

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 AUGUST 23, 2023

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on August 23, 2023, beginning at 3:30 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 3:35 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
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Veronica Lewis, Contractor
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Craig)
- Kurt Ouchida (Braintrust)
- Leiana Yates (Braintrust)
- Cheri Kern (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 August 1, 2023, Minutes

Director Hastings moved to approve Minutes for August 1, 2023. The Motion was seconded by Director Johnsen and approved by unanimous vote.

4. Approval of August 23, 2023, Agenda

Mr. Brian Hardy advised NAHAC received the draw from the State and requested Agenda item #5(a) to be

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.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

tabled.

Ms. Verise Campbell requested Agenda item #6(d) to be stricken and requested Agenda items #6(g) and #6(h) to be tabled.

Director Hastings moved to approve Agenda for August 23, 2023, with Agenda items #5(a), #6(g) and #6(h) being tabled and Agenda item #6(d) being stricken. The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. July 2023 Financials

This item was tabled.

b. July 2023 Digital Marketing Report

Ms. Cheri Kern presented.

c. July 2023 Social Media Report

Ms. Leiana Yates presented.

Ms. Campbell commented she would like to look into strategizing to intentionally increase the already great engagement and suggested discussing it at the next team meeting with Braintrust. Mr. Ouchida and Ms. Yates were both receptive.

d. NAHAC Operations

i. July 2023 Performance Report

Ms. Jennifer Varsallona presented.

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

a. Approval of Clark County Community Land Trust (CLT) proposal.

Mrs. Veronica Lewis presented.

Director Girma inquired are there any notes regarding additional required staffing. Ms. Campbell advised there would be further clarification and negotiation should the County accept the proposal. This is the first formal step to let the County know NAHAC is interested and what services it is willing to provide. The County will provide feedback and further clarification, then a future response would include anticipated costs.

Mr. Hardy added, this is the initial proposed scope of services.

Director Hastings moved to approve Clark County Community Land Trust (CLT) proposal. The Motion was seconded by Director Johnsen and approved by unanimous vote.

b. Proposed Program Changes - Authorization to change the Unemployment Mortgage Assistance (UMA) Program as follows:

i. Removal of active bankruptcy as an exclusion.

Mrs. Lewis advised currently a homeowner must complete their active bankruptcy (receive dismissal or discharge) in order to be considered for assistance. Mrs. Lewis shared U.S. Treasury has requested removal of this restriction.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

Other states best practices regarding active bankruptcy include obtaining trustee or court approval for the homeowner to receive assistance and have been successful in receiving that approval (which is then provided to the Servicer) and allow for funding of files in active bankruptcy. The same process would be implemented.

Chairman Whitright inquired what constitutes an active bankruptcy. Mrs. Lewis advised the period between when a homeowner files for bankruptcy and when it is dismissed or discharged is considered active.

Director Johnsen moved to authorize to change the Unemployment Mortgage Assistance (UMA) Program to remove active bankruptcy as an exclusion. The Motion was seconded by Director Hastings and approved by unanimous vote.

c. Proposed Program Changes - Authorization to change the Mortgage Reinstatement Assistance Program (MRAP) as follows:

i. Removal of active bankruptcy as an exclusion.

Mrs. Lewis presented.

Director Hastings moved to authorize to change the Mortgage Reinstatement Assistance Program (MRAP) to remove active bankruptcy as an exclusion. The Motion was seconded by Director Johnsen and approved by unanimous vote.

d. Authorization to transfer \$2,000,000 from the unrestricted account to the Homeowner Assistance Fund (HAF) account for cash flow purposes.

This item was stricken.

Mr. Hardy advised the draw has been received from the State, therefore this item was not necessary.

e. Authorization for President/Chairperson to execute the Treasury Management Master Services Agreement with Nevada State Bank to permit diversification of deposits.

Mr. Hardy advised having an insured sweep account would ensure all deposits are protected by the Federal Deposit Insurance Corporation (FDIC), even if the amount of deposit with Nevada State Bank exceeded the standard coverage limit of \$250,000, since funds would be divided between a group of banks and the amount held by each bank would not exceed the FDIC limit.

Director Johnsen shared his experience with sweep accounts and the security it provides and confirmed it is extremely well established.

Director Johnsen moved to authorize President/Chairperson to execute the Treasury Management Master Services Agreement with Nevada State Bank to permit diversification of deposits. The Motion was seconded by Director Hastings and approved by unanimous vote.

f. Approval of updated Paid Time Off (PTO) policy within Employee Handbook.

Ms. Campbell presented.

Director Johnsen moved to approve the updated Paid Time Off (PTO) policy within Employee Handbook. The Motion was seconded by Director Hastings and approved by unanimous vote.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

g. Approval to re-establish and fill Information Technology Systems Manager position.
This item was tabled.

h. Approval of updated job description for Information Technology Systems Manager.
This item was tabled.

i. Approval to establish and fill Accountant position.

Ms. Campbell advised NAHAC is assessing the needs of the Accounting Unit and wishes to reactivate the Accountant position in the event they need to fill the position, up to \$65,000 annually.

Mrs. AJ Gavilanes inquired if the vote needed to include the amount since it was not included in the agenda item.

Ms. Micheline Fairbank recommended including that as part of the record, so it is clear.

Director Hastings moved to approve to establish and fill Accountant position, amending the item to include a not-to-exceed amount of \$65,000 annually. The Motion was seconded by Director Johnsen and approved by unanimous vote.

j. Approval of job description for Accountant.

Ms. Campbell advised this is the corresponding job description for the Accountant position.

Chairman Whitright inquired if this position was budgeted. Mr. Hardy confirmed it should be included in the budget.

Director Hastings moved to approve job description for Accountant. The Motion was seconded by Director Johnsen and approved by unanimous vote.

7. General Board Comments, Questions, and Items for Future Board Meetings: None.

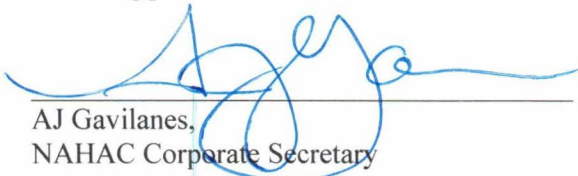
8. 2nd period of Public Comment and Discussion²: None.

9. Adjournment.

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

The meeting was adjourned at 4:30 p.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
AUGUST 23, 2023**

(Attached)

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

Board of Directors

Date & Time of Meeting: August 23, 2023 3:30 PM

NAHAC Directors, Officers, Employees and Contractors					
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>
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"/>	
Veronica Lewis	NAHAC	Senior Operations Consultant	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Micheline Fairbank	Fennemore Craig P.C.	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kurt Ouchida	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: August 23, 2023 3:30 PM

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>
Leiana Yates	Braintrust	NAHAC Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cheri Kern	Braintrust	NAHAC Marketing	<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"/>	

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
Dagny Stapleton	Clark County, NV	Community Housing Administrator	<u>6(a)</u>	Attended Remotely