



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

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation ("NAHAC"), held a public meeting on July 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 2:04 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
- Jennifer Varsallona, Assistant 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
- 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)¹: None.

3. Approval of July 19, 2021 Minutes

Director Holliday moved to approve Minutes for July 19, 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

4. Approval of July 28, 2021 Agenda

Agenda item 6(f) was tabled.

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.



Director Hastings moved to approve Agenda for July 28, 2021 as noted above. The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. June 2021 Financials

Mr. Brian Hardy presented.

b. NAHAC Operations

Mr. Tony Cammisio presented the operations report for June 2021. Preparations for the final Treasury compliance review and closeout have been ongoing over the past four weeks and Treasury will start formal meetings with staff next week.

Houldsworth, Russo & Company, P.C. (HRC) are currently conducting the 2021 annual audit and has scheduled interviews of key NAHAC staff this week. Results of the full audit are expected by late October 2021.

On June 28, 2021, the board of directors approved NAHAC's request to administer and receive initial funding of approximately \$12 million to facilitate the Nevada Homeowners Assistance Fund (HAF) program on behalf of the Department of Business and Industry, Nevada Housing Division (NHD). Funds will be transferred upon the execution of a grant agreement between NAHAC and NHD. The planning process has been initiated, while simultaneously continuing the close out of HHF.

The initial HAF Plan has been drafted, and feedback was solicited from the National Council of State Housing Agencies (NCSHA) and NAHAC's legal counsel. Additionally, roundtables with HUD-approved Housing Counseling Agencies (HCAs) and servicers are ongoing.

Request for Proposals are being drafted for the following vendors for the HAF program: System of Record, Call Center and Phone System, Marketing/Public Relations, Finance and Compliance Services, Data Management Services, Processing and Eligibility, Payroll Services, Audit, Legal, and Quality Control Review.

Requests for approval to fill the following positions will come before the board in the very near future: Customer Service Representatives, Document Collectors, Accounting Clerk, Floaters, Post-closing Staff and Information Technology Staff.

Additionally, Mr. Cammisio advised NAHAC recently experienced some damage to the kitchen area and is working with the landlord to get it resolved.

Director Hastings requested that NAHAC ask for a copy of an "after air test" once water damage remediation has been completed.

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

a. Nomination and Election of Board Chairman and President of the Corporation to align all terms commencing on August 1, 2021 with terms running for two years pursuant to the Bylaws.

Director Holliday moved to nominate Director Whitright for Board Chairman and President of the Corporation. The Motion was seconded by Director Hastings and approved by majority vote with Director Whitright abstaining from the vote. Director Whitright was elected Board Chairman and

President of the Corporation.

- b. Nomination and Election of Board Vice-Chairman and Vice-President of the Corporation to align all terms commencing on August 1, 2021 with terms running for two years pursuant to the Bylaws.**

Director Hastings moved to nominate Director Johnsen for Board Vice-Chairman and Vice-President of the Corporation. The Motion was seconded by Director Holliday and approved by majority vote with Director Johnsen abstaining from the vote. Director Johnsen was elected Board Vice-Chairman and Vice-President of the Corporation.

- c. Nomination and Election of Treasurer of the Corporation to align all terms commencing on August 1, 2021 with terms running for two years pursuant to the Bylaws.**

Director Hastings moved to nominate Director Holliday for Treasurer of the Corporation. The Motion was seconded by Director Johnsen and approved by majority vote with Director Holliday abstaining from the vote. Director Holliday was elected Treasurer of the Corporation.

- d. Nomination and Election of Secretary of the Corporation to align all terms commencing on August 1, 2021 with terms running for two years pursuant to the Bylaws.**

Director Holliday moved to nominate A.J. Gavilanes for Secretary of the Corporation. The Motion was seconded by Director Hasting and approved by unanimous vote. A.J. Gavilanes was elected Secretary of the Corporation.

- e. Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2021.**
Melanie Rollo presented.

Director Holliday moved to approve the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2021. The Motion was seconded by Director Hastings and approved by unanimous vote.

- f. Approval of Request for Proposal (RFP) template.**
This item was tabled.

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

Ms. Verise Campbell advised the following items would be coming to a future board meeting:

- Request for Proposal (RFP) template
- Request for positions
- Approval of Agreement between NAHAC and Nevada Housing Division.
- A new lease on existing office space.

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

9. Adjournment.

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.



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

The meeting adjourned at 2:37 p.m.

Board approval confirmation:



AJ Gavilanes
NAHAC Corporate Secretary



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

The meeting adjourned at 2:37 p.m.

Board approval confirmation:

AJ Gavilanes
NAHAC Corporate Secretary



EXHIBIT A

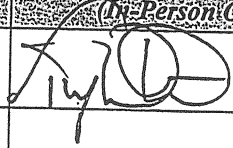
ATTENDANCE SHEET JULY 28, 2021

(Attached)

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: July 28, 2021 2:00pm

| 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"/> | |
| Jennifer Varsallona | NAHAC | Assistant Operations Manager | <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"/> | |
| Brian Hardy | 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"/> | |
| Katie Hoffman | Fennemore Craig P.C. | NAHAC Legal Counsel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | |

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

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

Date & Time of Meeting: July 28, 2021 2:00pm

| 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"/> | |
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| 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 |
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