



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON JULY 22, 2020**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on July 22, 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 1:34 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; 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 Cammisio, Call Center Manager & Payroll Manager
- AJ Gavilanes, Office Administrator / Secretary
- Brian Hardy (Ellsworth & Stout CPA’s) Financial and Compliance
- Melanie Rollo (Ellsworth & Stout CPA’s) Financial and Compliance
- Katie Hoffman (Fennemore Craig P.C.), Legal Counsel

**Participating members of the public are asked to identify themselves and are noted on the attendance sheet attached to the original minutes as Exhibit A.**

**2. Public comment (1st period)<sup>1</sup>:** None.

**3. Approval of Minutes for June 16, 2020**

Director Chandra moved to approve Minutes for June 16, 2020. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**4. Approval of Agenda for July 22, 2020**

Ms. Verise Campbell requested to amend item 6(e) to remove the word “full-time.”

Director Hastings moved to approve Agenda for July 22, 2020 with changes as amended above. The Motion was seconded by Director Johnsen 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.

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

**a. June 2020 Financials**

Mr. Brian Hardy advised NAHAC is working on submitting information for its annual independent audit. He noted that changes this month included the following:

- Updates for reallocation of administrative funds
- Year-end close
- Payroll and PTO (Paid Time Off) year-end
- Additional payroll period in this month
- Temporary labor
- Computer equipment purchase

**b. NAHAC Operations**

**i. Hardest Hit Fund® Administrative Budget Update**

Mr. Hardy advised the request for reallocation of \$1.3 million for administrative purposes has been approved by Treasury. The revised wind down date is August 31, 2021.

**ii. June 2020 Performance Report**

Mr. Tony Cammisso and Mrs. Veronica Lewis presented the June 2020 Performance Report.

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

- a. Authorization for payment of April invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 34 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$662,014.00.**

Director Johnsen moved to authorize payment of April invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 34 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$662,014.00. The Motion was seconded by Director Chandra and approved by unanimous vote.

- b. Authorization for payment of May invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 243 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$4,651,010.00.**

Director Hastings moved to authorize payment of May invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 243 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$4,651,010.00. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Authorization for payment of June invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 162 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$3,092,496.00.**

Director Hastings moved to authorize payment of June invoice in excess of \$500,000 to the Nevada Housing Division for reimbursement of 162 Down Payment Assistance (DPA) Program fundings in the approximate amount of \$3,092,496.00. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**d. Approval of the Internal Compliance Review Report for 3<sup>rd</sup> Quarter of Fiscal Year 2020.**

Ms. Melanie Rollo advised there was one new low risk finding in this quarter and all prior quarter findings have been resolved. She added everything looks clean and there have been no recent significant findings.

Director Holliday complemented the NAHAC team on a job well done, which sentiments were echoed by Chairman Whitright.

Director Holliday moved to approval the Internal Compliance Review Report for 3<sup>rd</sup> Quarter of Fiscal Year 2020. The Motion was seconded by Director Hastings and approved by unanimous vote.

**e. Authorization for President/Chairperson to execute an amendment to the agreement with Ellsworth & Stout, CPAs in an amount not to exceed \$45,000 for full-time bookkeeping services for a period of 12 months.**

This agenda item was amended to remove the word “full-time.”

Ms. Campbell stated the need for additional accounting support is required to minimize errors and increase productivity.

Director Holliday moved to authorize President/Chairperson to execute an amendment to the agreement with Ellsworth & Stout, CPAs in an amount not to exceed \$45,000 for bookkeeping services for a period of 12 months. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**f. Annual review and approval of the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through December 20, 2018).**

Director Chandra moved to approve the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through December 20, 2018). The Motion was seconded by Director Hastings and approved by unanimous vote.

**g. Authorization for President/Chairperson to execute the renewal of the Employee Medical Benefit plans with Health Plan of Nevada / Sierra Health and Life at a blended increase of 6.12% commencing on September 1, 2020.**

Director Holliday moved to authorize President/Chairperson to execute the renewal of the Employee Medical Benefit plans with Health Plan of Nevada / Sierra Health and Life at a blended increase of 6.12% commencing on September 1, 2020. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**h. Authorization for NAHAC to engage the following temporary staff through August 2021:**

- i. 3 – Floaters (Temporary Staff), in an amount not to exceed \$26 per hour each**

Director Hastings moved to authorize NAHAC to engage 3 – Floaters (Temporary Staff), in an amount not to exceed \$26 per hour each through August 2021. The Motion was seconded by Director Holliday and approved by unanimous vote.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

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

Ms. Campbell advised the following items will be presented for future board consideration:

- Ancillary employee benefits (October renewal)
- Additional DPA invoices

Chairman Whitright shared he had been in contact with a homeowner who wanted to acknowledge the kindness and tenacity of the NAHAC staff. The homeowner shared the NAHAC team never forgot him and never stopped trying. The homeowner is now getting movement with Unemployment and has also contacted one of the local non-profit agencies regarding assistance through the CARES (Coronavirus Aid, Relief, and Economic Security Act) Housing Assistance Program (CHAP). While the homeowner's issues are not yet completely resolved, the homeowner wanted the NAHAC Team to accept his apology for any frustration that was taken out on them, as he now realizes that everyone he was in contact with had his best interest at heart.

Mrs. Lewis shared NAHAC has learned the State of Illinois is rolling out a new Non-Hardest Hit Fund mortgage assistance program, utilizing CARES funding. The \$150M grant must be distributed by December 2020 and will assist homeowners utilizing the HHF file processing infrastructure. The average benefit amount per household is \$10,000. There are approximately 100 servicers on board.

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

**9. Adjournment.**

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

The meeting adjourned at 2:17 p.m.

**Board approval confirmation:**

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AJ Gavilanes  
NAHAC Corporate Secretary

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AJ Gavilanes  
NAHAC Corporate Secretary

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**EXHIBIT A**

**ATTENDANCE SHEET JULY 22, 2020**

**(Attached)**



**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**

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

Date & Time of Meeting: July 22, 2020 1:30 PM

<b>NAHAC Directors, Officers, Employees and Contractors</b>					
<b>Attendee Name</b>	<b>Organization(s) (N/A if none)</b>	<b>Title(s) (N/A if none)</b>	<b>Attended via Phone</b>	<b>Not In Attendance</b>	<b>Signature (In-Person Only)</b>
Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Rande Johnsen	NAHAC Board of Directors	Independent Director, Vice President & Vice Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jim Hastings	NAHAC Board of Directors	Independent Director	<input checked="" type="checkbox"/>	<input 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"/>	
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"/>	
Melanie Rollo	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Katie Hoffman	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input 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: July 22, 2020 1:30 PM

<b>NAHAC Directors, Officers, Employees and Contractors (continued)</b>					
<b>Attendee Name</b>	<b>Organization(s) <i>(N/A if none)</i></b>	<b>Title(s) <i>(N/A if none)</i></b>	<b>Attended via Phone</b>	<b>Not In Attendance</b>	<b>Signature <i>(In-Person Only)</i></b>
			<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"/>	

<b>Members of the General Public</b>				
<b>Attendee Name</b>	<b>Organization(s) <i>(N/A if none)</i></b>	<b>Title(s) <i>(N/A if none)</i></b>	<b>Number(s) of agenda item(s) to comment on</b>	<b>Signature</b>