

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 18, 2024

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on December 18, 2024, beginning at 10:00 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 10:03 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
- AJ Gavilanes, Administrator/Payroll Manager/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Sara Hall (Braintrust)
- Dustin Klein (Braintrust)
- 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:

Mr. Marc Moore introduced himself. He advised he was a veteran, and since the time he received assistance from NAHAC, his medical condition had gotten chronically worse. He stated that because of his worsening condition, his home no longer met his needs, and he was inquiring about shortening the term of the lien on his home.

Chairman Whitright asked Ms. Verise Campbell if she would contact Mr. Moore to discuss the matter. Ms. Campbell introduced herself and asked Mr. Moore to contact Mrs. AJ Gavilanes and provide his contact information. Ms. Campbell advised she would personally call him to discuss the situation. She thanked him for coming in to speak to the Board.

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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Mr. Moore thanked everyone for their time.

3. Approval of Minutes for October 14, 2024

Director Hastings moved to approve Minutes for October 14, 2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

4. Approval of December 18, 2024, Agenda

Mrs. Gavilanes advised NAHAC wished to request that item #6(e) be stricken from the agenda.

Ms. Campbell added this was because NAHAC was in the middle of changing the contract with Braintrust during that timeframe, so there was no social media posting during September 2024.

Director Johnsen moved to approve the Agenda for December 18, 2024 with the noted changes. The Motion was seconded by Director Hastings and approved by unanimous vote.

5. Items for Non-Action:

a. Reappointment of Directors:

Mrs. Gavilanes advised, pursuant to the Bylaws, the Housing Division Directors and the Business & Industry Director must be reappointed to the Board every two years. She added these appointments had last been made in December 2022.

i. Housing Division Director, Tim Whitright

Mrs. Gavilanes reported that on November 1, 2024 Steve Aichroth, Administrator of Housing Division of the Nevada Department of Business and Industry, had reappointed Chairman Whitright as Housing Division Director effective December 2, 2024.

ii. Housing Division Director, Jeneeah Girma

Mrs. Gavilanes reported that on November 1, 2024 Steve Aichroth, Administrator of Housing Division of the Nevada Department of Business and Industry, had reappointed Director Girma as Housing Division Director effective December 2, 2024.

iii. Business and Industry Director, Sharath Chandra

Mrs. Gavilanes also reported Dr. Kristopher Sanchez, Director of the Nevada Department of Business and Industry, had reappointed Director Sharath Chandra as the Business & Industry Director on November 25, 2024 effective December 2, 2024.

6. Items to be Presented for Information and Discussion:

a. September 2024 Financials

Mr. Brian Hardy presented.

b. October 2024 Financials

Mr. Hardy presented.

c. September 2024 Digital Marketing Report

This report was accepted as presented.

d. October 2024 Digital Marketing Report

This report was accepted as presented.

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- e. **September 2024 Social Media Report**
This item was stricken from the agenda.
- f. **October 2024 Social Media Report**
This report was accepted as presented.
- g. **NAHAC Operations**
 - i. **September 2024 Performance Report**
Ms. Jennifer Varsallona presented.
 - ii. **October 2024 Performance Report**
Ms. Varsallona presented.
 - iii. **Payment to United States Department of the Treasury for HAF Interest Repayment in the amount of \$478,945.85.**
Mr. Hardy advised timing for these repayments will be adjusted to coincide with the fiscal year. He added, every January NAHAC retains \$500 from the repayment amount, which U.S. Treasury allows for administration of processing the repayment.

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

- a. **Nomination of Treasurer of Corporation for two years pursuant to the Bylaws.**
Chairman Whitright opened the floor for nominations. Director Johnsen nominated Director Hastings. There were no further nominations.
- b. **Election of Treasurer of Corporation for two years pursuant to the Bylaws.**
Director Chandra moved to elect Director Hastings as Treasurer of Corporation for two years pursuant to the Bylaws. The Motion was seconded by Director Johnsen and approved by unanimous vote.
Chairman Whitright congratulated Director Hastings and thanked him for his service.
- c. **Authorization for the President/Chairperson to execute addendum to agreement with HOTB effective October 8, 2024, for Administrative Reporting Services in an amount of \$10,500 per month.**
Ms. Campbell reported NAHAC recently lost its Sr. Data Analyst, who handled quite a bit, including reports NAHAC relied on daily. NAHAC desires to contract with HOTB to continue to have those reports generated and achieve some additional efficiency. Ms. Campbell advised they were requesting approval retroactively, as HOTB had already been assisting with some of those services to keep reporting and ongoing analyses moving forward.
Director Johnsen moved to authorize President/Chairperson to execute addendum to agreement with HOTB effective October 8, 2024, for Administrative Reporting Services in an amount of \$10,500 per month. The Motion was seconded by Director Hastings and approved by unanimous vote.
- d. **Annual review and approval of Amended and Restated Bylaws (As Amended Through September 14, 2022, and last approved on September 15, 2023).**
Mrs. Gavilanes advised the Bylaws were to be reviewed and approved annually by the Board.

