

# 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 21, 2022**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on December 21, 2022, beginning at 10:00 a.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 10:12 a.m.  
The roll was taken by AJ Gavilanes, Corporate Secretary.

**Board Members present:** Timothy Whitright (*Nevada Department of Business & Industry, Housing Division*) Board Chairperson; Jeneeah M. Girma (*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
- Jennifer Varsallona, 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)
- 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 December 2, 2022, Minutes**

Director Johnsen moved to approve Minutes for December 2, 2022. The Motion was seconded by Director Hastings and approved by unanimous vote.

#### **4. Approval of December 21, 2022, Agenda**

Director Hastings moved to approve Agenda for December 21, 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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#### **5. Items to be Presented for Information and Discussion:**

##### **a. October 2022 Financials**

Mr. Brian Hardy presented.

##### **b. NAHAC 2022 Audited Financial Statements and Management Letter (as prepared by Houldsworth, Russo & Company)**

Mr. Hardy advised the audits went very smoothly and there were no findings to report.

Ms. Verise Campbell commended the Ellsworth & Stout team for guiding NAHAC through a successful audit.

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

###### **i. Appointment of new Housing Division Director, Jeneeah (Nia) M. Girma**

Chairman Whitright welcomed the newly appointed Housing Division Director, Jeneeah Girma. Director Girma works for Nevada Housing Division and has 15 years of residential and commercial lending experience. The Chairman and Ms. Campbell expressed their pleasure at having Ms. Girma join the Board.

Director Girma expressed she is excited to serve on the Board.

###### **ii. November 2022 Performance Report**

Ms. Jennifer Varsallona highlighted operational progresses. Ms. Campbell thanked Ms. Varsallona for her hard work and leadership leading to the overall success of the program thus far. Chairman Whitright commended the team for the work they do, and Ms. Varsallona expressed how fortunate the team is to have Ms. Campbell leading by example. Director Girma commended NAHAC on achieving something very special with the diversity and ages of the people it serves.

###### **iii. Treasury Annual Report**

Ms. Varsallona presented. Ms. Campbell emphasized contracted HCAs held almost 100 events and are assisting with “Project Hand Holding” on files as well as initiating files. She attributed NAHAC’s success to coordinating with community partners and vendors as well as having a full and qualified staff. Additionally, the retention of consultant Veronica Lewis and the quality control contractors from the previous program allowed for a smooth rollout of the HAF program.

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

##### **a. Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2023.**

Mr. Hardy presented and advised there were no findings, and all of the ratings are in the “Exceptional” category.

Director Hastings moved to approve the Internal Compliance Review Report for the 1st Quarter of Fiscal Year 2023. The Motion was seconded by Director Johnsen and approved by a unanimous vote.

##### **b. Nomination and Election of Treasurer of the Corporation for two years pursuant to the Bylaws.**

Chairman Whitright nominated Director Hastings as Treasurer. No other nominations were offered.

Chairman Whitright moved to elect Director Hastings as Treasurer of the Corporation for two years pursuant to the Bylaws. The Motion was seconded by Director Johnsen and approved by unanimous

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vote.

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

Ms. Campbell advised reappointment notices for the Department of Business & Industry and Housing Division Directors will be presented to the Board at the next meeting as well as proposed program changes.

Chairman Whitright stated he assumes the program changes will be related to review of rejection and denial reasons. Ms. Campbell confirmed and shared one item would be a request to increase the Housing to Income (HTI) percentage. Ms. Campbell added the request for annual increases for the staff would also be forthcoming.


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

**9. Adjournment.**

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

The meeting was adjourned at 11:00 a.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.