

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 27, 2023.

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on June 27, 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 9:03 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; 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
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Lori Grimm (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Craig)
- Joel Jarvis (Kaercher)
- Andy Firoved (HOTB)

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 Agenda for June 27, 2023

Item 4(a) was tabled.

Director Hastings moved to approve Agenda for June 27, 2023, with Agenda item #4(a) being tabled. 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. Items to be Presented for Information and Discussion:

a. May 2023 Financials

This item was tabled.

b. NAHAC Operations

i. May 2023 Performance Report

Ms. Jennifer Varsallona presented. She shared there was a significant jump in reservations from April to May. Ms. Verise Campbell added when the reservations increase, that is an indication of files that are likely to pull through as approved files.

Chairman Whitright inquired if the reservations for May is an indicator of what he would see potentially in June's signings. Ms. Campbell confirmed it was, as those are preapproved files, and they exceed the highest reservations month of February 2023.

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

a. Approval of Fiscal Year 2024 Budget.

Mr. Brian Hardy presented.

Director Hastings moved to approve Fiscal Year 2024 Budget. The Motion was seconded by Director Girma and approved by a unanimous vote.

b. Authorization for President/Chairperson to bind renewal coverage with RSUI Indemnity Company for annual Directors & Officers Liability commencing on July 1, 2023, in an amount not to exceed \$ 26,530.

Mr. Joel Jarvis presented. He advised he contacted the carrier and was able to arrange for the premium to stay the same as the previous year, at \$21,950.

Director Hastings moved to authorize President/Chairperson to bind renewal coverage with RSUI Indemnity Company for annual Directors & Officers Liability commencing on July 1, 2023, in a reduced amount not to exceed \$21,950. The Motion was seconded by Director Johnsen and approved by unanimous vote.

c. Approve an amendment to the Service Agreement with HOTB Software Solutions LLC which would increase the quarterly payments under the fee schedule beginning September of 2023 and increase by \$375,000 the maximum amount payable under the agreement.

Ms. Campbell advised HOTB has had to utilize more resources than initially anticipated, including creating and building systems to accommodate the Common Data File (CDF). She reported NAHAC has negotiated with HOTB to increase their overall contract by \$375,000 which takes into account all the additional staff, day-to-day operations, system changes, and ongoing system changes that NAHAC needs.

Mr. Andy Firoved reported HOTB has recognized a significant increase in workload, especially with the program changes, which in turn are resulting in increased funding numbers. He also advised the fee increases cover changes anticipated through December 2025.

Mr. Hardy added the increased fees will allow HOTB to continue services at the current level as opposed to tapering back services.

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Chairman Whitright recognized HOTB for a job well done and requested more of a breakdown on what this increase will cover and where the increased workload comes from other than performance.

Mr. Firoved responded much was unknown at the beginning of the program in terms of necessity and overall evolution and it was negotiated very conservatively because they knew if the program was to evolve and change fee increases would be taken into consideration. He reported HOTB had to create entirely different departments that were not anticipated or contracted and did so because it was needed to support the overall program.

Ms. Campbell added that a portion of this was the operations that NAHAC was initially going to do in-house, which HOTB absorbed, and that workload has been significant as well as requiring HOTB senior staff to be very hands-on.

Mr. Firoved advised each time a guideline (program) change is made, there is considerable work in going back through and reprocessing files that were previously denied, but now may qualify due to the changes.

Ms. Campbell added HOTB has done all of this with excellent quality and compliance reports, not sacrificing quality for quantity, which involves considerable time and resources.

Mr. Hardy advised in looking at the financial aspect of this, NAHAC has included this as a part of the 13% budget, and some of that is shifted from staffing that NAHAC did not need to hire to handle the portion of operations that was absorbed by HOTB.

Chairman Whitright commented HOTB invested in this program, without guarantee of additional payment, which is commendable. He also recognized HOTB for their commitment and dedication to Homeowner Assistance Fund (HAF) and helping homeowners.

Director Hastings moved to approve an amendment to the Service Agreement with HOTB Software Solutions LLC which would increase the quarterly payments under the fee schedule beginning September of 2023 and increase by \$375,000 the maximum amount payable under the agreement. The Motion was seconded by Director Johnsen and approved by unanimous vote.

Annual review and approval of policies and procedures.

Mr. Hardy presented.

Director Hastings moved to approve policies and procedures as provided as materials. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell advised the Clark County Community Land Trust will be a topic of discussion at a future meeting.

Director Girma inquired if Dagny Stapleton has provided NAHAC with a copy of the Clark County Community Land Trust presentation. Mrs. AJ Gavilanes advised she has it and will send it to the Board.

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7. 2nd period of Public Comment and Discussion²: None.

8. Adjournment.

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

The meeting adjourned at 9:41 a.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.

EXHIBIT A

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

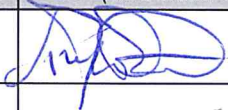
**ATTENDANCE SHEET
JUNE 27, 2023**

(Attached)

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

Board of Directors

Date & Time of Meeting: June 27, 2023 9:00 AM

NAHAC Directors, Officers, Employees and Contractors					
Attendee Name	Organization(s) (N/A if none)	Title(s) (N/A if none)	Attended via Phone	Not In Attendance	Signature (In-Person Only)
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Kamelah Flintroy	NAHAC	Administrator/Human Resources Generalist & Corporate Assistant Secretary	<input checked="" type="checkbox"/>	<input 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"/>	
Micheline Fairbank	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joel Jarvis	Kaercher Insurance	Insurance Professional	<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 27, 2023 9:00 AM

NAHAC Directors, Officers, Employees and Contractors (continued)					
Attendee Name	Organization(s) <i>(N/A if none)</i>	Title(s) <i>(N/A if none)</i>	Attended via Phone	Not In Attendance	Signature <i>(In-Person Only)</i>
Andy Firoved	HOTB Software Solutions, LLC	NAHAC IT Solutions	<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"/>	

Members of the General Public				
Attendee Name	Organization(s) <i>(N/A if none)</i>	Title(s) <i>(N/A if none)</i>	Number(s) of agenda item(s) to comment on	Signature