



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON JUNE 28, 2021**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on June 28, 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 2:06 p.m. Roll was taken by AJ Gavilanes, Secretary.

Board Members present: Timothy Whitright (*Nevada Department of Business & Industry, Housing Division*) Board Chairperson; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

Board Members absent: Michael Holliday (*Nevada Department of Business & Industry, Housing Division*) Director; 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
- 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

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 June 28, 2021 Agenda

Director Hastings moved to approve Agenda for June 28, 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.



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

4. Items to be Presented for Information and Discussion:

a. May 2021 Financials

Mr. Ryan Garner presented.

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

a. Authorization for NAHAC to administer the US Treasury's Homeowner Assistance Fund (HAF) on behalf of the State of Nevada Department of Business & Industry, Housing Division pending execution of a grant agreement between the two parties.

Ms. Verise Campbell advised NAHAC has been selected by the Nevada Department of Business & Industry Housing Division to administer the Homeowner Assistance Fund (HAF). This fund is born out of the American Rescue Act and specifically allows for the development and administration of homeowner assistance funds, with programs similar to the Hardest Hit Fund (HHF), with the exception of adding utilities and internet as allowable payables. The hardship must be related to the COVID 19 pandemic. The grant amount is approximately \$121M and the period to administer the program is approximately 5 years (through September 2025).

Director Hastings moved to authorize NAHAC to administer the US Treasury's Homeowner Assistance Fund (HAF) on behalf of the State of Nevada Department of Business & Industry, Housing Division pending execution of a grant agreement between the two parties. The Motion was seconded by Director Johnsen and approved by unanimous vote.

b. Authorization for NAHAC to receive initial funding for the Homeowner Assistance Fund (HAF) program of \$12,091,726 pending execution of a grant agreement between NAHAC and the Nevada Housing Division.

Ms. Campbell advised the initial funding has been approved by the Nevada Legislature, Interim Finance Committee for the State of Nevada to disburse those funds to NAHAC. Steps required prior to NAHAC receiving the funds include the development of the HAF plan, which is in process. The draft plan will come before the Board at the next Board meeting. The grant agreement between NAHAC and the State will also come before the Board at a subsequent meeting.

Director Johnsen moved to authorization NAHAC to receive initial funding for the Homeowner Assistance Fund (HAF) program of \$12,091,726 pending execution of a grant agreement between NAHAC and the Nevada Housing Division. The Motion was seconded by Director Hastings and approved by unanimous vote.

c. Approval to establish and fill new positions - Regular Full-Time Employee – Non-exempt

- i. "Accounting Clerk" - Not to exceed \$35,360 annually.**
- ii. "Floater" - Not to exceed \$35,360 annually.**
- iii. "Floater" - Not to exceed \$35,360 annually.**

Ms. Campbell advised in order for NAHAC to wind down the HHF program, including lien recoveries, and ramp up the HAF program it is necessary to add additional staff. She stated there is a handful of staff working on the HAF initiative and that time allocation is being tracked. NAHAC will bring a request for approval to the Board for those funds to be paid out of HAF once that program is up and running.

Director Hastings moved to approve to establish and fill 3 new positions - Regular Full-Time Employee – Non-exempt:

- "Accounting Clerk" - Not to exceed \$35,360 annually.
- "Floater" - Not to exceed \$35,360 annually.

- “Floater” - Not to exceed \$35,360 annually.

The Motion was seconded by Director Johnsen and approved by unanimous vote.

Approval to re-establish and fill “Outreach Coordinator” position - Regular Full-Time Employee – Non-exempt - Not to exceed \$36,421 annually.

Ms. Campbell advised some time ago this position was transitioned into a Floater position as NAHAC was winding down. The guidelines for HAF specify for an allocation of up to 5% of the budget to be used to assist homeowners in coordination with Housing Counseling Agencies (HCA’s) as well as legal services. NAHAC intends to allocate approximately 3% to the HCA’s who have been beneficial in assisting with taking phones calls, completing applications, providing training, and assisting with outreach events. This position will assist in pulling the HCA’s together as NAHAC moves forward.

Director Hastings moved to approve to re-establish and fill “Outreach Coordinator” position - Regular Full-Time Employee – Non-exempt - Not to exceed \$36,421 annually. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell advised NAHAC plans to bring the following items to the Board at a future meeting:

- Grant agreement between the Housing Division and NAHAC
- HAF Plan Presentation
- Servicer Participation Agreement
- HCA Participation Agreement

7. 2nd period of Public Comment and Discussion²: None.

8. Adjournment.

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

The meeting adjourned at 2:27 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.