

# 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 SEPTEMBER 15, 2023**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on September 15, 2023, beginning at 11:00 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 11:13 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.

**Board Members absent:** Jim Hastings - Independent Director

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Jennifer Varsallona, Operations Manager
- Terris Foley, Information Technology Manager
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Craig)
- Kurt Ouchida (Braintrust)
- Cheri Kern (Braintrust)
- Leiana Yates (Braintrust)
- Joel Jarvis (Kaercher Insurance)

**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 August 23, 2023, Minutes**

Director Chandra moved to approve Minutes for August 23, 2023. The Motion was seconded by Director Girma 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.

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#### **4. Approval of September 15, 2023, Agenda**

Ms. Verise Campbell requested Agenda item #6(c) be amended to reflect an hourly amount of \$100 and a not to exceed amount of \$10,000.

Mr. Brian Hardy requested Agenda item #5(a) to be tabled.

Director Johnson moved to approve the updated Agenda for September 15, 2023. The Motion was seconded by Director Girma and approved by unanimous vote.

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

##### **a. August 2023 Financials**

This item was tabled.

##### **b. August 2023 Digital Marketing Report**

Ms. Cheri Kern presented.

##### **c. August 2023 Social Media Report**

Ms. Leiana Yates presented.

##### **d. NAHAC Operations**

Ms. Campbell introduced the new Information Technology Manager, Terris Foley. Mr. Foley stated it is a pleasure to join the team and he is looking forward to assisting with improving operations. Chairman Whitright and Director Girma both welcomed him.

##### **i. August 2023 Performance Report**

Ms. Jennifer Varsallona presented.

##### **ii. Senate Bill 305**

Mrs. AJ Gavilanes advised Senate Bill 305 provides for the establishment of a mandatory state run retirement savings program for private-sector employees, which is expected to be implemented by July 1, 2025. She will keep the Board updated as additional information is released by the State of Nevada.

Chairman Whitright inquired if this was something NAHAC was considering implementing in the future. Ms. Campbell responded she does not believe there will be a choice, as it is a state-mandated program.

Mr. Hardy added that it may not necessarily be additional costs to the employer, as it will be administered by the State and does not include any matching provision.

##### **iii. Marketing Initiatives**

##### **1. Lakeview**

Ms. Varsallona advised servicer, Lakeview, has offered to do outreach via mail with two flyers. The first flyer outlines the programs and how to apply for assistance and will be sent out to all of their delinquent homeowners. The second is specific to the partial claims deferred balance program, and Lakeview will identify and send it to their homeowners who have a partial claim. She added another servicer is going to do something similar via email.

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#### **2. Manufactured Housing**

Ms. Varsallona advised Nevada Housing Division (NHD) will send a flyer regarding the manufactured homes program component via email to park managers to be shared with homeowners of manufactured homes. The flyers will also be provided to housing counseling agencies and legal aid agencies. Chairman Whitright added that non-affixed (not converted to real property) manufactured homes are predominately located within manufactured home parks.

#### **iv. Water Damage - Conference Room**

Ms. Campbell reported the conference room recently suffered water damage, including damage to electronic equipment and carpeting. She advised the landlord has indicated anything aside from the ceiling and walls is NAHAC's responsibility. Ms. Campbell shared that legal counsel is reviewing the lease. Also, NAHAC's insurance broker is providing guidance along with an adjuster from the insurance carrier having done an inspection and an engineer being expected today. Ms. Campbell added Director Hastings was also by yesterday to assess the damage.

Ms. Campbell stated the conference room has started to smell and they need to start moving on the remediation.

Mr. Joel Jarvis inquired if it had dried out, what needed to be done. Ms. Campbell felt independent testing was needed to ensure the walls were not retaining moisture, the carpeting may require removal, and the damaged electronics needed to be replaced.

Ms. Campbell added this was the fourth or fifth time NAHAC's office suite had sustained some kind of water damage over the years during her tenure, and she had been advised there were issues prior to her tenure as well.

Ms. Campbell advised she was putting the board on notice that she intended to move aggressively to get this resolved, and it may not be possible to timely get board approval if necessary. She advised she would be meeting with the landlord and legal counsel and planned to notify the board of the reports from the adjuster and engineer.

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

- a. Authorization for President/Chairperson to execute the renewal of the Employee Ancillary Benefit plan with Reliance Standard Life Insurance Company effective October 1, 2023.**

Ms. Campbell presented.

Director Johnsen moved to authorize President/Chairperson to execute the renewal of the Employee Ancillary Benefit plan with Reliance Standard Life Insurance Company effective October 1, 2023. The Motion was seconded by Director Girma and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual amount not to exceed \$866 commencing on October 1, 2023.**

Mr. Jarvis presented.

Director Chandra moved to authorize President/Chairperson to execute renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual

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amount not to exceed \$866 commencing on October 1, 2023. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Authorization for President/Chairperson to execute an Independent Contractor Agreement with David Greg Glover for a month-to-month term in an amount of \$100 per hour, not to exceed \$10,000 annually for information technology services effective September 12, 2023.**  
Ms. Campbell presented.

Director Johnsen moved to authorize President/Chairperson to execute an Independent Contractor Agreement with David Greg Glover for a month-to-month term in an amended amount of \$100 per hour and amended not to exceed of \$10,000 annually for information technology services effective September 12, 2023. The Motion was seconded by Director Girma and approved by unanimous vote.

- d. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Information Technology Manager – Not to exceed \$72,500 annually.**  
Ms. Campbell presented. The IT Manager started on September 12, 2023, and retroactive approval is being requested.

Director Johnsen moved to approve to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Information Technology Manager – Not to exceed \$72,500 annually retroactive to September 12, 2023. The Motion was seconded by Director Chandra and approved by unanimous vote.

- e. Approval of job description for Information Technology Manager.**  
Ms. Campbell advised this is the corresponding job description for the Information Technology Manager position.

Director Johnsen moved to approve job description for Information Technology Manager. The Motion was seconded by Director Chandra and approved by unanimous vote.

- f. Annual review and approval of the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through September 14, 2022).**  
Mrs. Gavilanes advised the Bylaws are to be reviewed and approved annually by the Board and no suggested changes were received during the review period.

Director Chandra moved to approve the Amended and Restated Bylaws of the Nevada Affordable Housing Assistance Corporation (As Amended Through September 14, 2022). The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

Ms. Campbell advised future items for consideration will include an update on the water damage, and presentation of financials for July and August.

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

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

The meeting adjourned at 12:04 p.m.

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



AJ Gavilanes,  
NAHAC Corporate Secretary

**EXHIBIT A**

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

**ATTENDANCE SHEET**

**SEPTEMBER 15, 2023**

**(Attached)**

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

**Date & Time of Meeting: September 15, 2023 11:00 AM**

<b>NAHAC Directors, Officers, Employees and Contractors</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>
Timothy Whitright	Nevada Housing Division / NAHAC Board of Directors	Deputy Administrator / NHD Director & President, Chairperson	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>	
Terris Foley	NAHAC	Information Technology Manager	<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: September 15, 2023 11:00 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>
Cheri Kern	Braintrust	NAHAC Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Leiana Yates	Braintrust	NAHAC Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joel Jarvis	Kaercher Insurance	NAHAC Insurance Professional	<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"/>	

<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>