

# **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 DECEMBER 10, 2021**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation ("NAHAC"), held a public meeting on December 10, 2021, beginning at 10:00 a.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 10:08 a.m.  
Roll was taken by AJ Gavilanes, NAHAC Office Administrator.

**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
- Tracy Crayton, Operations Manager
- Jennifer Varsallona, Assistant Operations Manager
- Tony Cammisio, Call Center Manager & Payroll 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)<sup>1</sup>: None.**

#### **3. Approval of Minutes:**

##### **a. October 5, 2021**

Director Hastings moved to approve Minutes for October 5, 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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<sup>1</sup> 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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#### **b. October 18, 2021**

Director Holliday moved to approve Minutes for October 18, 2021. The Motion was seconded by Director Hastings and approved by unanimous vote.

#### **c. October 25, 2021**

Director Johnsen moved to approve Minutes for October 25, 2021. The Motion was seconded by Director Hastings and approved by unanimous vote.

#### **4. Approval of December 10, 2021 Agenda**

Director Hastings moved to approve Agenda for December 10, 2021. The Motion was seconded by Director Johnsen and approved by unanimous vote.

#### **5. Items to be Presented for Information and Discussion:**

##### **a. September 2021 Financials**

Mr. Brian Hardy presented.

##### **b. October 2021 Financials**

Mr. Hardy presented.

##### **c. NAHAC Operations**

###### **• Program Update**

Ms. Campbell advised the program rolled out as a pilot program on November 15<sup>th</sup> and to date has approximately 228 applications in the system. The full program is still pending U.S. Treasury (Treasury) approval. She added NAHAC recently met Treasury regarding their inquiries regarding Nevada's plan submission. Written responses were provided, and we are awaiting full approval.

Ms. Campbell advised there are expected system bugs, that we are working through. Homeowners are now able to complete applications online, similar to other states. Customer service representatives are still able to take applications via telephone as well. We are also awaiting required approvals for services Experian, CoreLogic and CallTower.

Ms. Campbell advised NAHAC now has 23 staff members (15 full time regular staff and 8 temporary staff). She shared the current Administrator will be transitioning into another role/position. She also shared Tony Cammiso, Call Center Manager and Payroll Manager will be resigning in January 2022. Mr. Tony Cammiso was invited to address the Board.

Mr. Cammiso stated it has been a pleasure working with everyone and he feels NAHAC has a great staff and is poised to do a great job with the new program. He thanked everyone for their support and is looking forward to his retirement.

Chairman Whitright thanked Mr. Cammiso for his hard work and wished him the best in his retirement.

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Ms. Campbell advised Mr. Cammiso has been instrumental to the success of the Hardest Hit Fund (HHF) Program, including being the author of the HHF final report. Mr. Cammiso has been a vital part of the management team and it will be difficult to replace him. Ms. Campbell thanked Mr. Cammiso for his contribution to the organization and his dedication and hard work.

- **New Operations Manager**

Ms. Campbell introduced Ms. Tracy Crayton, the new Operations Manager, and invited her to address the Board.

Ms. Crayton advised she is from San Diego and has worked with a non-profit for the past eight years, helping veterans become housed as well as working in a drug treatment program; four of those years were spent in management for the housing department. She stated she has always enjoyed having an impact on policies and procedures and service delivery, and she believes her new position is a perfect fit for her.

Ms. Campbell advised marketing efforts have begun including the social media push. NAHAC has rebranded with a new logo, letterhead and website.

- **Kitchen/Conference Room Remediation Update**

Ms. Campbell thanked Director Hastings for all his assistance with this project. Ms. Campbell advised the project is almost finished and believes by next week it should be completed. The remodel already looks better than it was originally. She added there was an issue with the new cabinets having scrapes on them, and those will be replaced next week.

Ms. Campbell advised there is also an issue with the sink, but it is not believed to be tied to the remodel but may be a deep plumbing issue. The landlord has been notified for resolution.

Ms. Campbell advised the agreement with AmeriNat is still in negotiations, there is quite a bit of detail, and she hopes they will have that wrapped up next week. Applications are currently being queued in anticipation of processing and eligibility services to be provided by AmeriNat. Chairman Whitright asked for clarification that the 228 applications that have been received were all completed by applicants with no assistance from the NAHAC team. Ms. Campbell confirmed that is correct. She also advised once an application is received, a document collector reviews it to determine if any required documents are missing, which is then communicated to the homeowner. If the homeowner does not respond within the allotted time, the application will be withdrawn. If an application is withdrawn, the homeowner may reapply.

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

- a. **Authorization for President/Chairperson to execute an agreement with Community Services of Nevada (CSNV) in an annual amount not to exceed \$100,000 for a full range of housing counseling services.**

Ms. Jennifer Varsallona advised NAHAC received four proposals in response to the Request for Proposal for housing counseling services. She confirmed all responses came from HUD approved housing counseling agencies, which are expected to provide a full range of housing counseling services including: processing applications with applicants, one-on-one counseling, community outreach events, and homeowner education (such as preventing mortgage delinquency, loss mitigation, foreclosure prevention). Additionally, NAHAC intends to host monthly roundtables with the Housing Counseling Agencies.

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Director Holliday moved to approve President/Chairperson to execute an agreement with Community Services of Nevada (CSNV) in an annual amount not to exceed \$100,000 for a full range of housing counseling services. The Motion was seconded by Director Hastings and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute an agreement with CPLC Nevada, Inc. in an annual amount not to exceed \$100,000 for a full range of housing counseling services.**

Ms. Varsallona presented.

