

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 NOVEMBER 10, 2022

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on November 10, 2022, beginning at 2:00 p.m. PST at the following location:

Housing Division, 3rd Floor Conference Room: 3300 W Sahara Ave., Suite 300, Las Vegas, NV 89102

1. Call to order, roll call.

The meeting was called to order by Timothy Whitright, Board Chairperson at 2:04 p.m.
The 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
- David Greg Glover, Chief Information Officer
- Kamelah Flintroy, Administrator/Human Resources Generalist/ Assistant Corporate Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Kurt Ouchida (Braintrust)
- 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)¹: None.

3. Approval of October 24, 2022, Minutes

Director Johnsen moved to approve Minutes for October 24, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

4. Approval of November 10, 2022, Agenda

Director Hastings moved to approve the Agenda for November 10, 2022. The Motion was seconded by Director Holliday 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 for Board Information, Discussion and Possible Action:

- a. Authorization for President/Chairperson to enter into an amendment to the Independent Contractor Agreement with Veronica Lewis to increase the hourly rate for services provided from \$47.00 per hour to \$65.00 per hour; to increase the annual maximum not to exceed amount from \$50,000.00 to \$60,000.00, and to add additional services to the Description of Services.**

Ms. Verise Campbell advised there is a correction in the per hour amount. The amount should be \$60 per hour, not \$65.

Attorney Scott Cooper advised the typo can be adjusted during the vote.

Ms. Campbell advised as a consultant, Veronica Lewis remains an integral part of the organization and NAHAC's success. Director Holliday concurred. Ms. Campbell stated the budget would support the changes if approved.

Director Holliday moved to authorize President/Chairperson to enter into an amendment to the Independent Contractor Agreement with Veronica Lewis to increase the hourly rate for services provided from \$47.00 per hour to \$60.00 per hour; to increase the annual maximum not to exceed amount from \$50,000.00 to \$60,000.00, and to add additional services to the Description of Services. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Authorization for the President/Chairperson to enter into an amendment to the agreement with BTMC, LLC (dba Braintrust) for marketing and public relations to increase the not to exceed amount for September 2022 – August 2023 from \$140,000 to \$168,420 (which includes carrying over of unspent dollars from first 12 months in the amount of approximately \$28,420).**

Ms. Campbell advised the funds will be used primarily to provide a more robust advertising and marketing campaign.

Director Hastings moved to authorize President/Chairperson to enter into an amendment to the agreement with BTMC, LLC (dba Braintrust) for marketing and public relations to increase the not to exceed amount for September 2022 – August 2023 from \$140,000 to \$168,420 (which includes carrying over of unspent dollars from first 12 months in the amount of approximately \$28,420). The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Approval and ratification of authorization for the President/Chairperson to enter in the Data Sharing Agreement Between the Employment Security Division and the Nevada Housing Division to facilitate the sharing of Unemployment Insurance data between the Employment Security Division, Training, and Rehabilitation, and the Nevada Housing Division.**

Ms. Campbell advised the agreement will allow NAHAC to pull unemployment information directly from DETR's system.

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Director Johnsen moved to approve and ratify authorization for the President/Chairperson to enter into the Data Sharing Agreement Between the Employment Security Division and the Nevada Housing Division to facilitate the sharing of Unemployment Insurance data between the Employment Security Division, Training and Rehabilitation, and the Nevada Housing Division. The Motion was seconded by Director Hastings and approved by unanimous vote.

6. **General Board Comments, Questions, and Items for Future Board Meetings:** None.
7. **2nd period of Public Comment and Discussion²:** None.
8. **Adjournment.**

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

The meeting adjourned at 2:16 p.m.

Board approval confirmation:

AJ Gavilanes,
NAHAC Corporate 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.

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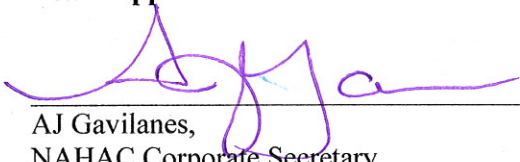
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