



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON NOVEMBER 18, 2020**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on November 18, 2020 beginning at 2:00 p.m. PST via teleconference, pursuant to NRS 241.023 and Declaration of Emergency Directive 029.

1. Call to order, Roll call.

The meeting was called to order by Timothy Whitright, Board Chairperson at 2:06 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 Cammisso, Call Center Manager & Payroll Manager
- David Greg Glover, I.T. 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
- Melanie Rollo (Ellsworth & Stout CPA’s) Financial and Compliance
- Ann Morgan (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)¹: None.

3. Approval of September 23, 2020 Minutes

Director Johnsen moved to approve Minutes for September 23, 2020. The Motion was seconded by Director Hastings and approved by unanimous vote.

4. Approval of November 18, 2020 Agenda

Director Holliday moved to approve Agenda for November 18, 2020. The Motion was seconded by Director Johnsen 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.

5. Items to be Presented for Information and Discussion:

a. September 2020 Financials

Mr. Ryan Garner advised there was a typographical error in the header of the September report (should be “September” instead of “August.”).

Mr. Garner noted page 2 of the balance sheet reflects the main change as a decrease in cash primarily due to \$463,000 in Down Payment Assistance (DPA) Program disbursements. Currently, 97% of the funds allocated to the program have been disbursed. He also noted on page 3 of the balance sheet that NAHAC disbursed \$277,000 in funds for the B-4 program which is a significant increase over the past few months.

Mr. Garner advised of reductions in consulting and technology expenses with overall total expenses at approximately 91% of budget amounts.

b. NAHAC 2020 Audited Financial Statements and Management Letter (as prepared by Houldsworth, Russo & Company)

Mr. Brian Hardy reported the audit and went very well and was completed successfully. The only item referenced in the Management Letter was the collectability of accounts receivable as a significant estimate. NAHAC is aware and is still working on collecting some of those items as they predate the current team.

Director Holliday congratulated Mr. Hardy and the NAHAC team on a clean audit. Director Holliday’s sentiments were echoed by Chairman Whitright.

c. Agreed-Upon Procedures (AUP) Report for FY2020 (as prepared by Houldsworth, Russo & Company)

The Agreed-Upon Procedures is an engagement the external auditors complete that compares NAHAC’s internal control program (and its different components) to the matrix of recommendation and control objectives that US Treasury provided to NAHAC. It compares and determines if there are any findings or differences between the recommendations that are made and that which NAHAC has both in place and operating. Almost every item shows NAHAC met the objective without exceptions and with no differences noted.

Mr. Hardy advised this was the first year this has happened. Chairman Whitright commented that it was well done.

d. NAHAC Operations

i. US Treasury Compliance Review (Report Dated October 15, 2020)

Mr. Hardy explained the review usually happens annually and is performed in person by US Treasury's compliance team and contracted auditors. The review included: technology, program expenses, administrative expenses, and overall operations. Additionally, actual transactions and controls over transactions and activities are also reviewed. Treasury provides feedback and observations on areas of improvement.

Due to the COVID-19 pandemic, the review was conducted remotely and covered an 18-month period. US Treasury advised everything looked good, with only 2 observations. One observation was an ongoing finding related to a former lease of office space in North Las Vegas which was not properly terminated. This item is expected to remain until the end of the



program. The other observation was the absence of an annual technology risk assessment, which NAHAC will be incorporating into the procedures it currently has in place.

Mr. Hardy shared all historical findings related to administrative expenses, eligibility, and program have all been resolved and cleared from the outstanding observation list.

Ms. Verise Campbell advised Treasury had complimented NAHAC on having the best audit in NAHAC's history. Chairman Whitright expressed this was NAHAC's finest hour.

Director Holliday commented not only did NAHAC clear up all outstanding findings, but the Executive Summary indicated "exceptional" ratings in all areas, with the exception of one "satisfactory" rating. Director Holiday was on the exit call with NAHAC and Treasury and acknowledged NAHAC for the hard work. Director Johnsen echoed Director Holliday's sentiments.

ii. September 2020 Performance Report

Mr. Tony Cammisio presented on Home Retention programs.

