



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON MAY 12, 2021**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on May 12, 2021 beginning at 2:00 PDT 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 2:04 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
- 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
- Katie Hoffman (Fennemore Craig P.C.), Legal Counsel
- Joel Jarvis (Kaercher Insurance), Insurance Professional

**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 April 26, 2021 Minutes**

Director Hastings moved to approve Minutes for April 26, 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**4. Approval of May 12, 2021 Agenda**

Item 6(f) was tabled.

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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.



Director Johnsen moved to approve Agenda for May 12, 2021 as noted above. The Motion was seconded by Director Holliday and approved by unanimous vote.

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

**a. NAHAC Operations**

**• April 2021 Performance Report**

Mr. Tony Cammisio presented on Home Retention programs.

Mrs. Veronica Lewis presented on program wind down and amounts funded.

Mrs. Lewis advised that currently four of the five files that were pending funding as of April 30<sup>th</sup>, have been funded for a total of approximately \$43,379.00. The one remaining file pending funding is expected to be completed next week once information is received from the servicer.

Ms. Verise Campbell advised that NAHAC had completed one SIGTARP subpoena request the previous week and hopes to complete a second SIGTARP subpoena request later this week. She also stated NAHAC has officially started its US Treasury Compliance Review and while the review will be conducted in the first week of August, the requested documents are due back to US Treasury in the next three weeks.

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

**a. Authorization for President/Chairperson to bind renewal coverage with Philadelphia Indemnity Insurance Company for annual General Liability & Business Personal Property Coverage commencing on June 18, 2021 in an amount not to exceed \$1,058.**

Mr. Joel Jarvis presented.

Director Holliday moved to authorize the President/Chairperson to bind renewal coverage with Philadelphia Indemnity Insurance Company for annual General Liability & Business Personal Property Coverage commencing on June 18, 2021 in an amount not to exceed \$1,058. The Motion was seconded by Director Hastings and approved by unanimous vote.

**b. Authorization for President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for the audit of financial statements, agreed upon procedures and Form 990 for NAHAC for the year ended June 30, 2021 in an amount not to exceed \$42,800.**

Mr. Brian Hardy presented.

Director Johnsen moved to authorize the President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for the audit of financial statements, agreed upon procedures and Form 990 for NAHAC for the year ended June 30, 2021 in an amount not to exceed \$42,800. The Motion was seconded by Director Holliday and approved by unanimous vote.

**c. Approval to change pay and status of “Operations Manager” position from Exempt to Non-Exempt at the hourly rate of \$35.00 per hour.**

Ms. Campbell presented.

Director Hastings moved to approve to change pay and status of “Operations Manager” position from Exempt to Non-Exempt at the hourly rate of \$35.00 per hour. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute a contract of employment to be effective May 24, 2021 with existing Operations Manager (from full time to part-time with no benefits) with annual salary not to exceed \$50,000.**

Mr. Hardy clarified that that the proposed contract would establish an annual wage not to exceed \$50,000. Attorney Katie Hoffman advised that any motion should reflect that the contract will set an annual wage rather than an annual salary.

Director Chandra moved to authorize the President/Chairperson to execute a contract of employment to be effective May 24, 2021 with existing Operations Manager (from full time to part-time with no benefits) with annual wage not to exceed \$50,000. The Motion was seconded by Director Hastings and approved by unanimous vote.

- e. Approval to establish and fill new “Assistant Operations Manager” position - Regular Full-Time Employee - Exempt - Not to exceed \$65,000 annually.**  
This item was tabled.
- f. Approval to implement new “Assistant Operations Manager” job description.**  
This item was tabled.
- g. Approval of updated Organization chart.**  
This item was tabled.
- h. Authorization for President/Chairperson to execute an addendum to the Independent Contractor Agreement with Wyse Choice Consulting to provide quality review on home retention and home acquisition files at the \$40 per file rate, extending the term of the agreement through August 31, 2021.**

Ms. Campbell advised the agreement is in the name of “Wyse Choice Consulting”. However, the agenda item pertaining to the agreement previously approved by the Board was in the name of “Lamar Wyse.” Additionally, the timetable specified in the agreement has expired, and the need for quality assurance is ongoing.

Director Hastings moved to authorize the President/Chairperson to execute an addendum to the Independent Contractor Agreement with Wyse Choice Consulting to provide quality review on home retention and home acquisition files at the \$40 per file rate, extending the term of the agreement through August 31, 2021. 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 additional items are expected to be presented in the near future as the wind down continues.

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

**9. Adjournment.**

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<sup>2</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.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

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

The meeting adjourned at 2:32 p.m.

**Board approval confirmation:**



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AJ Gavilanes  
NAHAC Corporate Secretary



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

The meeting adjourned at 2:32 p.m.

**Board approval confirmation:**

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AJ Gavilanes  
NAHAC Corporate Secretary



**EXHIBIT A**

**ATTENDANCE SHEET MAY 12, 2021**

**(Attached)**



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

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

**Date & Time of Meeting: May 12, 2021 2:00 PM**

| <b>NAHAC Directors, Officers, Employees and Contractors</b> |   |   |                                     |                                     |                                       |
|---|---|---|-------------------------------------|-------------------------------------|---------------------------------------|
| <b>Attendee Name</b>  | <b>Organization(s)<br/>(N/A if none)</b>                  | <b>Title(s)<br/>(N/A if none)</b>                               | <b>Attended<br/>via Phone</b>       | <b>Not In<br/>Attendance</b>        | <b>Signature<br/>(In-Person Only)</b> |
| Timothy Whitright   | Nevada Housing Division /<br>NAHAC Board of Directors     | Deputy Administrator / NHD<br>Director & President, Chairperson | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Michael Holliday  | Nevada Housing Division /<br>NAHAC Board of Directors     | CFO / NHD Director & Treasurer                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Sharath Chandra   | Nevada Real Estate Division /<br>NAHAC Board of Directors | Administrator / Nevada Bus. &<br>Industry Director              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Rande Johnsen   | NAHAC Board of Directors                                  | Independent Director,<br>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 &<br>Chief Operating Officer            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Veronica Lewis  | NAHAC   | Operations Manager  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| David Greg Glover   | NAHAC   | I.T. Systems Manager  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Tony Cammiso  | NAHAC   | Call Center Manager & Payroll<br>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 type="checkbox"/>            | <input checked="" type="checkbox"/> |                                       |
| Katie Hoffman   | Fennemore Craig P.C.                                      | NAHAC Legal Counsel   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                                       |
| Joel Jarvis   | Kaercher Insurance  | NAHAC Insurance Professional                                    | <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: May 12, 2021 2:00 PM

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

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