

# 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 JULY 31, 2024**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on July 31, 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; Rande Johnsen - Independent Director; and Jim Hastings - Independent Director.

**Board Members absent:** Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Dustin Klein (Braintrust)
- Leiana Lujan (Braintrust)
- Julian Byrd (Nevada Housing Division)

**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 June 27, 2024, Minutes**

Director Hastings moved to approve Minutes for June 27, 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

#### **4. Approval of July 31, 2024, Agenda**

Director Johnsen moved to approve Agenda for July 31, 2024. 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 to 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 per 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. June 2024 Financials**

Mr. Brian Hardy presented.

Mr. Hardy advised that the fiscal year ended on June 30<sup>th</sup> with administrative expenses at 9.5% of the total expenditures for the fiscal year. Program expenditures for the fiscal year exceeded expectations at 122% of the forecasted amount, and administrative expenses also exceeded expectations by coming in under budget at 80% of the budgeted amount.

Chairman Whitright sought to confirm NAHAC distributed almost 25% more than anticipated to homeowners while using 20% less in administrative expenses to do so. Mr. Hardy confirmed that was correct.

##### **b. June 2024 Digital Marketing Report**

Mr. Dustin Klein presented.

##### **c. June 2024 Social Media Report**

Ms. Leiana Lujan presented.

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

###### **i. June 2024 Performance Report**

Mrs. Veronica Lewis presented.

Ms. Verise Campbell advised the July report would include a new section reflecting the number of files, as opposed to the June report showing the number of unique households that were funded. She explained the existing report did not take into account that some households may have been funded multiple times and the efforts involved.

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

##### **a. Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2024.**

Mr. Hardy reported the review was exceptional and there were no findings.

Director Hastings moved to approve the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **b. Authorization to wire \$2,304,364.55 per Treasury instructions for interest earned by the Nevada Housing Division on HAF funds in FY 2023, which was received by NAHAC on July 23, 2024 to remit on the Nevada Housing Division's behalf.**

Mr. Hardy presented.

Director Hastings moved to authorize wiring \$2,304,364.55 per Treasury instructions for interest earned by the Nevada Housing Division on HAF funds in FY 2023, which was received by NAHAC on July 23, 2024 to remit on the Nevada Housing Division's behalf. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **c. Authorization for President/Chairperson to enter into an amendment to the Independent Contractor Agreement with Veronica Lewis to increase the hourly rate for services provided from \$60.00 per hour to \$73.00 per hour; to increase the annual maximum not to exceed**

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**amount from \$60,000.00 to \$70,000.00 effective August 1, 2024.**

Ms. Campbell presented.

Director Hastings moved to authorize President/Chairperson to enter into an amendment to the Independent Contractor Agreement with Veronica Lewis to increase the hourly rate for services provided from \$60.00 per hour to \$73.00 per hour; to increase the annual maximum not to exceed amount from \$60,000.00 to \$70,000.00 effective August 1, 2024. 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 a request to hold an appreciation event for the Housing Counseling Agencies and Medical Benefits Renewal would be presented at a future meeting.

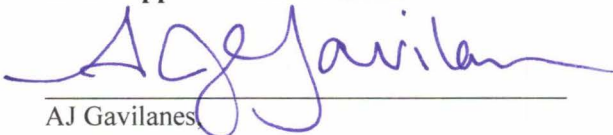
**8. 2nd period of Public Comment and Discussion<sup>2</sup>:** None.

**9. Adjournment.**

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

The meeting adjourned at 2:12 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 to 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 per 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**

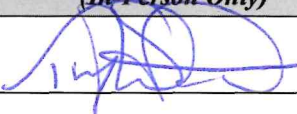
**July 31, 2024**

**(Attached)**

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

**Board of Directors**

Date & Time of Meeting: July 31, 2024 1:30 PM

<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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Nevada Bus. & Industry Director	<input type="checkbox"/>	<input checked="" 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"/>	
Veronica Lewis	NAHAC	Operations Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Terris Foley	NAHAC	Information Technology Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A.J. Gavilanes	NAHAC	Administrator/Payroll Manager & Corporate Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brian Hardy	Ellsworth & Stout CPA's	Financial/Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lori Grimm	Ellsworth & Stout CPA's	Financial/Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Micheline Fairbank	Fennemore Law	Legal Counsel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Leiana Lujan	Braintrust	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: July 31, 2024 1:30 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>
Dustin Klein	Braintrust	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Julian Byrd	Nevada Housing Division	HAF Recipient	<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>