

# **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 MARCH 13, 2025**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on March 13, 2025, beginning at 9:00 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 Jeneeah M. Girma, Board Chairwoman at 9:05 a.m.  
The roll was taken by AJ Gavilanes, Corporate Secretary.

**Board Members present:** Jeneeah M. Girma (*Nevada Department of Business & Industry, Housing Division*) President/Chairwoman; Christine Hess (*Nevada Department of Business & Industry, Housing Division*) Director; Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director; Rande Johnsen - Independent Director and Vice President/Vice Chairperson; and Jim Hastings - Independent Director and Treasurer.

**Board Members absent:** None.

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Melanie Rollo (Ellsworth & Stout)
- Lori Grimm (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Craig Huck (Integrita Systems)

**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 Minutes for February 26, 2025**

This agenda item indicated a typographic error (January 26, 2025 vs. February 26, 2025), which has been corrected. This item was tabled.

#### **4. Approval of March 13, 2025 Agenda**

The Agenda was approved with the tabling of the February 26, 2025 minutes.

Director Hastings moved to approve Agenda for March 13, 2025, as amended. The Motion was seconded by Director Johnsen 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.

## **MEETING MINUTES**

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

#### **5. Items to be Presented for Information and Discussion:**

- a. January 2025 Digital Marketing Report**
- b. February 2025 Digital Marketing Report**
- c. January 2025 Social Media Report**
- d. February 2025 Social Media Report**

No questions were presented on any of the reports.

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

- a. Authorization for President/Chairperson to execute an Addendum to the Integrity Agreement to Upgrade IT Closet in an amount not to exceed \$10,552.**

Mr. Craig Huck presented.

Director Hastings moved to authorize President/Chairperson to execute an Addendum to the Integrity Agreement to Upgrade IT Closet in an amount not to exceed \$10,552. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Authorization to transfer \$27,845.75 from unrestricted funds into the HAF account to replenish the HAF account for one loan file relating to a former employee.**

Director Hastings moved to authorize to transfer \$27,845.75 from unrestricted funds into the HAF account to replenish the HAF account for one loan file relating to a former employee. The Motion was seconded by Director Hess and approved by unanimous vote.

- c. Authorization for President/Chairperson to enter into an Independent Contractor Agreement with ANV Consulting, LLC. (Veronica Lewis) for services provided at the rate of \$73.00 per hour; not to exceed \$100,000 annually effective March 1, 2025 for Senior Operation services.**

Ms. Verise Campbell advised it would be a transfer from an original agreement with Mrs. Lewis to a new agreement under her business name. Ms. Campbell added it would include an increase due to Mrs. Lewis agreeing to assist in coverage for an area previously handled by former leadership staff.

Director Hastings moved to President/Chairperson to enter into an Independent Contractor Agreement with ANV Consulting, LLC. (Veronica Lewis) for services provided at the rate of \$73.00 per hour; not to exceed \$100,000 annually effective March 1, 2025 for Senior Operation services. 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 the policies and procedures will be brought to the Board at a future meeting.

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

#### **9. Adjournment.**

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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.

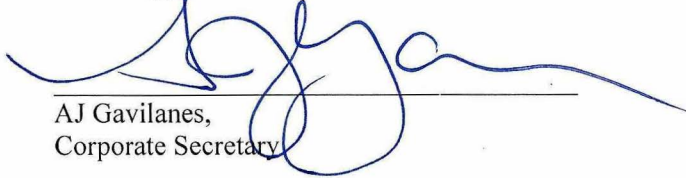
## MEETING MINUTES

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

The meeting adjourned at 9:20 a.m.

#### **Board approval confirmation:**



AJ Gavilanes,  
Corporate Secretary

**EXHIBIT A**

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

**ATTENDANCE SHEET**

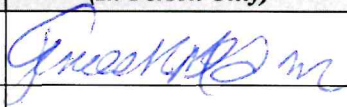
**March 13, 2025**

**(Attached)**

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

**Board of Directors**

**Date & Time of Meeting: March 13, 2025 9:00 AM**

<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>
Jeneeah (Nia) M. Girma	Nevada Housing Division / NAHAC Board of Directors	Affordable Housing Advocate / NHD Director & President, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	
Christine Hess	Nevada Housing Division / NAHAC Board of Directors	Chief Financial Officer / 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"/>	
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"/>	
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"/>	
Craig Huck	Integrita Systems	Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN**  
**Nevada Affordable Housing Assistance Corporation (NAHAC)**  
**Board of Directors**  
**Date & Time of Meeting: March 13, 2025 9:00 AM**

<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>Attended In person</b>
Tammy Anderson	N/A	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sheila Wiltze (Wiltse)	N/A	N/A	<input type="checkbox"/>	<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"/>

<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>