Mrs. Veronica Lewis presented on Down Payment Assistance (DPA) Program, program wind down and amounts funded.

October overview

Mrs. Lewis advised since relaunch of the program, NAHAC has taken approximately 3,095 intake sessions, of which 981 were deemed incomplete or ineligible during the pre-eligibility or initial analysis session. Additionally, 961 were withdrawn, and 246 files have been deemed ineligible in underwriting.

Through October, 265 files have been approved, of which 185 were funded for a total of \$839,979. Additionally, there are 722 files in review or pending funding, with a commitment of approximately \$3.2 million. The combined total of files funded, pending funding, and in review is a commitment of approximately \$4 million.

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

a. Approval of the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2020.

Ms. Melanie Rollo advised the only finding in the quarter was of a moderate risk and was related to a lien not being released in a timely manner. The finding from the previous quarter, related to the Quarterly Performance Report (QPR) not tying out to the records and supporting data, has been cleared. Ms. Rollo congratulated NAHAC for a stellar performance.

Director Hastings moved to approve the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2020. The Motion was seconded by Director Johnsen and approved by unanimous vote.

b. Proposed Program Changes

Authorization for President/Chairperson to execute an Amendment to Commitment to Purchase Financial Instrument and Housing Finance Agency (HFA) Participation Agreement (between the U.S. Treasury, NAHAC and the Nevada Housing Division) with changes to the Term Sheets for the Unemployment Mortgage Assistance Program (MAP) as follows:

- 1. Elimination of program exclusion "Borrower becoming fully employed at any time during the MAP benefit period."**



2. **Language modification of household income to include the current income cap of \$98,500.**

Other Changes (Guidelines):

1. **Increase monthly benefit assistance from 3 months to 5 months.**
2. **Elimination of liquid asset test.**
3. **Reduction of required documentation.**

Ms. Campbell acknowledged Mrs. Lewis as the resident expert regarding term sheet changes, and for getting quick approval of term sheet changes from US Treasury.

Mrs. Lewis highlighted the requested program changes and advised of NAHAC's plans to reach out to homeowners who were previously deemed ineligible due to previous program restrictions. She added that the changes will result in a significant reduction of processing time due to the reduction in the amount of required documentation.

Ms. Campbell reminded the Board of her statement at a previous meeting, that it is taking an unprecedented amount of time to process files, and she would be reviewing NAHAC's processes, as well impediments and best practices across other programs. NAHAC has found much of the issue with liquid assets was the unemployment benefits received and found that homeowners are needing more than three months of assistance. Elimination of the liquid assets test is something that most of the Hardest Hit Fund programs have already eliminated and NAHAC will be following suit.

Ms. Campbell advised she would like to get NAHAC back to a 35-45-day turnaround, with over 600 files in the pipeline and about 3 more months to continue to take applications.

Ms. Campbell mention the HCA portal has been closed. The HCA can view the portal to check a homeowner if they are administering the CHAPS/CARES Act funds but cannot submit any new applications at this time.

Chairman Whitright expressed his understanding was this would result in more funding and helping people much faster than it had been. He also inquired if they knew how many applicants did not pass the liquid asset test. Mrs. Lewis responded based on files reviewed in underwriting there are approximately 124 files that were deemed ineligible for this reason.

Chairman Whitright commented that Ms. Campbell had said she would deliver and she and Mrs. Lewis did deliver and again, a great job.

Director Holliday moved to approve Authorization for President/Chairperson to execute an Amendment to Commitment to Purchase Financial Instrument and Housing Finance Agency (HFA) Participation Agreement (between the U.S. Treasury, NAHAC and the Nevada Housing Division) with changes to the Term Sheets for the Unemployment Mortgage Assistance Program (MAP) for the terms noted. The Motion was seconded by Director Hastings and approved by unanimous vote.

- c. **Authorization for President/Chairperson to execute an agreement with Global Solutions Group, Inc. (GSG) to perform annual Network Penetration and Vulnerability Testing in an amount not to exceed \$6,000.00.**

Mr. David Greg Glover advised this is a mirror image of last year's network penetration and vulnerability testing.

Director Hastings inquired if anything had ever been found that needed to be fixed.

Mr. Glover advised the process is intense, and they do find things that need to be corrected and it is an important process.

