

# **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 JUNE 9, 2023**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on June 9, 2023, beginning at 8:00 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 8:02 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
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Veronica Lewis, Contractor
- Brian Hardy (Ellsworth & Stout)
- Lori Grimm (Ellsworth & Stout)
- Chris Byrd (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 May 19, 2023, Minutes**

Director Johnsen moved to approve minutes for May 19, 2023. The Motion was seconded by Director Girma and approved by unanimous vote.

#### **4. Approval of June 9, 2023, Agenda**

Director Hastings moved to approve Agenda for June 9, 2023. 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.

## **MEETING MINUTES**

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

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

##### **a. Clark County Community Land Trust (CLT) Presentation**

Ms. Dagny Stapleton (Clark County, NV) presented.

Director Girma inquired if there is a set amount for the lease of the land.

Ms. Stapleton responded there is a ground lease fee that may vary depending on the subdivision but is expected to be around \$50.00, which will be in lieu of a Homeowner Association (HOA) fee and will cover administration and maintenance of common areas as an HOA might do.

Director Hastings inquired who would be building the homes.

Ms. Stapleton advised the Clark County Commission has approved a developer for the Bureau of Land Management (BLM) parcel and the Community Land Trust is currently negotiating. She added a second Request for Proposal (RFP) will go out soon for the County owned parcel.

Chairman Whitright inquired if the Community Land Trust is seeking a partner, will that partner be expected to create the program.

Ms. Stapleton responded no, the Community Land Trust is working on that now and will be creating and setting up all that structure.

No voting took place.

##### **b. Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2023**

**Mr. Brian Hardy presented, advising there were no findings.**

Director Hastings moved to approve the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2023. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **c. Approval to adjust salary for Senior Accountant position from \$51,500 annually to \$65,000 annually - regular full-time employee - salary/exempt.**

Mr. Hardy advised the Senior Accountant has resigned and this salary range is being requested to align the position and compensation for the position to attract the right candidate.

Chairman Whitright inquired, in light of this range, would the duties of the position be realigned. Mr. Hardy advised that was a possibility, depending on the candidate selected.

Director Hastings moved to approve adjusting salary for Senior Accountant position from \$51,500 annually to \$65,000 annually - regular full-time employee - salary/exempt. The Motion was seconded by Director Johnsen and approved by unanimous vote.

## MEETING MINUTES

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

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

##### **a. April 2023 Financials**

Ms. Lori Grimm presented and congratulated the team on the funding increase to just under \$3M in April.

##### **b. NAHAC Operations**

##### **i. April 2023 Performance Report**

Ms. Jennifer Varsallona presented.

Chairman Whitright inquired about the twenty-three homeowners returning for additional assistance and what that referred to. Ms. Varsallona advised if a homeowner who has already received assistance finds themselves in a situation where they need assistance again, they can submit an Additional Funds Request (AFR) and may be able to receive a second round of assistance provided they do not exceed the program maximum caps or the overall \$100,000 cap for the Homeowner Assistance Fund (HAF) assistance.

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

Ms. Campbell advised future items for consideration may include the annual budget, policies and procedures, position approval (additional Accounting Clerk), and Clark County Community Land Trust (CLT) initiative.

#### **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 9:15 a.m.

#### **Board approval confirmation:**



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.

**EXHIBIT A**

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

**ATTENDANCE SHEET**

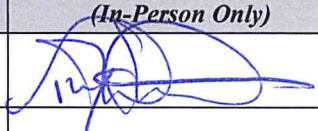
**June 9, 2023**

**(Attached)**

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

**Board of Directors**

Date & Time of Meeting: June 9, 2023 8:00 AM

<b>NAHAC Directors, Officers, Employees and Contractors</b>					
<b>Attendee Name</b>	<b>Organization(s) (N/A if none)</b>	<b>Title(s) (N/A if none)</b>	<b>Attended via Phone</b>	<b>Not In Attendance</b>	<b>Signature (In-Person Only)</b>
Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	
Jeneeah (Nia) M. Girma	Nevada Housing Division / NAHAC Board of Directors	Affordable Housing Advocate / NHD Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Nevada Bus. & Industry Director	<input checked="" type="checkbox"/>	<input 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, Treasurer	<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"/>	
Veronica Lewis	NAHAC	Senior Operations Consultant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
David Greg Glover	NAHAC	Chief Information Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kamelah Flintroy	NAHAC	Administrator/Human Resources Generalist & Corporate Assistant Secretary	<input type="checkbox"/>	<input checked="" 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"/>	

**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**  
**Nevada Affordable Housing Assistance Corporation (NAHAC)**  
**Board of Directors**  
**Date & Time of Meeting: June 9, 2023 8:00 AM**

<b>NAHAC Directors, Officers, Employees and Contractors (continued)</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>
Chris Byrd	Fennemore Craig P.C.	NAHAC Legal Counsel	<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"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

<b>Members of the General Public</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>Number(s) of agenda item(s) to comment on</b>	<b>Signature</b>
Dagny Stapleton	Clark County, NV	Community Housing Administrator	5(a)	Attended Remotely