

# 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 APRIL 28, 2022**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on April 28, 2022, 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 2:05 p.m.  
Roll was taken by AJ Gavilanes, Corporate 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*)

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- David Greg Glover, Chief Information Officer
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Office Administrator/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Ryan Garner (Ellsworth & Stout)
- Melanie Rollo (Ellsworth & Stout)
- Katie Hoffman (Fennemore Craig)
- Scott Cooper (Fennemore Craig)

**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 for February 25, 2022**

Director Johnsen moved to approve Minutes for February 25, 2022. The Motion was seconded by Director Hastings and approved by a 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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#### **4. Approval of Agenda for April 28, 2022**

Agenda item number 5(c) (first bullet) was tabled.

Director Holliday moved to approve Agenda for April 28, 2022, as noted above. The Motion was seconded by Director Hastings and approved by unanimous vote.

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

##### **a. February 2022 Financials**

Mr. Ryan Garner presented.

Director Holliday inquired about the next draw. Mr. Hardy advised NAHAC will concentrate on finishing the contract amendment to accept the full \$120M allocation within the next month. If the amendment is not finished within that time, the remaining \$9M (out of the initial \$12M allocation) will be requested.

##### **b. March 2022 Financials**

Mr. Ryan Garner presented.

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

- **February & March 2022 Performance Report**

This item was tabled.

- **Vulnerability and Penetration Testing**

Mr. Greg Glover advised Global Solutions Group performed penetration testing on NAHAC's systems and no new vulnerabilities were found. Additionally, the four vulnerabilities detected last year were resolved then and not detected in the new testing. HOTB Solutions will be performing penetration testing on the Homeowners Assistance Fund System (HAFS) in the near future.

- **Interim Finance Committee (IFC) Funding Update**

Ms. Campbell stated on April 7, 2022 the Nevada Legislature Interim Finance Committee approved the remaining allocation of approximately \$109 million for the Nevada Homeowner Assistance Fund (HAF). Ms. Campbell advised all the funds have been allocated from U.S. Treasury to the State of Nevada. File funding is expected to begin in the next week.

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

##### **a. Approval of the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2022.**

Ms. Melanie Rollo Presented.

Director Holliday moved to approve the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2022. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **b. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Administrator/Payroll Manager – Not to exceed \$50,000 annually.**

Director Hastings moved to approve to establish and fill new position - Regular Full-Time Employee – Salaried/Exempt: Administrator/Payroll Manager – Not to exceed \$50,000 annually. The Motion

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was seconded by Director Holliday and approved by unanimous vote.

**c. Approval of Administrator/Payroll Manager job description.**

Director Hastings moved to approve the Administrator/Payroll Manager job description. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

Ms. AJ Gavilanes will be the new Payroll Manager. Chairman Whitright congratulated Ms. Gavilanes on her new role.

**d. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Senior Accountant – Not to exceed \$50,000 annually.**

Director Holliday moved to approve to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Senior Accountant – Not to exceed \$50,000 annually. The Motion was seconded by Director Hastings and approved by unanimous vote.

**e. Approval of Senior Accountant job description**

Director Johnsen moved to approve Senior Accountant job description. The Motion was seconded by Director Hastings and approved by unanimous vote.

**f. Approval for exception to the annual Performance Review Policy.**

Ms. Campbell advised the current policy requires an annual review of staff performance. Due to starting the Homeowner Assistance Fund program in November 2021 and the majority of staff being new, the request includes moving the review period from March to October for all staff. This will put everyone on the same track, and if warranted, requests for annual raises will then be presented to the Board.

Mr. Hardy clarified that by making this request it would be a Board approved exception to the policy rather than just a deviation from the policy.

Director Hastings moved to approve the exception of the Annual Review Policy. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

**g. Authorization for President/Chairperson to execute a Memorandum of Understanding with Legal Aid Center of Southern Nevada to provide low to no-cost legal services to eligible individuals.**

Ms. Campbell presented. The Board had previously approved an agreement with Legal Aid Center of Southern Nevada for approximately \$100,000 annually. However, Legal Aid Center of Southern Nevada will agree to provide legal aid services free of charge through a Memorandum of Understanding (MOU) and see where the volume goes. Legal Aid Center of Southern Nevada will provide legal assistance to homeowners who were impacted by the pandemic (COVID-19), including homeowners that qualify under Legal Aid Center of Southern Nevada guidelines but do not qualify for the HAF program. Ms. Campbell advised the legal assistance will include information, counseling, advice, and/or brief representation.

Director Holliday moved to authorize President/Chairperson to execute a Memorandum of Understanding with Legal Aid Center of Southern Nevada to provide low to no-cost legal services to

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

eligible individuals. 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 a request to renovate the IT Room may be forthcoming.

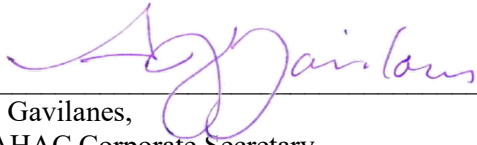
**8. 2nd period of Public Comment and Discussion<sup>2</sup>: None.**

**9. Adjournment.**

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

The meeting adjourned at 2:52 p.m.

**Board approval confirmation:**



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AJ Gavilanes,  
NAHAC Corporate Secretary

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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 APRIL 28, 2022**

**(Attached)**

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

**Board of Directors**

**Date & Time of Meeting: April 28, 2022 2:00pm**

<b>NAHAC Directors, Officers, Employees and Contractors</b>					
<b>Attendee Name</b>	<b>Organization(s)</b> <i>(N/A if none)</i>	<b>Title(s)</b> <i>(N/A if none)</i>	<b>Attended via Phone</b>	<b>Not In Attendance</b>	<b>Signature</b> <i>(In-Person Only)</i>
Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
David Greg Glover	NAHAC	Chief Information Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kamelah Flintroy	NAHAC	Administrator/Human Resources Generalist & Corporate Assistant Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A.J. Gavilanes	NAHAC	Office Administrator & Corporate Secretary	<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"/>	
Melanie Rollo	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<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: April 28, 2022 2:00pm**

<b>NAHAC Directors, Officers, Employees and Contractors (continued)</b>					
<b>Attendee Name</b>	<b>Organization(s)</b> <i>(N/A if none)</i>	<b>Title(s)</b> <i>(N/A if none)</i>	<b>Attended via Phone</b>	<b>Not In Attendance</b>	<b>Signature</b> <i>(In-Person Only)</i>
Katie Hoffman	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Scott Cooper	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

<b>Members of the General Public</b>				
<b>Attendee Name</b>	<b>Organization(s)</b> <i>(N/A if none)</i>	<b>Title(s)</b> <i>(N/A if none)</i>	<b>Number(s) of agenda item(s) to comment on</b>	<b>Signature</b>