



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON APRIL 27, 2020**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on April 7, 2020 beginning at 1:30 p.m. PST via teleconference, pursuant to NRS 241.023 and Declaration of Emergency Directive 006.

1. Call to order, Roll call.

The meeting was called to order by Timothy Whitright, Board Chairperson at 1:42 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; Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

Board Members absent: None.

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Veronica Lewis, Operations Manager
- Tony Cammiso, Call Center Manager & Payroll Manager
- AJ Gavilanes, Office Administrator / Secretary
- David Greg Glover, IT Systems Manager
- Brian Hardy (Ellsworth & Stout CPA’s) Financial and Compliance
- Katie Hoffman (Fennemore Craig P.C.), Legal Counsel
- Allan Jocson (Agilitec IT, LLC), IT Support

Any members of the public participating in the teleconference were asked to provide their name. If any provided their name it is noted on the attendance sheet attached to the original minutes as Exhibit A.

2. Public comment (1st period)¹: None.

3. Approval of Minutes for February 28, 2020 This item was tabled.

4. Approval of Agenda for April 27, 2020

Director Chandra moved to approve Agenda for April 27, 2020, with the tabling of item 3. The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. March 2020 Financials

Mr. Brian Hardy presented.

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. NAHAC Operations

March 2020 Performance Report

Mr. Tony Cammiso advised the March performance report had been discussed in the previous Board meeting, however, much has happened since then. The onset and rapid spread of the coronavirus (COVID-19) caused an abrupt change to NAHAC's business operations. At the close of business on March 16, 2020, NAHAC laid off four temporary employees and directed its remaining seven full-time employees to work from home effective the following business day, March 17, 2020. Staff has been successfully and productively working remotely since that time.

Ms. Campbell reported NAHAC rehired three of the four temporary staff laid off in March due to the COVID19 crises, and efforts to rehire the fourth one is in process. She also advised additional temporary staff will be necessary and interviews are scheduled throughout the week.

Mr. Cammiso advised NAHAC's request to relaunch the MAP has been approved by Treasury and staffing is a top priority to handle the expected high demand.

Mrs. Lewis provided the following update on the Down Payment Assistance (DPA) Program:

- Confirmed reservations: 565 (\$10.7M)
- Cancellations: 123 since portal closure (approximately 18 percent fallout)
- Additional funds yielded from cancellations: \$2.2M in program dollars (to be re-purposed for the Unemployment Mortgage Assistance Program (UMAP))
- New total of program funds available for UMAP: \$5.2M
- Potential households to be assisted: approximately 1,260

Mrs. Lewis advised the Nevada Housing Division (NHD) processed 523 pre-closing and 275 post-closing loan packets. Of the 523 pre-closing files, Springboard completed the initial quality review of 517 loan files, 478 were deemed pre-eligible, 13 were ineligible, and 26 files were suspended. Of the 275 post-closing files, Springboard completed review of 238 loan files, 156 were eligible, 4 were ineligible, and 78 were suspended. NHD is continuing to work with lenders to get all required documents on the remaining loan files.

Mrs. Lewis also shared that Treasury sent out a memo to all Hardest Hit Fund States on April 24, 2020, that included a couple of program updates. The first update addresses the deadline for performing final underwriting decisions. The deadline was moved from December 31, 2020, to June 30, 2021. This will allow more processing time for states in the process of re-launching home retention programs to assist households affected by COVID-19. Although the decisioning deadline was moved, the deadline for final disbursement is still set for December 31, 2021. Treasury has indicated they will review all extension requests submitted by states and will address them on a state-by-state basis. NAHAC is not currently affected by this change since the final approval date is currently set for November 30, 2020, or until all program funds are fully committed.

The 2nd update mentioned in the memo specifically addresses monthly mortgage payment programs. To ensure that all homeowners receiving assistance under Hardest Hit Fund monthly mortgage payment assistance programs remain eligible during their



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respective assistance period, States must conduct regular recertifications at least once every six months during the period the borrower receives assistance.

NAHAC's recertification period requires a quarterly review. This means every time a homeowner received 3 monthly mortgage payments, NAHAC would reach out to homeowners receiving benefits to inquire about their employment status. Since the re-launch of the unemployment mortgage assistance program will only assist with 3 monthly mortgage payments to homeowners who are eligible, recertification will not be required.

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

a. Approval of the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2020

Mr. Hardy reporting there were no new findings. Of the seven findings previously noted, including all historical findings, five have resolved and two remain. Both remaining findings appear to have minimal impact. For instance, one of the findings involved not having a check request for a revolving utility. Ms. Campbell clarified going forward such expenditures will go through the established expenditure request process.

