

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 SEPTEMBER 30, 2024.

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on September 30, 2024, beginning at 3:30 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 3:35 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
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Joel Jarvis (Alera /Kaercher)
- Dustin Klein (Braintrust)
- Sara Hall (Braintrust)
- Andy Firoved (HOTB Software)
- Jason Connelly (HOTB Software)

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 September 30, 2024, Agenda

Director Chandra moved to approve Agenda for September 30, 2024. The Motion was seconded by Director Hastings and approved by unanimous vote.

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

- a. Authorization for the President/Chairperson to execute a second addendum to the agreement with BTMC, LLC (dba Braintrust) effective September 1, 2024 for continued social media and marketing services for the period of September 2, 2024 through February 28, 2025 for an additional amount not to exceed \$10,000.**

Ms. Verise Campbell reported over the past few months the program funding goals had been exceeded, largely due to program changes and a robust marketing campaign. She advised NAHAC wanted to keep the momentum through the upcoming election cycle.

Mr. Dustin Klein shared his excitement with the numbers and distribution and noted they had seen great lifts in performance over the past few months. He added being able to hold out that budget over the recent months was helpful during elections with the increased costs. Mr. Klein advised media spend for September - November would be \$2,838 per month, for a harder push through those months and the election, then December - February would drop down to \$1,462 per month, which would still be a good budget to continue that push. Ms. Sara Hall reported they would continue social media posts through February as well.

Ms. Campbell advised the agenda item should be corrected to reflect September 1, 2024 (and not September 2, 2024). Micheline Fairbank, legal counsel concurred.

Director Hastings moved to authorize the President/Chairperson to execute a second addendum to the agreement with BTMC, LLC (dba Braintrust) with the correction effective September 1, 2024 for continued social media and marketing services for the period of September 1, 2024 through February 28, 2025 for an additional amount not to exceed \$10,000. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Authorization for President/Chairperson to execute renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual amount not to exceed \$787 commencing on October 1, 2024.**

Mr. Joel Jarvis presented.

Director Girma inquired if the policy would include the onsite security guard. Ms. Campbell advised the security firm had their own Workers' Compensation coverage and would not be under NAHAC's coverage. Mr. Jarvis concurred.

Director Johnsen moved to authorize President/Chairperson to execute renewal of Workers' Compensation coverage with AmTrust North America/Sequoia Insurance Company in an annual amount not to exceed \$787 commencing on October 1, 2024. The Motion was seconded by Director Hastings and approved by unanimous vote.

- c. Authorization for the President/Chairperson to execute an addendum to the agreement with HOTB effective November 1, 2024 for records retention services for Ninety-Six (96) months (8-year Retention Period) in the pre-paid amount of \$865,920, beginning after the final funding date of the HAF program (program end date).**

Ms. Campbell reported record retention for the Homeowner Assistance Fund (HAF) program was being handled differently than the previous program. U.S. Treasury (Treasury) is allowing states to prepay for record retention, which in Nevada is typically five (5) years. However, most Nevada HAF

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files have a three (3) year lien period, which brings record retention requirements to eight (8) years. Mr. Andy Firoved advised HOTB was able to offer a long-term solution that is cost effective and complies with both state and federal guidelines. This solution allows for fixed pricing over the course of the retention period. Mr. Firoved advised the retention would include continued license of the software as well as cyber and other security insurance and auditing during the entire retention period. It would be all inclusive and fixed for the entire term.

Mr. Brian Hardy advised because Treasury was allowing NAHAC to utilize the funds they had allocated for that purpose, it was logical to do so. Mr. Hardy added NAHAC held back in its early spending to provide for that.

Director Hastings moved to authorize President/Chairperson to execute an addendum to the agreement with HOTB effective November 1, 2024 for records retention services for Ninety-Six (96) months (8-year Retention Period) in the pre-paid amount of \$865,920, beginning after the final funding date of the HAF program (program end date). The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute an addendum to the agreement with Integrita Systems for**
- i. Help Desk and other related services in an amount not to exceed \$2600 monthly retroactive to August 23, 2024;**
 - ii. Creation of Information Security and Safeguards Program video for a one-time fee of \$5,000 for required staff orientation and annual education.**

Ms. Campbell reported NAHAC had recently lost its IT Manager and rather than rehire for that position, she felt it more prudent to engage the current IT vendor, Integrita Systems for additional services (Help Desk services and the Information Security and Safeguards Program (ISSP) video). She added the IT Manager was also the individual who handled ISSP training, and rather than have someone provide training in-person, was looking to have a video created for that purpose.

