

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 APRIL 29, 2025

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on April 29, 2025, beginning at 2:30 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 Jeneeah M. Girma, Board Chairwoman at 2:33 p.m.
The roll was taken by AJ Gavilanes, Corporate Secretary.

Board Members present: Jeneeah M. Girma (*Nevada Department of Business & Industry, Housing Division*) Board 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)
- Lori Grimm (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Kurt Ouchida (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 Minutes for:

a. February 26, 2025

Director Hastings moved to approve Minutes for February 26, 2025. The Motion was seconded by Director Chandra and approved by unanimous vote.

b. March 13, 2025

Director Hastings moved to approve Minutes for March 13, 2025. The Motion was seconded by

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.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

Director Johnsen and approved by unanimous vote.

4. Approval of April 29, 2025 Agenda

Director Johnsen moved to approve Agenda for April 29, 2025. The Motion was seconded by Director Hastings and approved by unanimous vote.

5. Items to be Presented for Information and Discussion:

a. February 2025 Financials

Mr. Brian Hardy presented.

b. March 2025 Financials

Mr. Hardy presented.

c. NAHAC Operations

i. February 2025 Performance Report

Mrs. Veronica Lewis presented.

ii. March 2025 Performance Report

Mrs. Lewis presented.

iii. Budget Reallocation - Treasury Approval

Mrs. Lewis reported a request was submitted to The United States Department of the Treasury (Treasury) to reallocate approximately \$4.6M of administrative budgeted funds to program funds. Treasury approved the request on April 1, 2025.

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

a. Annual review and approval of policies and procedures.

Mrs. AJ Gavilanes presented.

Director Hess moved to approve the policies and procedures as edited. The Motion was seconded by Director Hastings and approved by unanimous vote.

b. Approval of the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2025.

Mr. Hardy reported there were no findings or deficiencies, and the report was exceptional.

Director Hastings moved to approve the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2025. The Motion was seconded by Director Hess and approved by unanimous vote.

c. Authorization for the President/Chairperson to execute addendum to agreement with BTMC, LLC (dba Braintrust) for Organic Social Media Management, Public Relations and Digital Media services for the period of April 1, 2025 through June 30, 2025 for an additional amount not to exceed \$30,000.

Ms. Verise Campbell advised the dates shown in the agenda item were a scrivener's error and should be corrected to May 1, 2025, through July 31, 2025. Ms. Micheline Fairbank advised a motion could be made with the amended dates.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

Director Hess inquired if Braintrust had provided any reporting to NAHAC on the most effective strategy. Ms. Campbell responded campaigns are driven to targeted audience, and Mr. Kurt Ouchida confirmed campaigns are very focus driven.

Director Hess advised she would like to see an actual breakdown of the advertising and service, which was subsequently shared on screen during the board meeting and is attached to the minutes hereto.

Director Hess also inquired if NAHAC surveyed its applicants on how they heard about NAHAC. Ms. Campbell and Mrs. Lewis both confirmed there was a survey done and Mr. Ouchida advised he would look into getting samples of that for the Board.

Director Johnsen moved to authorize the President/Chairperson to execute addendum to agreement with BTMC, LLC (dba Braintrust) for Organic Social Media Management, Public Relations and Digital Media services for the amended period of May 1, 2025 through July 31, 2025 for an additional amount not to exceed \$30,000. The Motion was seconded by Director Hess and approved by unanimous vote.

- d. Authorization for President/Chairperson to execute addendum to agreement with HOTB for HAF Lien Services in a monthly amount of \$7,500 beginning on June 1, 2025.**

Ms. Campbell advised if this item was approved, HOTB would be handling post-closing duties following wind down of HAF.

Director Hastings moved to authorize President/Chairperson to execute addendum to agreement with HOTB for HAF Lien Services in a monthly amount of \$7,500 beginning on June 1, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Authorization for President/Chairperson to execute an agreement with CitiClean Services for weekly janitorial services at \$435 per month.**

Ms. Campbell presented.

Director Hastings moved to authorize President/Chairperson to execute an agreement with CitiClean Services for weekly janitorial services at \$435 per month. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- f. Authorization for President/Chairperson to execute an agreement with David G Glover LLC dba G2 Consulting for modification of Information Security and Safeguards Program (ISSP) in an amount not to exceed \$3,500.**

Ms. Campbell presented.

Director Hastings moved to authorize President/Chairperson to execute an agreement with David G Glover LLC dba G2 Consulting for modification of Information Security and Safeguards Program (ISSP) in an amount not to exceed \$3,500. The Motion was seconded by Director Johnsen and approved by unanimous vote.

7. General Board Comments, Questions, and Items for Future Board Meetings: None.

MEETING MINUTES

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

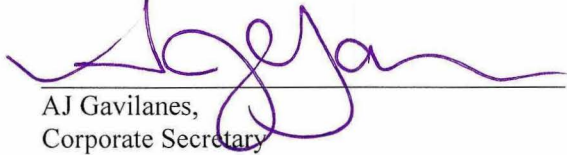
8. 2nd period of Public Comment and Discussion²: None.

9. Adjournment.

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

The meeting adjourned at 3:27 p.m.

Board approval confirmation:



AJ Gavilanes,
Corporate Secretary

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EXHIBIT A

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

ATTENDANCE SHEET

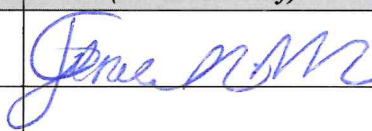
April 29, 2025

(Attached)

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

Board of Directors

Date & Time of Meeting: April 29, 2025 2:30 PM

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)
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 / 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 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: April 29, 2025 2:30 PM

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>
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
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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