

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 APRIL 18, 2024

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on April 18, 2024, 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
- Jennifer Varsallona, Operations Manager
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)

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 April 18, 2024, Agenda

Director Hastings moved to approve Agenda for April 18, 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

a. Approval to transfer \$150,000 from unrestricted funds into the HAF account to advance funding for the costs of any future payments on files with non-conforming loans.

Mr. Brian Hardy advised NAHAC had been notified by U.S. Treasury that, due to Treasury’s interpretation of the conforming loan limits definition and application, continued funding of affected files using federal HAF funds must cease. This request is to allow for the continued funding of the affected files still in the funding cycle utilizing unrestricted dollars.

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.

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Director Hastings inquired if U.S. Treasury would return the funds if their interpretation was incorrect. Mr. Hardy advised if U.S. Treasury reversed their decision, it was not so much a matter of returning the funds as it was an internal accounting adjustment that would need to be made.

Director Johnsen moved to approve to transfer \$150,000 from unrestricted funds into the HAF account to advance funding for the costs of any future payments on files with non-conforming loans. The Motion was seconded by Director Hastings and approved by unanimous vote.

b. Increase wage for current Administrative Assistant to \$24.00 per hour (\$49,920 annually) effective April 29, 2024.

Ms. Verise Campbell advised instead of refilling the HR Generalist position vacated months ago, NAHAC had restructured. In addition to hiring an Administrative Assistant, additional duties were delegated to the Administrative Assistant.

Director Hastings moved to authorize increasing wage for current Administrative Assistant to \$24.00 per hour (\$49,920 annually) effective April 29, 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

c. Approval to increase the not to exceed amounts for Temporary Staff as follows:

i. Floater (1) – Not to exceed \$29.00 (Estimated hourly rate \$20.00, plus agency fee)

Ms. Campbell advised the rate is competitive and allows for retention.

Mr. Hardy inquired as to what the not to exceed amount is currently. Ms. Jennifer Varsallona confirmed it is \$26 per hour.

Director Hastings moved to approve to increase the not to exceed amounts for Temporary Staff as follows: Floater (1) – Not to exceed \$29.00 (Estimated hourly rate \$20.00, plus agency fee). The Motion was seconded by Director Johnsen and approved by unanimous vote.

5. General Board Comments, Questions, and Items for Future Board Meetings:

Ms. Campbell advised the next agenda would have some IT items and potentially some program changes.

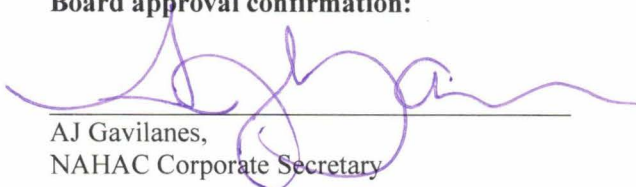
6. 2nd period of Public Comment and Discussion²: None.

7. Adjournment.

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

The meeting adjourned at 2:13 p.m.

Board approval confirmation:



AJ Gavilanes,
NAHAC Corporate Secretary

² 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

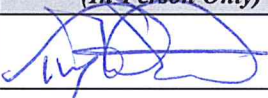
April 18, 2024

(Attached)

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

Board of Directors

Date & Time of Meeting: April 18, 2024 2:00 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 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"/>	
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"/>	
Micheline Fairbank	Fennemore Law	NAHAC Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
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PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN
Nevada Affordable Housing Assistance Corporation (NAHAC)

Board of Directors

Date & Time of Meeting: April 18, 2024 2:00 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>
			<input type="checkbox"/>	<input type="checkbox"/>	
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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