

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 22, 2025

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on December 22, 2025, beginning at 10:00 a.m. PST at the following location:

Nevada Housing Division, 4th Floor Red Rock Room, 3300 W Sahara Ave., Ste 300, Las Vegas, NV 89102

1. Call to order, roll call.

The meeting was called to order by Jeneeah M. Girma, Board Chairwoman at 10:03 a.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; Rande Johnsen - Independent Director and Vice President/Vice Chairperson; and Jim Hastings - Independent Director and Treasurer.

Board Members absent: Sharath Chandra (*Nevada Department of Business & Industry, Real Estate Division*) Director

Also present:

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Melissa Brooks, Accounting Manager
- AJ Gavilanes, Administrator/Corporate Secretary
- Micheline Fairbank (Fennemore Law)

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 22, 2025, Agenda

Director Hastings moved to approve Agenda for December 22, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

- Authorization for President/Chairperson to execute addendum to agreement with HOTB Software Solutions, LLC for Homeowner Assistance Fund (HAF) Lien Services in an increased monthly amount of \$12,000 (approved by Board on December 4, 2025) to include effective retroactive date of December 1, 2025.**

Ms. Verise Campbell advised the agreement effective date was not included in the agenda item approved in the previous Board meeting, so this item is added for clarification and approval of the

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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Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

effective date.

Director Hastings moved to authorize President/Chairperson to execute addendum to agreement with HOTB Software Solutions, LLC for Homeowner Assistance Fund (HAF) Lien Services in an increased monthly amount of \$12,000 (approved by Board on December 4, 2025) to include effective retroactive date of December 1, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- b. Approval to provide 3 percent cost of living wage adjustment to full-time regular employees, excluding the CEO/COO, effective December 22, 2025.**

Ms. Campbell presented.

Director Hastings moved to approve providing 3 percent cost of living wage adjustment to full-time regular employees, excluding the CEO/COO, effective December 22, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- c. Approval of new contract of employment with existing Chief Executive Officer/Chief Operating Officer with salary increase to \$173,200.68 (3 percent), effective December 22, 2025.**

Director Hastings moved to approve new contract of employment with existing Chief Executive Officer/Chief Operating Officer with salary increase to \$173,200.68 (3 percent), effective December 22, 2025. The Motion was seconded by Director Johnsen and approved by unanimous vote.

- d. Annual review and approval of Amended and Restated Bylaws (as amended through December 22, 2025).**

Ms. Campbell presented.

Director Hastings moved to approve Amended and Restated Bylaws (as amended through December 22, 2025). The Motion was seconded by Director Johnsen and approved by unanimous vote.

- e. Approval of Amendment to the Articles of Incorporation to reflect recent changes to the Amended and Restated Bylaws (as amended through December 22, 2025).**

Ms. Campbell presented.

Director Hastings moved to approve Amendment to the Articles of Incorporation to reflect recent changes to the Amended and Restated Bylaws (as amended through December 22, 2025). 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 all open contracts are under review, and some will likely need changes, which will come before the Board for approval.

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

7. Adjournment.

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

The meeting adjourned at 10:16 a.m.

Board approval confirmation:

AJ Gavilanes

[AJ Gavilanes \(Feb 3, 2026 19:04:47 PST\)](#)

AJ Gavilanes,
Corporate Secretary

PubMtgMin_20251222

Final Audit Report

2026-02-04

Created:	2026-02-04
By:	AJ Gavilanes (agavilanes@nahac.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfXBQAC1hKNPqDmKwIJS-BSMPM6M5n9xj

"PubMtgMin_20251222" History

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-  Document e-signed by AJ Gavilanes (agavilanes@nahac.org)
Signature Date: 2026-02-04 - 3:04:47 AM GMT - Time Source: server
-  Document emailed to agavilanes@nahac.org for filling
2026-02-04 - 3:04:49 AM GMT
-  Email viewed by agavilanes@nahac.org
2026-02-04 - 3:06:37 AM GMT
-  Signer agavilanes@nahac.org entered name at signing as AJ Gavilanes
2026-02-04 - 3:06:46 AM GMT
-  Form filled by AJ Gavilanes (agavilanes@nahac.org)
Form filling Date: 2026-02-04 - 3:06:48 AM GMT - Time Source: server
-  Agreement completed.
2026-02-04 - 3:06:48 AM GMT

EXHIBIT A

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

ATTENDANCE SHEET

December 22, 2025

(Attached)

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

Date & Time of Meeting: December 22, 2025 10:00 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>
Jeneeah (Nia) M. Girma	Nevada Housing Division / NAHAC Board of Directors	Affordable Housing Advocate / NHD Director & President, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<u>Jeneeah Girma</u> <small>Jeneeah Girma (Dec 23, 2025 10:23:19 PST)</small>
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 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"/>	
Melissa Brooks	NAHAC	Accounting Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A.J. Gavilanes	NAHAC	Administrator / Corporate Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Micheline Fairbank	Fennemore Law	Legal Counsel	<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"/>	

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

Board of Directors

Date & Time of Meeting: December 22, 2025 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>
			<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"/>	<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

Attend_20251222

Final Audit Report

2025-12-23

Created:	2025-12-23
By:	AJ Gavilanes (agavilanes@nahac.org)
Status:	Signed
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"Attend_20251222" History

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-  Document emailed to Jeneeah Girma (jmgirma@housing.nv.gov) for signature
2025-12-23 - 5:55:24 AM GMT
-  Email viewed by Jeneeah Girma (jmgirma@housing.nv.gov)
2025-12-23 - 5:55:33 AM GMT
-  Document e-signed by Jeneeah Girma (jmgirma@housing.nv.gov)
Signature Date: 2025-12-23 - 6:23:19 PM GMT - Time Source: server
-  Agreement completed.
2025-12-23 - 6:23:19 PM GMT