

# **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 DECEMBER 21, 2023**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on December 21, 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 11:04 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; Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

**Board Members absent:** Jeneeah M. Girma (*Nevada Department of Business & Industry, Housing Division*) 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 Lujan (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 November 13, 2023 Minutes**

Director Chandra moved to approve Minutes for November 13, 2023. The Motion was seconded by Director Johnsen 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 December 21, 2023 Agenda**

Director Johnsen moved to approve Agenda for December 21, 2023. The Motion was seconded by Director Chandra and approved by unanimous vote.

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

**a. October 2023 Financials**

Mr. Brian Hardy presented.

**b. November 2023 Financials**

Mr. Hardy presented.

**c. October 2023 Digital Marketing Report**

Ms. Cheri Kern presented.

**d. November 2023 Digital Marketing Report**

Ms. Kern presented.

**e. October 2023 Social Media Report**

Ms. Leiana Lujan presented.

**f. November 2023 Social Media Report**

Ms. Lujan presented.

**g. NAHAC Operations**

**i. 2023 Treasury Annual Report**

Ms. Jennifer Varsallona presented.

**ii. October 2023 Performance Report**

Ms. Varsallona presented.

**iii. November 2023 Performance Report**

Ms. Varsallona presented.

**iv. Water Damage - Conference Room**

Ms. Verise Campbell advised the landlord has agreed to provide a rent abatement for all of January 2024 and half of February 2024 which will cover the cost of the damaged equipment and the loss of use of the conference room.

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

**a. Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2024.**

Mr. Hardy advised there were no changes and no findings, and all risk ratings were exceptional.

Director Chandra moved to approve the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2024. The Motion was seconded by Director Hastings and approved by unanimous vote.

**b. Authorization for President/Chairperson to execute an amendment to the agreement with Ellsworth & Stout, CPAs to increase the amount for CFO and Controller services from \$7,500 per month to \$9,000 per month and the amount for Compliance Support services from \$7,000 per month to \$7,500 per month effective January 1, 2024.**

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Ms. Campbell expressed Ellsworth & Stout, CPAs has been a crucial part of NAHAC's success and have not asked for a rate increase in years, but has consistently been available to NAHAC and taken on additional work and provided time saving solutions.

Director Hastings moved to authorize President/Chairperson to execute an amendment to the agreement with Ellsworth & Stout, CPAs to increase the amount for CFO and Controller services from \$7,500 per month to \$9,000 per month and the amount for Compliance Support services from \$7,000 per month to \$7,500 per month effective January 1, 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Senior Data Analyst – Not to exceed \$73,500 annually retroactive to December 18, 2023.**

Ms. Campbell advised the current Senior Data Analyst has repeatedly gone above and beyond in finding and developing solutions and increasing efficiency. The plan is to promote the Data Analyst into this new position and eliminate the Data Analyst position.

Director Johnsen moved to approve establishing and filling new position – Regular Full-Time Employee – Salaried/Exempt: Senior Data Analyst – Not to exceed \$73,500 annually retroactive to December 18, 2023. The Motion was seconded by Director Hastings and approved by unanimous vote.

- d. Approval of Senior Data Analyst job description.**

Ms. Campbell presented.

Director Hastings moved to approve Senior Data Analyst job description. 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 Discussion<sup>2</sup>:** None.

**9. Adjournment.**

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

The meeting adjourned at 11:45 a.m.

**Board approval confirmation:**



AJ Gavilanes,  
NAHAC Corporate Secretary

<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  
December 21, 2023**

**(Attached)**

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

**Board of Directors**

**Date & Time of Meeting: December 21, 2023 11:00 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 type="checkbox"/>	<input checked="" 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"/>	
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: December 21, 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"/>	
			<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>