less than 15 percent, he feels comfortable with proceeding to vote.

Director Holliday moved to approve authorization for President/Chairperson to execute an Independent Contractor Agreement with Lamar Wyse in an amount not to exceed a total of \$7,120 for Quality Assurance for the period of September 2019 through April 2020. The Motion was seconded by Director Johnsen and approved by unanimous vote.

b. Authorization for President/Chairperson to execute Sixth Amendment to Professional Services Agreement with BTMC, LLC (dba BRAINtrust) for a period of 8 months in an amount not to exceed \$4,000 for Website Hosting and Management for NAHAC Home Retention programs.

Ms. Campbell advised the agreement was being scaled back to cover just the website through the remainder of the program. Mr. Hardy confirmed the website hosting and management service services allows for the fulfillment of requirements for posting public notices, posting of financial statements and posting of quarterly reports.

Director Holliday inquired if this item was already included in the budget for this amount. Mr. Hardy advised the amount is minuscule and would not be an issue for the budget.

Director Hastings moved to approve authorization for President/Chairperson to execute Sixth Amendment to Professional Services Agreement with BTMC, LLC (dba BRAINtrust) for a period of 8 months in an amount not to exceed \$4,000 for Website Hosting and Management for NAHAC Home Retention programs. The Motion was seconded by Director Johnsen and approved by unanimous vote.

c. Approval of revised Program Wind Down Timeline.

Verise presented and advised on reasons for adjustment.

Chairman Whitright responded that he understands the program closure announcement was delayed due to discussions regarding a second round of down payment assistance. Chairman Whitright inquired if the outcome of those discussions resulted in DPA returning to the table, would it create any further potential adjustments to the timeline. Verise responded that if NAHAC is given approval for another round of DPA, and it can be rolled out immediately and should not delay the scheduled closure. However, should another round of DPA be pushed out to the third or fourth week of October it could possibly push back the closure by about a month.

Director Hastings moved to approve revised Program Wind Down Timeline. 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 Hastings moved to adjourn the meeting. The Motion was seconded by Director Holliday.

The meeting adjourned at 2:34 p.m.

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

DRAFT

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