Ms. Campbell advised it is also a US Treasury requirement that NAHAC conduct it.

Director Hastings inquired if NAHAC is on top of it when something comes back that needs to be fixed.

Mr. Glover confirmed absolutely, that NAHAC has roughly two weeks to correct the problem and GSG reviews it again to ensure it is corrected.

Director Hastings moved to approve President/Chairperson to execute an agreement with Global Solutions Group, Inc. (GSG) to perform annual Network Penetration and Vulnerability Testing in an amount not to exceed \$6,000.00. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute a Seventh Amendment to Professional Services Agreement with Speridian Technologies, LLC in a total one-time amount not to exceed \$6,693.00 for the following changes in the Nevada Mortgage Assistance System (NMAS):**
- 1. Report to track commitment dollars (\$2,208.00)**
 - 2. Email automation of ineligible/withdrawn letters (\$1,725.00)**
 - 3. Modifications required for proposed changes for elimination of liquid asset reference**
 - 4. Add reference for up to 5 monthly mortgage payments (\$2,760.00)**

Ms. Campbell advised because the change was approved by US Treasury so quickly, NAHAC had to move forward with getting these changes started in the system and shared the dollar amount does not exceed the authority of the Chairperson and herself. It had been brought to the Board because that is standard practice with a change of this nature.

Mr. David Greg Glover summarized the changes.

Director Hastings moved to approve President/Chairperson to execute a Seventh Amendment to Professional Services Agreement with Speridian Technologies, LLC in a total one-time amount not to exceed \$6,693.00 for changes in the Nevada Mortgage Assistance System (NMAS) as noted. The Motion was seconded by Director Holliday and approved by unanimous vote.

- e. Approval to change the existing title of Accountant I to Accounting Clerk.**

Ms. Campbell advised this position is currently vacant and Ellsworth & Stout has stepped in to assist with accounts payable and accounts receivable as well as servicer record assistance; however NAHAC took this opportunity to make sure that title was adjusted for when someone is hired for that position.

Director Holliday inquired if there was a change in pay with the title change.

Ms. Campbell confirmed just a change in title.

Chairman Whitright sought to confirm the Account I position is vacant at this time.

Ms. Campbell confirmed it is.

Chairman Whitright inquired if NAHAC would be hiring someone new or moving an existing team member into that position.

Ms. Campbell advised a temp had been hired for that position but did not work out. NAHAC seeks to hire temporary to permanent.

Director Holliday moved to approve changing the existing title of Accountant I to Accounting Clerk. The Motion was seconded by Director Hastings and approved by unanimous vote.

f. Approval of updated Organization chart.

Ms. Campbell advised this just reflects the title update on the organizational chart.

Director Hastings moved to approve the updated Organization chart. The Motion was seconded by Director Johnsen and approved by unanimous vote.

7. General Board Comments, Questions, and Items for Future Board Meetings: None.

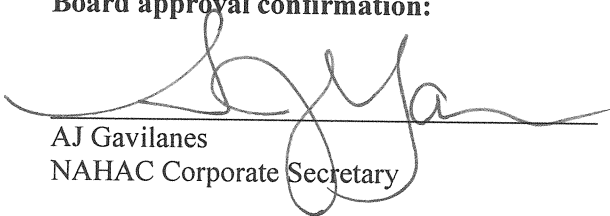
8. 2nd period of Public Comment and Discussion²: None.

9. Adjournment.

Director Hastings moved to adjourn the meeting.

The meeting adjourned at 2:52 p.m.

Board approval confirmation:


AJ Gavilanes
NAHAC Corporate Secretary

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.



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9. Adjournment.

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EXHIBIT A

ATTENDANCE SHEET NOVEMBER 18, 2020

(Attached)



PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: November 18, 2020 2 :00 PM

NAHAC Directors, Officers, Employees and Contractors					
Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Attended via Phone	Not In Attendance	Signature (In-Person Only)
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 type="checkbox"/>	<input checked="" 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"/>	
David Greg Glover	NAHAC	I.T. Systems 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"/>	
Ryan Garner	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"/>	
Ann Morgan	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: November 18, 2020 2 :00 PM

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

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