



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON JUNE 16, 2021

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation ("NAHAC"), held a public meeting on June 16, 2021 beginning at 2:00 p.m. PST at the following location:

Housing Division, 3rd Floor Conference Room: 3300 W Sahara Ave Ste 300 Las Vegas, NV 89102

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; 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
- Tony Cammisio, Call Center Manager & Payroll Manager
- David Greg Glover, I.T. Systems Manager
- AJ Gavilanes, Office Administrator / Secretary
- Steve Aichroth, Nevada Housing Division - Administrator
- Brian Hardy (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)¹: None.

3. Approval of May 12, 2021 Minutes

Director Hastings moved to approve Minutes for May 12, 2021. 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.



4. Approval of June 16, 2021 Agenda

Director Holliday moved to approve Agenda for June 16, 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. Homeowner Assistance Fund (HAF) – Steve Aichroth, Administrator, Nevada Department of Business & Industry

Mr. Steve Aichroth addressed the board. He advised the State of Nevada will be receiving \$121M in homeowner assistance funds provided through the American Rescue Plan. Per Mr. Aichroth, the Homeowner Assistance Fund (HAF) was established to mitigate financial hardships associated with the Corona virus pandemic by providing funds for the purpose of preventing homeowner mortgage delinquencies, defaults, foreclosures, loss of utilities or home energy services and displacements of homeowners experiencing financial hardship after January 21, 2020 through qualified expenses related to mortgages and housing.

HAF funding is provided solely to the state. The Governor's Office has indicated these funds will be moved to the Housing Division and Housing Division leadership determined the best avenue for these funds to assist Nevada homeowners is NAHAC, as NAHAC, and in particular the NAHAC leadership team has had experience with the Hardest Hit Fund.

Mr. Aichroth also shared that the Housing Division will be appearing before the Interim Finance Committee next Tuesday to receive approval for the acceptance of the first 10% of the HAF funds. The initial funds were specifically designed to accomplish 3 things: 1) Begin to procure the infrastructure needed to administer the program; 2) Hire staff to administer the program; and 3) begin to create, reinstate or continue existing programs to assist homeowners. The balance of the 90% of the funds will be provided once a plan is submitted to Treasury. That plan has to be submitted by June 30th or an extension requested by that date.

Per Mr. Aichroth, the Housing Division will be requesting an extension of approximately two weeks for plan submission as that allows for public input, dissemination of data, which was just recently provided by Treasury, and the time to staff up before reopening the Unemployment Assistance Program and Mortgage Reinstatement Program.

Chairman Whitright thanked Mr. Aichroth for the presentation.

b. April 2021 Financials

Mr. Brian Hardy presented. He also advised the annual budget is in the works, due to regrouping for the new Homeowner Assistance Fund (HAF). He anticipates having a least a draft budget for board review in the very near future.

c. NAHAC Operations

Ms. Verise Campbell advised NAHAC is in the process of reviewing future needs and had the opportunity to purchase 6 Dell laptops at 50% off and wanted to bring that to the Boards attention. She added the organization is constantly looking for ways to save money by repurposing equipment and capitalizing on available deals. Additionally, she stated as a result of the wind down much of the staff had been let go, but in anticipation of HAF, a number of staff will be needed and the pandemic has shown NAHAC can be very successful working remotely as well.

- **May 2021 Performance Report**
Mr. Tony Cammiso presented.

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

- a. Authorization for President/Chairperson to execute an agreement with CoreLogic to provide homeownership retention reporting required for US Treasury's final report in a total one-time amount not to exceed \$10,000.**

Ms. Campbell advised this data is required for the HHF final report.

Director Hastings moved to approve President/Chairperson to execute an agreement with CoreLogic to provide homeownership retention reporting required for US Treasury's final report in a total one-time amount not to exceed \$10,000. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Authorization for President/Chairperson to bind renewal coverage with RSUI Indemnity Company for annual Directors & Officers Liability commencing on July 1, 2021 in an amount not to exceed \$20,110.**

Mr. Joel Jarvis presented.

Director Holliday moved to approve President/Chairperson to bind renewal coverage with RSUI Indemnity Company for annual Directors & Officers Liability commencing on July 1, 2021 in an amount not to exceed \$20,110. The Motion was seconded by Director Hastings and approved by unanimous vote.

- c. 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, with an average of 75 files per month not to exceed an aggregate period of 6 months.**

Ms. Campbell advised this change is to ensure the contract is on point with what the Board has approved due to a conflict in the need versus the language of the current agreement.

Director Hastings moved to approve 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, with an average of 75 files per month not to exceed an aggregate period of 6 months. The Motion was seconded by Director Holliday and approved by unanimous vote.

- d. Authorization for NAHAC to pay Wyse Choice Consulting a one-time amount of \$9,480 for providing quality review on a total of 237 home retention files.**

Ms. Campbell advised this work has been completed but payment has been held because it was an aggregate amount larger than the specified language in the agreement. Due to the pandemic, quality reviews were held up, and those files are now being reviewed.

Director Holliday asked if when doing the motion the Board should add the language "above the initially contracted amount" to clarify what this is.

Katie Hoffman advised this was a good suggestion to clarify the intention of this amount.

Ms. Campbell advised this should also clarify "of monthly files."

Director Holliday moved to authorize NAHAC to pay Wyse Choice Consulting a one-time amount of \$9,480 for providing quality review on a total of 237 home retention files above the initially contracted amount of monthly files. The Motion was seconded by Director Johnsen and approved by unanimous vote.

e. Approval to implement “Operations Manager” job description.

Ms. Campbell advised there have been some minor adjustments, including no longer referencing the Hardest Hit Fund.

Director Hastings moved to approve to implement “Operations Manager” job description. The Motion was seconded by Director Holliday and approved by unanimous vote.

f. Approval to establish and fill new “Assistant Operations Manager” position - Regular Full-Time Employee - Exempt - Not to exceed \$65,000 annually.

Ms. Campbell advised this is a returning item from the previous meeting as the Job Description has now been completed. A candidate has been identified and hiring is contingent on Board approval today.

Director Hastings moved to approve to establish and fill new “Assistant Operations Manager” position - Regular Full-Time Employee - Exempt - Not to exceed \$65,000 annually. The Motion was seconded by Director Johnsen and approved by unanimous vote.

g. Approval to implement new “Assistant Operations Manager” job description.

Director Hastings moved to approve to implement new “Assistant Operations Manager” job description. The Motion was seconded by Director Holliday and approved by unanimous vote.

h. Approval of updated Organization chart.

Ms. Campbell advised this reflects the changes to include the Assistant Operations Manager position and to reflect the Operations Manager position as part time.

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

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

Ms. Campbell advised there will be a number of items for future board consideration including vendors agreements, additional staff, equipment and information technology systems.

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

9. Adjournment.

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


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.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

The meeting adjourned at 2:48 p.m.

Board approval confirmation:

A handwritten signature in black ink, appearing to be "AJ Gavilanes", written over a horizontal line.

AJ Gavilanes
NAHAC Corporate Secretary



The meeting adjourned at 2:48 p.m.

Board approval confirmation:

AJ Gavilanes
NAHAC Corporate Secretary



EXHIBIT A

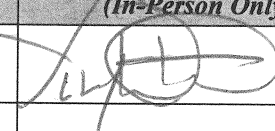
ATTENDANCE SHEET JUNE 16, 2021

(Attached)

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: June 16, 2021 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 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"/>	
Tony Cammisio	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"/>	
Steve Aichroth	Nevada Housing Division	Administrator	<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: June 16, 2021 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