

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 JULY 27, 2022.

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on July 27, 2022, 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 10:05 a.m.
Roll was taken by AJ Gavilanes, Corporate Secretary.

Board Members present: Timothy Whitright (*Nevada Department of Business & Industry, Housing Division*) Board Chairperson; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

Board Members absent: Michael Holliday (*Nevada Department of Business & Industry, Housing Division*) Director; Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*)

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Jennifer Varsallona, Assistant Operations Manager
- David Greg Glover, Chief Information Officer
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Ryan Garner (Ellsworth & Stout)
- Melanie Rollo (Ellsworth & Stout)
- Scott Cooper (Fennemore Craig)
- Dustin Klein (Braintrust)
- Kurt Ouchida (Braintrust)

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 June 20, 2022, Minutes

Director Johnsen moved to approve Minutes for June 20, 2022. The Motion was seconded by Director Hastings 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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4. Approval of July 27, 2022, Agenda

Director Hastings moved to approve Agenda for July 27, 2022. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

5. Items to be Presented for Information and Discussion:

a. June 2022 Financials

Mr. Ryan Garner and Mr. Brian Hardy presented.

b. June 2022 Financials

Mr. Dustin Klein presented.

Director Hastings inquired about where the TV commercials are being broadcast. Mr. Klein advised they are run on various suites of connected TV networks based on targeting.

Ms. Verise Campbell also advised she had been contacted by individuals who had seen the commercial on streaming television.

c. NAHAC Operations

- **June 2022 Performance Report**

Ms. Jennifer Varsallona presented.

Ms. Campbell advised NAHAC has been contact by Congressman Steven Horsford to participate in another event.

Chairman Whitright inquired regarding previously denied applications that may now be possible with the program changes. Ms. Varsallona confirmed these applications are being reviewed specifically for that purpose.

Director Hastings and Director Johnsen expressed appreciation for the new initiative: "Project Hand Holding" to assist homeowners where needed in completing applications.

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

a. Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2022

Ms. Melanie Rollo presented and advised there were no findings in this quarter, and one former quarter finding was resolved.

Director Hastings moved to approve the Internal Compliance Review Report for the 3rd Quarter of Fiscal Year 2022. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

b. Authorization for President/Chairperson to enter into an agreement with DeFi Title, Inc, for Data Services in an approximate annual amount of \$34,650 with an estimated total of \$138,600 for the period of July 27, 2022, through September 30, 2025.

Ms. Campbell presented. Discussion ensued. Director Johnsen inquired about the cost per report and suggested an internal audit process to verify the quality of the product.

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Director Hastings moved to authorize the President/Chairperson to enter into an agreement with DeFi Title, Inc, for Data Services in an approximate annual amount of \$34,650 with an estimated total of \$138,600 for the period of July 27, 2022, through September 30, 2025. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

c. Annual review and approval of NAHAC policies and procedures.

Director Johnsen moved to approve NAHAC's policies and procedures. The Motion was seconded by Director Hastings and approved by unanimous vote.

d. Authorization for President/Chairperson to execute the renewal of the Employee Medical Benefit plans with Health Plan of Nevada/Sierra Health and Life commencing on September 1, 2022.

Ms. Campbell advised one plan is changing and NAHAC will proceed with the brokers' recommendation. She added, if NAHAC kept the original plan there would be an 11% increase and by changing the plan the blended increase will be 6.7% which is less than the budgeted allowance of a 10% increase.

Director Johnsen moved to authorize the President/Chairperson to execute the renewal of the Employee Medical Benefit plans with the Health Plan of Nevada/Sierra Health and Life in the monthly premium of \$8,711.39 commencing on September 1, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

e. Approval of revised Accounting Clerk job description.

Ms. Campbell advised this is an existing position, and the only change is in modifying the title of one of the reporting relationships.

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

f. Approval to establish and fill the new position – Full-Time – Hourly/Non-Exempt: Senior Processor/Junior Underwriter (Possible temp to perm) – Not to exceed \$29 hourly.

Ms. Campbell advised this position will provide support to the Operations Manager.

Director Johnsen moved to approve to establish and fill the new position – Full-Time – Hourly/Non-Exempt: Senior Processor/Junior Underwriter (Possible temp to perm) – Not to exceed \$29 hourly. The Motion was seconded by Director Hastings and approved by unanimous vote.

g. Approval of job description for Senior Processor/Junior Underwriter.

Director Johnsen moved to approve the job description for Senior Processor/Junior Underwriter. 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 bylaws and revised organization chart would be presented at a future meeting.

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

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.

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9. Adjournment.

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

The meeting adjourned at 11:04 a.m.

Board approval confirmation:

AJ Gavilanes,
NAHAC Corporate Secretary

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9. Adjournment.

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

The meeting adjourned at 11:04 a.m.

Board approval confirmation:



AJ Gavilanes,
NAHAC Corporate Secretary

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
JULY 27, 2022**

(Attached)

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

Board of Directors

Date & Time of Meeting: July 27, 2022 10:00am PST

NAHAC Directors, Officers, Employees and Contractors					
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>
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 type="checkbox"/>	<input checked="" 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	Operations Manager	<input checked="" type="checkbox"/>	<input 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	Administrator/ Payroll Manager & 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"/>	
Scott Cooper	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: July 27, 2022 10:00am PST

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)
Dustin Klein	Braintrust	NAHAC Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kurt Ouchida	Braintrust	NAHAC Marketing	<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"/>	

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