

# **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 SEPTEMBER 14, 2022**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on September 14, 2022 beginning at 2:30 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 2:38 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*) Director.

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Jennifer Varsallona, Operations Manager
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Lori Grimm (Ellsworth & Stout)
- Scott Cooper (Fennemore Craig)
- Joel Jarvis (Kaercher Insurance)
- Kurt Ouchida (Braintrust)
- Dustin Klein (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)<sup>1</sup>: None.**

#### **3. Approval of July 27, 2022, Minutes**

Director Jim Hastings moved to approve Minutes for July 27, 2022. 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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### **Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors**

#### **4. Approval of September 14, 2022, Agenda**

Director Johnsen moved to approve Agenda for September 14, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

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

##### **a. July 2022 Financials**

Mr. Brian Hardy presented.

Mr. Hardy introduced Ms. Lori Grimm who is filling in for Ryan Garner.

##### **b. July 2022 Marketing Report**

Mr. Dustin Klein presented.

##### **c. August 2022 Marketing Report**

Mr. Klein presented.

Ms. Verise Campbell advised two press releases generated by Braintrust recently ran in two local newspapers. She also expressed that Braintrust continues to do a great job.

##### **d. NAHAC Operations**

- **July 2022 Performance Report**

Ms. Jennifer Varsallona presented.

Chairman Whitright inquired if there is a trend with the amount of funding per household going down.

Ms. Varsallona advised May was the first month of funding and the Unemployment Mortgage Assistance (UMA) homeowners would have received Reinstatement in May then the subsequent months would have been just the monthly mortgage payment which would be less.

Chairman Whitright complemented a NAHAC staffer (Roberto StaMaria) for his efforts through Project Hand Holding after overhearing a conversation between a homeowner in his office and Mr. StaMaria. Mr. StaMaria was patient with the homeowner and provided excellent customer service.

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

##### **a. Authorization for President/Chairperson to execute renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual amount not to exceed \$961.00 commencing on October 1, 2022.**

Mr. Joel Jarvis presented.

Director Johnsen moved to authorize President/Chairperson to execute the renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual amount not to exceed \$961.00 commencing on October 1, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

## **MEETING MINUTES**

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

- b. Authorization for President/Chairperson to execute the renewal of the Employee Ancillary Benefit plans with Aflac effective October 1, 2022.**

Ms. Verise Campbell advised this coverage is 100% employee paid.

Director Holliday moved to authorize President/Chairperson to execute the renewal of the Employee Ancillary Benefit plans with Aflac effective October 1, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

- c. Approval and authorization for President/Chairperson to execute the agreement for Employee Ancillary Benefit plan with Reliance Standard Life Insurance Company effective October 1, 2022.**

Ms. Campbell advised NAHAC would like to change carriers to afford a 21% decrease in premium overall.

Director Hastings moved to approve and authorize President/Chairperson to execute the agreement for Employee Ancillary Benefit plans with Reliance Standard Life Insurance Company effective October 1, 2022. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Annual review and approval of the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through September 14, 2022).**

Ms. A.J. Gavilanes advised the only material change was to the address for Resident Agent.

Director Holliday moved to approve the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through September 14, 2022). 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 future meeting will include a few job descriptions and the organization chart.

**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 3:17 p.m.

**Board approval confirmation:**

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AJ Gavilanes,  
NAHAC Corporate Secretary

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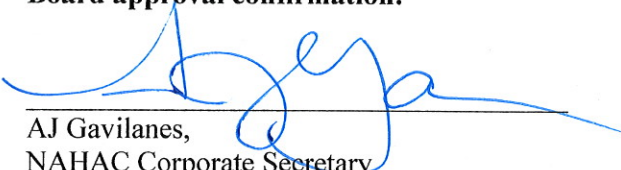
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AJ Gavilanes,  
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**EXHIBIT A**

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

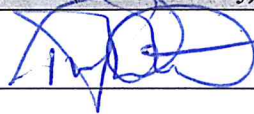
**ATTENDANCE SHEET  
September 14, 2022**

**(Attached)**

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

**Board of Directors**

Date & Time of Meeting: September 14, 2022 2:30 PM

<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 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	Operations Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
David Greg Glover	NAHAC	Chief Information Officer	<input type="checkbox"/>	<input checked="" 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"/>	
Lori Grimm	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"/>	
Joel Jarvis	Kaercher Insurance	NAHAC Insurance Professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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**Nevada Affordable Housing Assistance Corporation (NAHAC)**

**Board of Directors**

Date & Time of Meeting: September 14, 2022 2:30 PM

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