

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 JANUARY 26, 2023

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on January 26, 2023, 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 2:06 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; Jeneeah M. Girma (*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
- 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)
- Kurt Ouchida (Braintrust)
- Dustin Klein (Braintrust)
- Joel Jarvis (Kaercher Insurance)

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 December 21, 2022, Minutes

Director Hastings moved to approve the Minutes for December 21, 2022. The Motion was seconded by Director Johnsen 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. Reappointment of Housing Division Director, Tim Whitright

Mrs. A.J. Gavilanes advised pursuant to the Bylaws, the Housing Division Directors and the Business & Industry Director must be reappointed to the NAHAC Board every two years.

Mrs. Gavilanes stated effective December 2, 2022, Chairman Whitright was reappointed as a Housing Division Director by Steve Aichroth, Administrator of Housing Division of the Nevada Department of Business and Industry.

5. Reappointment of Business and Industry Director, Sharath Chandra

Mrs. Gavilanes advised effective December 2, 2022, Director Chandra was reappointed as the Business & Industry Director by Terry Reynolds, Director of the Nevada Department of Business and Industry.

6. Approval of January 26, 2023 Agenda

Director Johnsen moved to approve the Agenda for January 23, 2023. The Motion was seconded by Director Hastings and approved by unanimous vote.

7. Items to be Presented for Information and Discussion:

a. November 2022 Financials

Mr. Brian Hardy presented.

b. December 2022 Financials

Mr. Hardy presented.

c. October 2022 Marketing Report

Mr. Klein presented.

d. November 2022 Marketing Report

Mr. Klein presented.

e. December 2022 Marketing Report

Mr. Klein presented.

f. NAHAC Operations

i. December 2022 Performance Report

Ms. Jennifer Varsallona presented.

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

a. Authorization for President/Chairperson to bind renewal coverage with AmTrust North

America/Wesco Insurance Company for an annual professional liability policy commencing on January 30, 2023, in an amount not to exceed \$14,450.00.

Mr. Joel Jarvis presented.

Director Hastings moved to authorize President/Chairperson to bind renewal coverage with AmTrust North America/Wesco Insurance Company for an annual professional liability policy commencing on January 30, 2023, in an amount not to exceed \$14,450.00. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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- b. Authorization for President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on January 30, 2023, in an amount not to exceed \$7,187.88.**

Mr. Jarvis presented.

Director Hastings moved to authorize President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on January 30, 2023, in an amount not to exceed \$7,187.88. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Authorization for President/Chairperson to bind renewal coverage with Travelers Casualty and Surety Company of America for an annual commercial crime policy commencing on January 30, 2023, in an amount not to exceed \$1,682.00.**

Mr. Jarvis presented.

Director Hastings moved to authorize President/Chairperson to bind renewal coverage with Travelers Casualty and Surety Company of America for an annual commercial crime policy commencing on January 30, 2023, in an amount not to exceed \$1,682.00. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Approval to provide a 3 percent cost of living wage adjustment to all hourly full-time regular employees.**

Ms. Campbell advised that all staff have exceeded performance expectations and there is currently no backlog throughout the organization, which is attributable the staff's hard work. She also added some staff have not had a wage increase since 2021.

Mr. Hardy advised the increases were built into the budget.

Director Hastings moved to approve providing a 3 percent cost of living wage adjustment to all hourly full-time regular employees. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Approval of a 3 percent cost of living salary adjustment for all full-time, salaried/exempt employees, excluding the CEO/COO.**

Chairman Whitright acknowledged the team's efforts. Mr. Hardy advised this increase was also built into the budget.

Director Hastings moved to approve a 3 percent cost of living salary adjustment for all full-time, salaried/exempt employees, excluding the CEO/COO. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell advised program changes will be the focal point of the next meeting.

Mr. Hardy added the repayment to the unrestricted funds would also be included in a future meeting.

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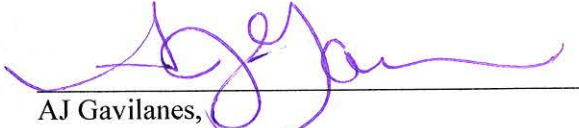
10. 2nd period of Public Comment and Discussion²: None.

11. Adjournment.

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

The meeting was adjourned at 2:55 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.