

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION ON OCTOBER 18, 2021

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on October 18, 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 2:09 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
- Kimberly McKinney, Operations Manager
- Jennifer Varsallona, Assistant Operations Manager
- David Greg Glover, I.T. Systems Manager
- AJ Gavilanes, Office Administrator / Secretary
- Brian Hardy (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 Minutes:

a. September 23, 2021

Director Chandra moved to approve Minutes for September 23, 2021. The Motion was seconded by Director Hastings and approved by unanimous vote.

b. October 5, 2021

This item 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.

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4. Approval of October 18, 2021 Agenda

Agenda item 3(b) was tabled.

Director Holliday moved to approve Agenda for October 18, 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. Agreed-Upon Procedures (AUP) Report for FY2021 (as prepared by Houldsworth, Russo & Company)

Mr. Brian Hardy advised the Agreed-Upon Procedures (AUP) Report has been finalized and there were no findings noted.

b. NAHAC Operations

- Staffing

Ms. Jennifer Varsallona advised two temporary positions for Floater and Customer Service Representative (CSR) have been filled, pending background check. She advised other open positions remain for additional CSRs, Floater and Administrative Assistant. All regular full-time employee positions have been filled.

- Unified Communication System

Ms. Verise Campbell advised NAHAC has elected to put the Unified Communication System on hold due to the selected vendor not being able to meet NAHAC's very aggressive timetable. NAHAC is moving to its alternate plan of using the existing call center software and looking at other options. Ms. Campbell stated NAHAC is looking to go live in a matter of weeks, and she does not want anything to interfere with the rollout. The goal is to handle any upgrades around one of the upcoming holidays.

Director Hastings inquired if help was needed with any of the phone systems. Ms. Campbell responded CallTower is still able to provide what they outlined in the scope once the timing is worked out.

- Request for Proposal (RFP)

Ms. Varsallona advised two new Requests for Proposal (RFPs) were posted on Friday for Legal Aid Services and services provided by Housing Counseling Agencies. The responses for both RFPs are due by noon on Monday November 1, 2021. She advised all other RFPs have closed and vendor selections have been made. Most contracts have been completed.

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

a. Authorization for President/Chairperson to enter into an agreement with CoreLogic Solutions, LLC for Data Services in a total amount not to exceed \$140,000 for the period of October 18, 2021 through September 30, 2025.

Ms. Campbell advised NAHAC has a long-standing successful relationship with CoreLogic Solutions, LLC and is seeking to enter into another agreement for data requirements for the Homeowner Assistance Fund (HAF) Program.

Ms. Campbell invited representatives of CoreLogic to address the Board. Mr. Jeff Boaz deferred to Randy Cook as the primary representative.

Mr. Cook advised they are very honored to be able to offer NAHAC more information regarding the

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HAF solution for US Treasury reporting purposes and feels CoreLogic has a lot of solutions that would benefit NAHAC.

Mr. Boaz advised CoreLogic is in the business of aggregating public record information from across the country and providing that in various tools from a number of industries including government, mortgage and real estate. For the HHF program recorded data at the county level can be reviewed and compared to data the agency provides to CoreLogic, allowing the generation of an aggregate report. Recorded data as well as proprietary, non-public data from a servicer consortium can be built into specific reports at the zip code level to show forbearance and delinquency activity.

Mr. Boaz advised through another CoreLogic company, Location Inc., they can provide information for demographics and ethnicity in addition to other detailed information and platform information. Ms. Campbell asked if this platform would allow NAHAC to target assistance in areas demonstrating percentage of socially disadvantaged individuals. Mr. Boaz responded the demographics are more report based than a platform, so they are looking at median income to find a high preponderance of low-income individual and ethnicity in a report base at the zip code level. This should give NAHAC information to target those areas where there are populations who are severely affected and could qualify for assistance under the HAF program.

Director Hastings inquired if CoreLogic will be able to provide data points on a zip code level such as forbearance, 30 days late, 60 days late, and 90+ days late. Mr. Boaz advised CoreLogic can pull information on the zip code level and provide a report to help NAHAC see the zip codes of importance broken out into 30 days late, 60 days late, and 90+ days late.

Director Hastings moved to approve President/Chairperson to enter into an agreement with CoreLogic Solutions, LLC for Data Services in a total amount not to exceed \$140,000 for the period of October 18, 2021 through September 30, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

b. Approval of the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2021.

Mr. Hardy advised no new findings, and the older finding is expected to fall off during next certification and a procedure has been implemented to mitigate late lien releases.

Director Holliday inquired when NAHAC would switch these reviews over to Homeowner Assistance Fund (HAF) from Hardest Hit Fund (HHF). Mr. Hardy responded this will get built out as they go and receive more guidance of US Treasury expectations. However, as a best practice Compliance will continue test the same areas for any items that continue to be relevant. Any new requirements provided will be built into the testing reviews.

Director Holliday moved to approve the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

c. Authorization for President/Chairperson to execute an Independent Contractor Agreement with Wyse Choice Consulting for Senior Quality Control in an amount of \$60 per file and \$2,000 per year for meetings, training, compliance reviews, and ancillaries.

Ms. Campbell advised this is a request for Mr. Wyse, the principal for Wyse Choice Consulting, to be the Senior Quality Control contractor. She stated Mr. Wyse was the main quality assurance person regarding Treasury and other audits. He will also be responsible for training the other Quality Control contractor.

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Ms. Campbell advised when originally contracting with Mr. Wyse, neither he nor NAHAC realized what this would entail and much of his time he was not compensated for such as meetings and training. The \$2000 is to compensate Mr. Wyse for aspects such as meetings, training, and Treasury inquiries.

Director Johnsen moved to approve President/Chairperson to execute an Independent Contractor Agreement with Wyse Choice Consulting for Senior Quality Control in an amount of \$60 per file and \$2,000 per year for meetings, training, compliance reviews, and ancillaries. 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 the following items will come before the board at a later time:

- Kitchen tear out and put back
- Agreements for Legal Aid Services and Housing Counseling Agencies

Ms. Campbell advised the final version of the Final Report has been submitted to US Treasury and SIGTARP and has been posted to NAHAC's website. The analysis of the HHF program indicated a success rate of approximately 98 percent, which means of the homeowners assisted by HHF, 98 percent were able to stay in their home two years or more after assistance.

Director Whitright inquired if the other 2% of homeowners sold their home. Ms. Campbell advised while they did not get down to that minute layer of the 2 percent, some homeowners did sell their homes, and some exited by other means.

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.

The meeting adjourned at 2:43 p.m.

Board approval confirmation:



Verise V. Campbell
NAHAC Corporate Assistant 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.