

# **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 16, 2023**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on June 16, 2023, beginning at 9:00 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 9:02 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
- Micheline Fairbank (Fennemore Craig)
- Kurt Ouchida (Braintrust)
- Sara Hall (Braintrust)
- Veronica Regnault (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)<sup>1</sup>: None.**

#### **3. Approval of Agenda for June 16, 2023**

Director Hastings moved to approve Agenda for June 16, 2023. The Motion was seconded by Director Chandra and approved by unanimous vote.

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

##### **a. May 2023 Digital Marketing Report**

Ms. Sara Hall presented.

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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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**b. May 2023 Social Media Report**

Ms. Veronica Regnault presented.

**c. NAHAC Operations**

Ms. Jennifer Varsallona provided an update on Project Hand Holding.

Ms. Verise Campbell reported HOTB has advised the approval percentage has drastically increased, and that is based not on the new changes made, but on the previous changes to the programs.

Chairman Whitright inquired if the signature percentage equates to approval percentage. Ms. Jennifer Varsallona clarified that percentage is the homeowners who sign their application, versus the homeowners who end up withdrawn because they do not complete and sign the application.

Ms. Campbell advised a new Senior Accountant was recently hired and is in the onboarding phase. In the meantime, staff from Ellsworth and Stout is assisting, and a request to approve additional costs for Ellsworth and Stout related to that assistance is forthcoming, which will be after the fact as it was imperative to get them in place quickly in order to have fundings continue.

Ms. AJ Gavilanes advised the annual General Liability and Business Personal Property coverage with Philadelphia Insurance Companies was recently renewed in the amount of \$1,192.00, which is a \$102 increase over the previous year. Ms. Campbell added while this item does not require Board approval, it would typically have been shared in advance, but timing prevented that.

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

**a. Approve June 19th (Juneteenth) as a paid holiday for NAHAC staff following the Governor's signature of Assembly Bill 140.**

Ms. Campbell advised on January 8, 2023, Juneteenth was declared a state holiday in Nevada when Gov. Joe Lombardo signed Assembly Bill 140 into law. The law became effective immediately making January 19, 2023, an official state holiday. She added NAHAC does not have Juneteenth as an official holiday and requests approval to allow NAHAC to observe Juneteenth as one of its official holidays.

Director Girma inquired if this would be in addition to other holidays and not in replacement of any other holidays. Ms. Campbell confirmed Juneteenth would be an additional holiday.

Director Girma moved to approve June 19th (Juneteenth) as a paid holiday for NAHAC staff following the Governor's signature of Assembly Bill 140. The Motion was seconded by Director Hastings and approved by unanimous vote.

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

Ms. Campbell advised the next meeting will focus on approval of budget and annual policies.

**7. 2nd period of Public Comment and Discussion<sup>2</sup>: None.**

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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.

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#### **8. Adjournment.**

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

The meeting adjourned at 9:27 a.m.

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



AJ Gavilanes,  
NAHAC Corporate Secretary

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**EXHIBIT A**

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

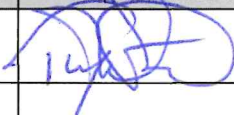
**ATTENDANCE SHEET  
JUNE 16, 2023**

**(Attached)**

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

**Board of Directors**

**Date & Time of Meeting: June 16, 2023 9:00 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"/>	
David Greg Glover	NAHAC	Chief Information Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A.J. Gavilanes	NAHAC	Administrator/Payroll Manager & Corporate Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Micheline Fairbank	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lori Grimm	Ellsworth & Stout CPA's	NAHAC Financial/Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Kurt Ouchida	Braintrust	NAHAC Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sara Hall	Braintrust	NAHAC Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Veronica Regnault	Braintrust	NAHAC Marketing	<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 16, 2023 9:00 AM**

**NAHAC Directors, Officers, Employees and Contractors (continued)**

<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>
			<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"/>	<input type="checkbox"/>	

**Members of the General Public**

<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>