

# 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 JANUARY 30, 2024**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on January 30, 2024, beginning at 1:30 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 1:34 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 and Rande Johnsen - Independent Director;

**Board Members absent:** Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director and Jim Hastings - Independent Director.

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Jennifer Varsallona, Operations Manager
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Josh Reid (Fennemore Law)
- Joel Jarvis (Alera/Kaercher)

**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 December 21, 2023, Minutes**

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

#### **4. Approval of January 30, 2024, Agenda**

Director Johnsen moved to approve Agenda for January 30, 2024. 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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#### **5. Items to be Presented for Information and Discussion:**

**a. December 2023 Financials**

Brian Hardy provided the written report which will be attached to the minutes.

**b. December 2023 Digital Marketing Report**

Braintrust provided the written report which will be attached to the minutes.

**c. December 2023 Social Media Report**

Braintrust provided the written report which will be attached to the minutes.

**d. NAHAC Operations**

**i. December 2023 Performance Report**

Jennifer Varsallona provided the written report which will be attached to the minutes.

**ii. Assistant Secretary of the Corporation vacancy**

Mrs. AJ Gavilanes advised the Assistant Secretary of the Corporation position is vacant. The person who previously held the position has resigned from the organization. Per legal counsel, it is not necessary to fill this position at this time.

**iii. Crime Policy Update**

Mrs. Gavilanes provided an update regarding the commercial crime policy; the annual policy rate will be lower than previously advised (\$1,532.00) when renewed this month.

**iv. Payment to United States Department of the Treasury for HAF Interest Repayment in the amount of \$289,106.32**

Mr. Hardy advised NAHAC is required to repay any interest earned over \$500 to Treasury on an annual basis, and the remitted amount for calendar year 2023 was \$289,106.32.

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

**a. Proposed Program Change - Authorization to change the Mortgage Reinstatement Assistance Program (MRAP) as follows:**

**i. Change delinquency definition from “two or more payments past due as of the date of the application” to “30 days past due as of the date of the application.”**

Mrs. Veronica Lewis advised this change would positively impact the performance of the Mortgage Reinstatement Assistance Program (MRAP) as well as other programs. Mrs. Lewis reported this change is more in alignment with what servicers consider a delinquency, and other states allow files to be reviewed for reinstatement at the 30-day delinquent mark.

Director Johnsen moved to authorize changes to the Mortgage Reinstatement Assistance Program (MRAP) as shown on the agenda. The Motion was seconded by Director Girma and approved by unanimous vote.

**b. Authorization for President/Chairperson to bind renewal coverage with AmTrust North America/Wesco Insurance Company for an annual professional liability policy commencing on January 30, 2024, in an amount not to exceed \$14,639.**

Mr. Joel Jarvis presented.

Director Johnsen moved to authorize President/Chairperson to bind renewal coverage with AmTrust

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North America/Wesco Insurance Company for an annual professional liability policy commencing on January 30, 2024, in an amount not to exceed \$14,639. The Motion was seconded by Director Girma and approved by unanimous vote.

- c. Authorization for President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on January 30, 2024, in an amount not to exceed \$7,189.88.**

Mr. Jarvis presented.

Director Johnsen moved to authorize the President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on January 30, 2024, in an amount not to exceed \$7,189.88. The Motion was seconded by Director Girma and approved by unanimous vote.

- d. Increase wage for current Administrative Assistant to \$22.00 per hour (\$45,760 annually) effective January 22, 2024.**

Ms. Verise Campbell presented and advised NAHAC was recently able to hire one of its long-term temporary staff to fill this position.

Director Johnsen moved to approve increasing the wage for current Administrative Assistant to \$22.00 per hour (\$45,760 annually) effective January 22, 2024. The Motion was seconded by Director Girma and approved by unanimous vote.

- e. Approval of job description for Administrative Assistant.**

Ms. Campbell presented.

Director Johnsen moved to approve the job description for Administrative Assistant. The Motion was seconded by Director Girma 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 Girma.

The meeting was adjourned at 1:48 p.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.