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She reported no changes were recommended by the Board, however, NAHAC and Legal Counsel's recommended edits were included in the provided document.

Director Hastings moved to approve proposed edits to Amended and Restated Bylaws (As Amended Through September 14, 2022, and last approved on September 15, 2023). The Motion was seconded by Director Johnsen and approved by unanimous vote.

e. Approval of revised job description for Administrative Assistant.

Ms. Campbell reported NAHAC had consolidated job duties under certain titles and job descriptions. Ms. Campbell advised the Administrative Assistant would formally be taking on the additional task of Customer Service Lead.

Director Hastings moved to approve revised job description for Administrative Assistant. The Motion was seconded by Director Johnsen and approved by unanimous vote.

f. Approval of revised job description for Administrator.

Ms. Campbell reported this was another position where NAHAC was consolidating job duties. She advised some time ago the Administrator/HR Generalist had departed the organization. Ms. Campbell stated the current Administrator had the title of Administrator/Payroll Manager, and now NAHAC would consolidate those duties under one title of Administrator.

Director Hastings moved to approve revised job description for Administrator. The Motion was seconded by Director Johnsen and approved by unanimous vote.

g. Approval to provide 8-10 percent cost of living wage adjustment to full-time regular employees, excluding the CEO/COO, effective 12/23/2024.

Ms. Campbell advised that NAHAC was well underway to completing its performance evaluations for the staff. She reported that due to the departure of some staff members, consolidation had taken place, and the remaining staff had successfully taken on other duties. Ms. Campbell shared that NAHAC felt an increase between 8 and 10 percent was fair.

Mr. Hardy advised that in addition to a longevity increase, which was standard, he had generally seen across the industry a cost-of-living increase between 10 and 12 percent across the board. He added there had been official documentation within the State of Nevada where a number of agencies had done similar increases. He added that NAHAC wanted to stay competitive in the market and retain excellent staff.

Director Johnsen moved to approve to provide 8-10 percent cost of living wage adjustment to full-time regular employees, excluding the CEO/COO, effective 12/23/2024. The Motion was seconded by Director Hastings and approved by unanimous vote.

h. Approval of new contract of employment with existing Chief Executive Officer/Chief Operating Officer with salary increase to \$168,156 (12%), effective 12/23/2024.

Chairman Whitright complemented Ms. Campbell on handling a tremendous amount of work and doing an excellent job.

Mr. Hardy added he had done research specifically for similar-sized non-profits, and it was a very reasonable compensation package for the position.

Director Hastings moved to approve new contract of employment with existing Chief Executive

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Officer/Chief Operating Officer with salary increase to \$168,156 (12%), effective 12/23/2024. The Motion was seconded by Director Johnsen and approved by unanimous vote.

8. General Board Comments, Questions, and Items for Future Board Meetings: Ms. Campbell advised that policies and procedures would be presented at a future Board meeting. Mr. Hardy added that the Form 990 Tax Return was almost finished and would also be brought to the Board for information.

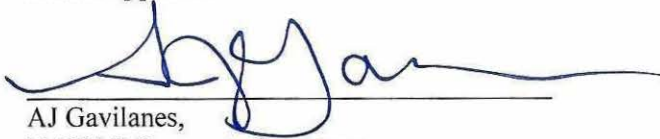
9. 2nd period of Public Comment and Discussion²: None.

10. Adjournment.

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

The meeting adjourned at 10:40 a.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 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**

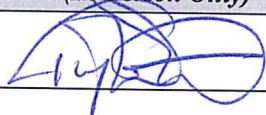
ATTENDANCE SHEET

December 18, 2024

(Attached)

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

Date & Time of Meeting: December 18, 2024 10:00 AM

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 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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Kurt Ouchida	Braintrust	Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sarah Hall	Braintrust	Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dustin Klein	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: December 18, 2024 10:00 AM

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>
Jason Connelly	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"/>	
			<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
Marc Moore	N/A	Homeowner who received assistance.	N/A	Signature not available.