Director Johnsen inquired if the information to be presented was static or would change. Ms. Campbell responded there would be minimal changes from time to time.

Mr. Hardy stated there would be some changes and inquired if the video would have animation. Ms. Campbell advised it would be similar to existing module video training Integrita provides currently, which modules can be changed/edited.

Director Johnsen moved to authorize President/Chairperson to execute an addendum to the agreement with Integrita Systems for i) Help Desk and other related services in an amount not to exceed \$2600 monthly retroactive to August 23, 2024; and 2) Creation of Information Security and Safeguards Program video for a one-time fee of \$5,000 for required staff orientation and annual education. The Motion was seconded by Director Hastings and approved by unanimous vote.

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e. Authorization for President/Chairperson to approve proposed changes for the Unemployment Mortgage Assistance (UMA) program to reduce the number of funding months to 6 months.

Mrs. Veronica Lewis reported based on the funding in recent months, it was anticipated program funds would be exhausted by July 2025. NAHAC would like to keep the program open as long as possible while still providing homeowners with assistance. Mrs. Lewis advised if approved, the change would be implemented October 1, 2024 and homeowners currently in review, would receive six (6) months of forward payments in addition to mortgage reinstatement if delinquent upon approval. She added on February 28, 2025 NAHAC would finalize all UMA files, and any homeowner approved at that time would still receive the six (6) monthly payments with the final payment made in July 2025. That final payment would be a three (3) month bundle payment that would provide funding to the homeowner through October 31, 2025.

Director Hastings moved to authorize President/Chairperson to approve proposed changes for the Unemployment Mortgage Assistance (UMA) program to reduce the number of funding months to 6 months. The Motion was seconded by Director Johnsen and approved by unanimous vote.

f. Authorization for President/Chairperson to execute renewal of Employee Ancillary Benefit plan with Reliance Standard Life Insurance Company effective October 1, 2024.

Ms. Campbell advised the carrier provided renewal on the dental plan with an increase of less than \$1,000 per year and all other benefits remained the same, excluding changes related to age. She reported many of the other coverages were under rate lock guarantees.

Chairman Whitright inquired if there would be a budget impact for the coverage or if it would be paid by the employees.

Mrs. AJ Gavilanes added NAHAC would cover the basic dental plan amount for the employee only (employee would pay the difference if electing the buy up dental plan) and the vision plan for the employee only.

Mr. Hardy advised NAHAC included a provision in the budget each year for a slight annual increase in those benefits. At least 10 percent, sometimes slightly more.

Ms. Campbell added the original bid included a 28 percent increase and the broker communicated with the carrier and was able to get it down to approximately 14 percent.

Director Hastings moved to authorize President/Chairperson to execute renewal of Employee Ancillary Benefit plan with Reliance Standard Life Insurance Company effective October 1, 2024. 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 regular reports and bylaws would be presented at the next meeting.

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

² 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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7. Adjournment.

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

The meeting adjourned at 4:09 p.m.

Board approval confirmation:



AJ Gavilanes,
NAHAC Corporate Secretary

EXHIBIT A

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


**ATTENDANCE SHEET
September 30, 2024**

(Attached)

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

Board of Directors

Date & Time of Meeting: September 30, 2024 3:30pm

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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Veronica Lewis	NAHAC	Senior Operations Consultant	<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	Financial/Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Micheline Fairbank	Fennemore Law	Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dustin Klein	Braintrust	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sara Hall	Braintrust	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joel Jarvis	Alera /Kaercher	Insurance	<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: September 30, 2024 3:30pm

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>
Andy Firoved	HOTB Software	System of Record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jason Connolly	HOTB Software	System of Record	<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"/>	

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