

# **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 NOVEMBER 13, 2023**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on November 13, 2023, beginning at 2:00 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 2:04 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; 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
- Kamelah Flintroy, Administrator/Human Resources Generalist/Corporate Assistant Secretary
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (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 October 25, 2023, Minutes**

Director Hastings moved to approve Minutes for October 25, 2023. The Motion was seconded by Director Johnsen and approved by unanimous vote.

#### **4. Approval of November 13, 2023, Agenda**

Director Johnsen moved to approve Agenda for November 13, 2023. The Motion was seconded by Director Hastings 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 to be Presented for Information and Discussion:**

##### **a. Fiscal Year 2023 Audited Financial Statements (including Single Audit) and Management Letter (as prepared by Houldsworth, Russo & Company)**

Mr. Brian Hardy reported and advised the Audit was clean (no findings).

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

###### **i. Crime Policy - Rate Lock**

Mrs. AJ Gavilanes advised the annual commercial crime policy approved by the Board on January 26, 2023, was rate-locked for 3 years and will remain at the annual rate of \$1,682.00 when it is renewed on January 30, 2024.

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

##### **a. Authorization to transfer/reimburse \$19,282.76 from the unrestricted account to the Homeowner Assistance Fund (HAF) account due to an error in a final payoff.**

Mr. Hardy reported this is due to an error in running a report correctly, resulting in an incorrect payoff amount being provided.

Director Hastings moved to authorize transfer/reimburse of \$19,282.76 from the unrestricted account to the Homeowner Assistance Fund (HAF) account due to an error in a final payoff. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **b. Increase wage for current Accounting Clerk to \$19.23 per hour (\$40,020 annually) effective November 13, 2023.**

Ms. Verise Campbell presented.

Director Hastings moved approve the increase of wage for current Accounting Clerk to \$19.23 per hour (\$40,020 annually) effective November 13, 2023. The Motion was seconded by Director Girma and approved by unanimous vote.

##### **c. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Accounting Manager – Not to exceed \$75,000.**

Ms. Campbell advised this position will replace the Senior Accountant position and will better align with attracting a higher-level candidate.

Director Johnsen moved to approve to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Accounting Manager – Not to exceed \$75,000. The Motion was seconded by Director Hastings and approved by unanimous vote.

##### **d. Approval of job description for Accounting Manager.**

Ms. Campbell presented.

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

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

## MEETING MINUTES

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

8. **2nd period of Public Comment and Discussion**<sup>2</sup>: Ms. LuQuisha McCray advised she was a recipient of homeowner assistance and stated maybe this was the wrong setting as she had a general question. Ms. McCray was provided with Ms. Campbell's direct telephone number.
9. **Adjournment.**

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

The meeting adjourned at 2:20 p.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  
NOVEMBER 13, 2023**

**(Attached)**

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

Date & Time of Meeting: November 13, 2023 2:00 PM

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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Micheline Fairbank	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"/>	

**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**  
**Nevada Affordable Housing Assistance Corporation (NAHAC)**  
**Board of Directors**  
**Date & Time of Meeting: November 13, 2023 2:00 PM**

<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>
			<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"/>	
			<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>
Luquisha McCray	N/A	N/A	N/A	Signature not available