Mr. Rumaldo “Roomy” Chaidez of CPLC expressed they are thankful and grateful to participate in this great program and ready to get the ball rolling.

Director Johnsen moved to approve President/Chairperson to execute an agreement with CPLC Nevada, Inc. in an annual amount not to exceed \$100,000 for a full range of housing counseling services. The Motion was seconded by Director Hastings and approved by unanimous vote.

- c. Authorization for President/Chairperson to execute an agreement with Neighborhood Housing Services of Southern Nevada (NHSSN) in an annual amount not to exceed \$100,000 for a full range of housing counseling services.**

Ms. Varsallona presented.

Ms. Kathy Freeman of NHSSN offered thanks for the opportunity and expressed they looked forward to the partnership and appreciate the commitment.

Director Hastings moved to approve President/Chairperson to execute an agreement with Neighborhood Housing Services of Southern Nevada (NHSSN) in an annual amount not to exceed \$100,000 for a full range of housing counseling services. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute an agreement with Nevada Partners, Inc. (NPI) in an annual amount not to exceed \$100,000 for a full range of housing counseling services.**

Director Hastings moved to approve President/Chairperson to execute an agreement with Nevada Partners, Inc. (NPI) in an annual amount not to exceed \$100,000 for a full range of housing counseling services. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Authorization for President/Chairperson to execute an agreement with Legal Aid Center of Southern Nevada in an annual amount not to exceed \$100,000 for legal aid services.**

Ms. Jennifer Varsallona advised NAHAC received one proposal in response to the Request for Proposal for legal aid services. NAHAC intends to hold monthly meetings with Legal Aid Center of Southern Nevada.

Ms. Campbell advised Barbara Buckley, Esq., Executive Director of Legal Aid Center of Southern Nevada, provided written comments as she was unable to attend due to their Annual Pro Bono Luncheon scheduled for the same time as the board meeting. Ms. Buckley expressed Legal Aid Center of Southern Nevada is honored to accept and to help homeowners who come their way.

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Chairman Whitright thanked Ms. Campbell for sharing Ms. Buckley's comments with the Board.

Director Hastings moved to approve President/Chairperson to execute an agreement with Legal Aid Center of Southern Nevada in an annual amount not to exceed \$100,000 for legal aid services. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**f. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Administrator/Human Resources Generalist – Not to exceed \$60,000 annually.**

Ms. Campbell advised with Mr. Cammiso leaving and Mrs. Gavilanes' transition to a new role, it has given NAHAC the opportunity to look at where the processing gaps might be and how positions could be combined. This position will include the majority of what Mrs. Gavilanes is doing as well as some of the human resources duties performed by Mr. Cammiso. With a full staff Mr. Cammiso is spending quite a bit of time just handling human resources related tasks.

Ms. Campbell reminded the Board that an Administrative Assistant position was previously approved, and this position will work in conjunction with her office and the Administrative Assistant position. She confirmed the Administrative Assistant position has not yet been filled.

Director Hastings moved to approve establishing and filling new position – Regular Full-Time Employee – Salaried/Exempt: Administrator/Human Resources Generalist – Not to exceed \$60,000 annually. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**g. Approval of new Administrator/Human Resources Generalist job description.**

Director Hastings moved to approve new Administrator/Human Resources Generalist job description. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**h. Approval of revised Accounting Clerk job description.**

Ms. Campbell advised this was to update the reporting structure from Analyst to Accounting Supervisor.

Director Hastings moved to approve revised Accounting Clerk job description. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell thanked the Housing Counseling Agencies and Legal Aid Center of Southern Nevada for their willingness to assist NAHAC in administering the Homeowner Assistance Fund Program, as she believes it will take the community to be able to assist Nevada's homeowners on the largest scale possible. She expressed NAHAC's excitement to be partnering and working with them again.

Chairman Whitright echoed her sentiments.

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7. 2nd period of Public Comment and Discussion<sup>2</sup>: None.

8. Adjournment.

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

The meeting adjourned at 10:53 a.m.

**Board approval confirmation:**

  
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A.J. Gavilanes  
NAHAC Office Administrator

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<sup>2</sup> 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.

**EXHIBIT A**


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

**ATTENDANCE SHEET DECEMBER 10, 2021**

**(Attached)**

**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**  
**Nevada Affordable Housing Assistance Corporation (NAHAC)**  
**Board of Directors**

Date & Time of Meeting: December 10, 2021 10:00 AM

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 checked="" type="checkbox"/>	<input 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 & Assistant Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tracy Crayton	NAHAC	Operations Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jennifer Varsallona	NAHAC	Assistant Operations Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tony Cammiso	NAHAC	Call Center Manager & Payroll Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
David Greg Glover	NAHAC	Chief Information Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A.J. Gavilanes	NAHAC	Office 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Katie Hoffman	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**  
**Nevada Affordable Housing Assistance Corporation (NAHAC)**  
**Board of Directors**

Date & Time of Meeting: December 10, 2021 10:00 AM

NAHAC Directors, Officers, Employees and Contractors (continued)					
Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Attended via Phone	Not In Attendance	Signature (In-Person Only)
			<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) (N/A if none)	Title(s) (N/A if none)	Number(s) of agenda item(s) to comment on	Signature
Kathy Freeman	Neighborhood Housing Services of Southern Nevada (NHSSN)	Chief Operating Officer	6(c)	<u>Attended via phone</u>
Rumaldo "Roomy" Chaidez	CPLC Nevada, Inc.	Operations Director	6(b)	<u>Attended via phone</u>
Michelle Merced	Neighborhood Housing Services of Southern Nevada (NHSSN)	Executive Director/President	6(c)	<u>Attended via phone</u>