

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 25, 2021

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on October 25, 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 2:07 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
- 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 October 5, 2021 Minutes

This item was tabled.

4. Approval of October 25, 2021 Agenda

Agenda item number 3 was tabled.

Agenda item number 5(a) was tabled.

Director Hastings moved to approve Agenda for October 25, 2021 as noted above. 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.

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5. Items to be Presented for Information and Discussion:

a. September 2021 Financials

This item was tabled.

b. NAHAC Operations

Ms. Verise Campbell advised the system of record is well underway and is expected to be operational between next week and the week after.

Ms. Campbell advised the rebranding campaign is moving forward with Braintrust and new logos have been selected and will roll out soon.

Ms. Campbell advised NAHAC's new Operations Manager has resigned and will be missed, as her performance has been exceptional. She stated NAHAC will start recruitment for a new Operations Manager immediately.

Ms. Campbell advised there has been difficulty finding staff for the call center and NAHAC is looking to possibly outsource the call center.

- Chief Information Officer Employment Agreement

Ms. Campbell advised under advice of legal counsel, an employment agreement for the Chief Information Officer was executed.

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

a. Authorization for President/Chairperson to execute an agreement with High-Speed Restoration for a one-time amount not to exceed \$4,500 for tear out of select walls in kitchen and conference room.

Ms. Campbell advised Director Hasting was instrumental in negotiating the best price for the tear out. Ms. Campbell confirmed the landlord has agreed to cover the cost of the exact quote, which was very generous and credits it to discussions between herself, Director Hastings and the landlord.

Director Hastings advised two bids were received for the tear out, however, the secondary bid did not include special drying equipment or an after-air test.

Director Hasting also shared the wall in the conference room showed signs of a leak and that is included as well.

Director Johnsen inquired what the source of all the leakage was. Ms. Campbell advised the landlord stated NAHAC's Heating, Ventilation, and Air Conditioning (HVAC) vendor left the cover door open on an air conditioning unit. She advised NAHAC is seeking a new vendor, and legal counsel has put the existing vendor on notice regarding the issue.

Director Holliday inquired if associated payment would be coming out of NAHAC's unrestricted funds. Ms. Campbell replied to the affirmative and Director Hastings reaffirmed that the landlord would cover the tear out and pay the invoice directly.

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Director Johnsen moved to approve president/Chairperson to execute an agreement with High-Speed Restoration for a one-time amount not to exceed \$4,500 for tear out of select walls in kitchen and conference room. The Motion was seconded by Director Holliday and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute an agreement with Dewey Construction & Development for a one-time amount not to exceed \$7,300 for put back of areas in the kitchen and conference room affected by the tear out.**

Ms. Campbell advised Director Hastings again assisted NAHAC in getting quotes and was able to negotiate much higher end materials for a lower cost.

Director Hastings advised the three vendors who provided quotes are all very seasoned in put backs and the selected vendor provided a great bid. He also advised the tear out vendor and put back vendor will orchestrate the work together, so everything goes smoothly.

Director Whitright inquired if the landlord is covering any portion of this or if it is coming out of NAHAC's unrestricted funds. Ms. Campbell advised the landlord is not covering any part of the put back and all funds will come from unrestricted funds.

Director Holliday moved to approve President/Chairperson to execute an agreement with Dewey Construction & Development for a one-time amount not to exceed \$7,300 for put back of areas in the kitchen and conference room affected by the tear out. 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 one item for a future meeting is possibly agreements associated with the call center.

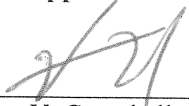
8. 2nd period of Public Comment and Discussion²: None.

9. Adjournment.

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

The meeting adjourned at 2:32 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.