

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, 2025

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on January 30, 2025, beginning at 11:00 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, outgoing Chairperson at 11:05 a.m. The roll was taken by AJ Gavilanes, Corporate Secretary.

Board Members present: Timothy Whitright (*Nevada Department of Business & Industry, Housing Division*) outgoing Chairperson; Jeneeah M. Girma (*Nevada Department of Business & Industry, Housing Division*) incoming Chairperson; Christine Hess (*Nevada Department of Business & Industry, Housing Division*) incoming 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/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- David Lewandowski (Fennemore Law)
- Joel Jarvis (Alera Group Las Vegas)
- Sara Hall (Braintrust)

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 December 18, 2024, Minutes

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

4. Approval of January 30, 2025, Agenda

Director Hastings moved to approve Agenda for January 30, 2025. The Motion was seconded by Director Johnsen 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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5. Items to be Presented for Information and Discussion:

- a. November 2024 Financials**
Mr. Brian Hardy presented.
- b. December 2024 Financials**
Mr. Hardy presented.
- c. November 2024 Digital Marketing Report**
This report was accepted as presented.
- d. December 2024 Digital Marketing Report**
This report was accepted as presented.
- e. November 2024 Social Media Report**
This report was accepted as presented.
- f. December 2024 Social Media Report**
This report was accepted as presented.
- g. NAHAC Operations**
 - i. November 2024 Performance Report**
Mrs. Veronica Lewis presented.
 - ii. December 2024 Performance Report**
Mrs. Lewis presented.

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

- a. Approval of Internal Compliance Review Report for 1st Quarter of Fiscal Year 2025.**
Mr. Hardy reported ratings in all categories were “Exceptional” and there were zero findings.

He also advised that within the current quarter there were a few instances of the Board financials being delivered later than due as a result of unforeseen circumstances, including illness and staffing changes, which may minimally impact ratings in the upcoming Internal Compliance Review Report.

Director Johnsen moved to approve Internal Compliance Review Report for 1st Quarter of Fiscal Year 2025. The Motion was seconded by Director Hastings and approved by unanimous vote.
- b. Authorization for President/Chairperson to bind renewal coverage with Travelers Casualty and Surety Company of America for an annual crime policy commencing on January 30, 2025, in an amount not to exceed \$1,532.00.**
Mr. Joel Jarvis presented.

Director Johnsen moved to authorize President/Chairperson to bind renewal coverage with Travelers Casualty and Surety Company of America for an annual crime policy commencing on January 30, 2025, in an amount not to exceed \$1,532.00. The Motion was seconded by Director Girma and approved by unanimous vote.

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- c. 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, 2025, in an amount not to exceed \$15,337.**

Mr. Jarvis presented.

Director Hastings moved to authorize President/Chairperson to bind renewal coverage with AmTrust North America/Wesco Insurance Company for an annual professional liability policy commencing on January 30, 2025, in an amount not to exceed \$15,337. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Authorization for President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on commencing on January 30, 2025, in an amount not to exceed \$7,210.66.**

Mr. Jarvis presented.

Director Hastings moved to authorize President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on January 30, 2025, in an amount not to exceed \$7,210.66. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Resignation of Housing Division Director & Chairperson/President, Tim Whitright.**

Chairman Whitright expressed kind remarks and thanked the Board and the NAHAC team for the great service they had provided during his tenure.

Director Girma, Director Hastings and Director Johnsen expressed their gratitude and appreciation in working with Chairman Whitright.

Chairman Whitright passed the chairship of the meeting to Vice Chairman Johnsen.

- f. Nomination of Chairperson/President of Corporation for two years pursuant to the Bylaws.**
Vice Chairman Johnsen opened the floor for nominations. Director Hastings nominated Director Girma. There were no further nominations.

- g. Election of Chairperson/President of Corporation for two years pursuant to the Bylaws.**

Director Hastings moved to elect Director Girma as Chairperson/President of Corporation for two years pursuant to the Bylaws. The Motion was seconded by Director Johnsen and approved by unanimous vote.

Vice Chairman Johnsen passed the chairship of the meeting to Chairwoman Girma.

- h. Appointment of Housing Division Director, Christine Hess.**

Chairwoman Girma gave a synopsis of incoming Director Christine Hess' biography.

Director Hess gave brief remarks and expressed her enthusiasm in expanding her role with NAHAC.

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

Ms. Campbell advised that policies and procedures are still under review and will be presented at a future Board meeting. She also shared there may be the need for additional services from HOTB. If so, it will come before the Board for approval.

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8. 2nd period of Public Comment and Discussion²: None.

9. Adjournment.

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

The meeting adjourned at 11:42 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

January 30, 2025

(Attached)

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

Board of Directors

Date & Time of Meeting: January 30, 2025 11:00 AM

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"/>	Signature Not Available
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"/>	
Veronica Lewis	NAHAC	Senior Operations Consultant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A.J. Gavilanes	NAHAC	Administrator & Corporate Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Christine Hess	Nevada Housing Division	Chief Financial Officer	<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"/>	
David Lewandowski	Fennemore Law	Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Joel Jarvis	Alera Group Las Vegas	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: January 30, 2025 11:00 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>
Kurt Ouchida	Braintrust	Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sara Hall	Braintrust	Marketing	<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