



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON MARCH 24, 2021**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on March 24, 2021 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 2:03 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
- 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
- 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:**

**a. November 18, 2020 Minutes**

Director Holliday moved to approve Minutes for November 18, 2020. 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.



**b. January 27, 2021 Minutes**

Director Holliday moved to approve Minutes for January 27, 2021. The Motion was seconded by Director Hastings and approved by unanimous vote.

**4. Approval of March 24, 2021 Agenda**

Director Holliday moved to approve Agenda for March 24, 2021 with the tabling of item 6(b). The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

**a. January 2021 Financials**

Mr. Ryan Garner presented.

**b. February 2021 Financials**

Mr. Garner presented. Director Holliday congratulated Verise, Brian and the team on maintaining the budget in conjunction with monthly budget projections.

**c. NAHAC Operations**

**i. January 2021 Performance Report**

Mrs. Veronica Lewis presented.

**ii. February 2021 Performance Report**

Mrs. Lewis presented.

She also provided approximate updates as follows for the month of March:

- 157 files funded (\$1.1M)
- 73 files approved/pending funding
- 15 files pending eligibility review

Chairman Whitright inquired if the numbers listed for “Intake Sessions Initiated” and “Funded” and were cumulative. Mrs. Lewis confirmed they were.

**iii. SIGTARP Update**

Ms. Verise Campbell advised numerous requests have been received recently from the Special Inspector General for the Troubled Asset Relief Program (SIGTARP). The requests come from both the audit and investigative departments of SIGTARP. Ms. Campbell felt the requests were not anything out of the ordinary, but she will continue to keep the Board apprised. She added, there were two subpoenas currently on deck and if the Board would like more details on that she believes it will require a legal briefing (deferred to attorney Katie Hoffman).

Chairman Whitright confirmed he would like the legal briefing. Ms. Katie Hoffman stated she would touch base about setting up the appropriate meeting.

**iv. Penetration and Vulnerability Testing Update**

Mr. David Greg Glover advised NAHAC utilizes 7 cloud-based systems, two of which NAHAC has control over (application/hardware) through its partner companies Speridian Technologies, LLC and BRAINtrust. NAHAC must perform penetration and vulnerability testing on an annual basis, which was completed in December 2020. The preliminary report



was received on December 21, 2020, and it identified six vulnerabilities, which were addressed. The final report indicating the fixes was received on January 15, 2021,

Director Hastings complimented Mr. Glover on the update.

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

- a. Approval of the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2021.**  
Ms. Melanie Rollo presented.

Director Whitright inquired as to the status of the management response on the finding related to the Quarterly Performance Report (QPR).

Mr. Glover advised the matter is still being researched to determine why the discrepancy occurred. Additionally, Mr. Hardy shared going forward, while the Quarterly Financial Report (QFR) is being created, the QPR numbers will be reviewed in detail to ensure they match the summary information used for that report. This will ensure discrepancies are identified in advance of submission.

Director Hastings moved to approve the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Approval of revised Employee Handbook.**  
This item was tabled.

- c. Approval of revised Accounting Clerk job description.**  
Chairman Whitright asked to clarify if this position was already identified on the organizational chart. Ms. Campbell confirmed that was correct, and NAHAC was only requesting to change the reporting structure.

Director Holliday advised there was an issue within the job description and there were several references to “Accountant 1”. Ms. Campbell thanked him and noted that issue was in a couple of places on the job description and advised they will review the document to be sure the title reflected the “Accounting Clerk” as opposed to “Accountant 1”.

Chairman Whitright inquired if this item could still move forward with that change. Ms. Hoffman advised the motion can be to approve the revised accounting clerk job description with the corrections that Ms. Campbell has noted.

Director Holliday moved to approve revised Accounting Clerk job description to include corrections as noted by Verise Campbell. The Motion was seconded by Director Hastings and approved by unanimous vote.

- d. Approval of revised Organizational Chart.**  
Ms. Campbell advised this change was just to reflect the change in reporting structure for the Accounting Clerk position.

Director Johnsen moved to approve revised Organizational Chart. The Motion was seconded by Director Hastings and approved by unanimous vote.

- e. Approval of revised Program Wind Down Timeline.**  
Ms. Lewis presented and advised the only change is the Portal Closure of the Unemployment



Mortgage Assistance Program (UMAP).

Director Hastings moved to approve revised Program Wind Down Timeline. 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 advised the Board the landlord for NAHAC's office space was showing the space for future rental.

Ms. Campbell requested the Chairman to call monthly Board meetings. She advised NAHAC was in pre-wind down, going forward things will be happening rapidly, and NAHAC wanted to keep the Board apprised as it moves into complete wind down.

Chairman Whitright inquired if those meetings need to be scheduled in advance or just each month. Ms. Campbell advised the Board Secretary, Mrs. AJ Gavilanes, will poll the Board on the best days to conduct the meetings.

Chairman Whitright stated he was proud of the hard work and success of the organization.

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

**9. Adjournment.**

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

The meeting adjourned at 2:49 p.m.

**Board approval confirmation:**

  
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AJ Gavilanes  
NAHAC Corporate Secretary

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