

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 MARCH 10, 2023

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on March 10, 2023, 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 10:03 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
- David Greg Glover, Chief Information Officer
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Veronica Lewis, Contractor
- Lori Grimm (Ellsworth & Stout)
- Scott Cooper (Fennemore Craig)
- 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)¹: None.

3. Approval of Minutes:

a. January 26, 2023

Director Hastings moved to approve Minutes for January 26, 2023. 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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- b. February 13, 2023**
This item was tabled.

4. Approval of March 10, 2023, Agenda

Director Hastings moved to approve Agenda for March 10, 2023 with Agenda item #3(b) being tabled. The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

- a. January 2023 Financials**
Ms. Lori Grimm presented.
- b. January 2023 Marketing Report**
Mr. Dustin Klein presented.
- c. NAHAC Operations**
 - i. January 2023 Performance Report**
Ms. Verise Campbell presented.
 - ii. Vulnerability and Penetration Testing – Update**
Mr. Greg Glover advised Global Solutions Group completed the Vulnerability and Penetration Testing. He shared the final report had no vulnerabilities. Mr. Glover also reported HOTB Software Solutions completed their Vulnerability and Penetration Testing on the system of record late last year with no vulnerabilities.

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

- a. Authorization for President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for Professional Auditing and Tax Services for NAHAC for the fiscal year ending June 30, 2023 in an amount not to exceed \$49,050.**
Ms. Grimm presented and advised this is included in the approved budget.

Director Johnsen moved to authorize President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for Professional Auditing and Tax Services for NAHAC for the fiscal year ending June 30, 2023 in an amount not to exceed \$49,050. The Motion was seconded by Director Girma and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute an agreement with Tangerine Office Machines for purchase of 2 Kyocera TASKALFA 5004i copy machines not to exceed \$11,500.**
Ms. Campbell presented.

Director Hastings moved to authorize President/Chairperson to execute an agreement with Tangerine Office Machines for purchase of 2 Kyocera TASKALFA 5004i copy machines not to exceed \$11,500. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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- c. **Authorization for President/Chairperson to execute a maintenance agreement with Tangerine Office Machines for 2 copy machines (Kyocera TASKALFA 5004i) in the amount of \$465.00 bi-annually for up to 42,000 copies, with an overage rate of .0068 cents per print.**

Ms. Campbell presented.

Director Hastings moved to authorize President/Chairperson to execute a maintenance agreement with Tangerine Office Machines for 2 copy machines (Kyocera TASKALFA 5004i) in the amount of \$465.00 bi-annually for up to 42,000 copies, with an overage rate of .0068 cents per print. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. **Proposed Program Changes - Authorization to change the underwriting guidelines for the Unemployment Mortgage Assistance (UMA) as follows:**

- i. **Recertification requirement from 3 months to 6 months.**

Mrs. Veronica Lewis presented.

Discussion ensued.

Director Hastings moved to authorize to change the underwriting guidelines for the Unemployment Mortgage Assistance (UMA) recertification requirement from 3 months to 6 months. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. **Proposed Program Changes - Authorization to change the underwriting guidelines for the Mortgage Reinstatement Assistance Program (MRAP) as follows:**

- i. **Increase program maximum from \$50,000 to \$65,000 with 10% variance when the reinstatement amount received from the servicer exceeds program maximum.**

Mrs. Lewis presented.

Director Chandra suggested additional reporting to track funding averages and the number of files that exceed program maximums, as well as other related trends. Mrs. Lewis advised she will update the Board accordingly.

Director Chandra moved to authorize to change the underwriting guidelines for the Mortgage Reinstatement Assistance Program (MRAP) increasing program maximum from \$50,000 to \$65,000 with 10% variance when the reinstatement amount received from the servicer exceeds program maximum. The Motion was seconded by Director Girma and approved by unanimous vote.

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

Ms. Campbell advised future items for consideration may include program changes and employment related items.

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. 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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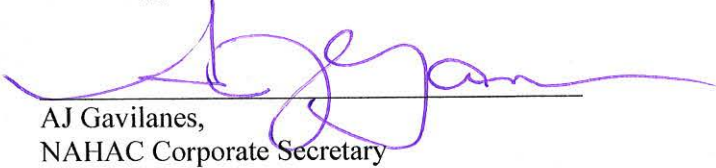
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9. Adjournment.

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

The meeting adjourned at 10:53 a.m.

Board approval confirmation:



AJ Gavilanes,
NAHAC Corporate Secretary