Director Holliday moved to approve the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2020. The Motion was seconded by Director Hastings and approved by unanimous vote.

b. Approval of policy – Teleworking (Employees)

Ms. Campbell advised new policies and procedures were developed to accommodate a remote working environment.

Director Johnsen moved to approve policy – Teleworking (Employees). The Motion was seconded by Director Hastings and approved by unanimous vote.

c. Approval of policy – Teleworking (Contractors)

Ms. Campbell advised this policy was developed to address the expectation of contractors who will be working remotely.

Chairman Whitright inquired if there was anything different from the contractors vs. NAHAC employees that required discussion. Ms. Campbell expressed the main difference is the specifications for independent contractors.

Director Chandra moved to approve policy – Teleworking (Contractors). The Motion was seconded by Director Johnsen and approved by unanimous vote.

d. Approval of revision to policy – Cell Phone Reimbursement

Ms. Campbell advised the COVID19 pandemic forced NAHAC to quickly take operations to a teleworking environment. As such, NAHAC employees are now using their personal cell phones in the normal course of business for email, text, internet and video conferences. Ms. Campbell asks the Board for approval to provide a reimbursement to the employees in the same amount the Board previously approved for reimbursement for Ms. Campbell's cell phone. She advised NAHAC does not intend to hire any new full-time permanent employees, and this is a benefit intended for the existing full-time permanent employees. It will allow NAHAC to communicate effectively and continue to work seamlessly in the teleworking environment.



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Chairman Whitright inquired if there has been any agreement signed by the employees. Ms. Campbell responded they have not had an agreement, but if that is something the Board would like to see she can investigate drafting an agreement. Chairman Whitright advised he is not suggest going in that direction but was curious if any agreement was being signed as a part of the policy.

Director Holliday inquired if there was anything NAHAC should do to ensure this as an allowable expense. Mr. Hardy advised he could see nothing that would specifically prohibit this, and the policy must be examined from the standpoint of reasonableness. Given the current circumstances, it is reasonable considering the staff is bearing the costs and using their own resources. Director Holliday agreed.

Director Hastings inquired if this policy will need to be reduced once the crisis is over. Ms. Campbell advised NAHAC can address this matter in the future, and Mr. Hardy advised he does not expect there would be anything significant enough to require a change of the policy.

Director Hastings moved to approve revision to policy – Cell Phone Reimbursement. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. **Authorization for President/Chairperson to execute the Third Amendment to Professional Services Agreement with Agilitec IT, LLC in an amount not to exceed \$40,000 for a period of 6 months to provide IT Support.**

Ms. Campbell advised since NAHAC is teleworking Mr. Glover has been stretched thin as the only IT professional onsite. This amendment would cover a team of IT professionals who will assist Mr. Glover with troubleshooting, setup, desktop support, and writing complex scripts required for programming.

Mr. Glover added that a portion of this is the scripts that deal with SharePoint programming and administration of SharePoint and Office365.

Director Holliday moved to authorization President/Chairperson to execute the Third Amendment to Professional Services Agreement with Agilitec IT, LLC in an amount not to exceed \$40,000 for a period of 6 months to provide IT Support. The Motion was seconded by Director Chandra and approved by unanimous vote.

- f. **Authorization for President/Chairperson to execute the Sixth Amendment to Professional Services Agreement with Speridian Technologies, LLC in a one-time amount not to exceed \$6,500 for Nevada Mortgage Assistance System (NMAS) April 2020 Program changes.**

Ms. Campbell reminded the Board that previously they approved the agreement with Speridian to continue to maintain the NMAS system. However, modifications to NMAS are necessary to accommodate changes to UMAP. Speridian is fast-tracking the changes, and the cost is in line with previous program changes.

Chairman Whitright asked for clarification of one-time changes to the system versus on-going maintenance. Ms. Campbell confirmed.

Director Hastings moved to authorize President/Chairperson to execute the Sixth Amendment to Professional Services Agreement with Speridian Technologies, LLC in a one-time amount not to exceed \$6,500 for Nevada Mortgage Assistance System (NMAS) April 2020 Program changes.

The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell added the lease for NAHAC's office space is expiring soon. NAHAC begin month-to-month effective June 1, 2020. And long-term teleworking may be an option. However, even with teleworking NAHAC would still need a central location that accommodates social distancing protocols. Ms. Campbell expects an agenda item regarding the lease and office space will be forthcoming in the next six weeks.

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

9. Adjournment.

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

The meeting adjourned at 2:23 p.m.

Board approval confirmation:

Pending Board Approval

AJ Gavilanes
NAHAC Corporate Secretary

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