

# 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 28, 2026**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on January 28, 2026, beginning at 1:00 p.m. PST at the following location:

Nevada Housing Division, 4th Floor Tahoe 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 1:02 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; 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:** Christine Hess (*Nevada Department of Business & Industry, Housing Division*) Director

#### **Also present:**

- Verise Campbell, Chief Operating Officer/Chief Executive Officer
- Melissa Brooks, Accounting Manager
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- Melanie Rollo (Ellsworth & Stout)
- Lori Grimm (Ellsworth & Stout)
- Micheline Fairbank (Fennemore Law)
- Anne Wayman (Alera Group)
- Kelle Bailey (Alera Group)

**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**

##### **a. December 4, 2025**

Director Johnsen moved to approve Minutes for December 4, 2025. The Motion was seconded by Director Hastings 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.

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### **b. December 22, 2025**

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

### **4. Approval of January 28, 2026, Agenda**

Director Chandra moved to approve Agenda for January 28, 2026. The Motion was seconded by Director Johnsen and approved by unanimous vote.

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

#### **a. November 2025 Financials**

Ms. Lori Grimm presented

#### **b. December 2025 Financials**

Ms. Grimm presented.

Mr. Brian Hardy reported that future data retention costs were inadvertently excluded from the report because they are prepaid expenses recognized after program closeout; however, a “prepaid assets to be expensed” column was added to the final page to reflect cash-basis impact on available funds. He noted NAHAC is closely monitoring program and administrative budgets due to the flexible program closure timeline and the potential for a small administrative shortfall, though the goal remains to break even.

Ms. Verise Campbell added that a separate budget meeting with the Board would be scheduled soon.

Mr. Hardy also reported that office lease CAM invoices had not been received for several months due to issues with the landlord’s new internal accounting program. Base rent continues to be paid, and a true-up of CAM amounts retroactive to October are expected in the near future from the landlord.

#### **c. NAHAC Operations**

##### **i. Revised September 2025 Performance Report**

Mrs. Veronica Lewis advised that the report was adjusted to align with the annual report, with the changes reflected on page one of the Revised October Performance Report.

##### **ii. Revised October 2025 Performance Report**

Mrs. Lewis advised that the adjustment of the September report is reflected in the October report. The total Unique Households Assisted was adjusted to 3,669 and total program expenditures to \$102.6 million, reflecting 98 percent of total funds expended.

##### **iii. November 2025 Performance Report**

Mrs. Lewis presented.

##### **iv. December 2025 Performance Report**

Mrs. Lewis presented.

Chairwoman Girma inquired whether the \$352,000 committed amount was in addition to the approved funding amount. Ms. Lewis confirmed it was and explained that the committed

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category includes files approved but not yet funded.

**v. Fiscal Year 2025 Audited Financial Statements (including Single Audit) and Management Letter (as prepared by Houldsworth, Russo & Company)**

Mr. Hardy reported that the Audited Financial Statements were completed with no deficiencies.

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

**a. 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, 2026, in an amount not to exceed \$16,916.**

Ms. Anne Wayman presented.

Mrs. AJ Gavilanes advised that the actual premium was lower than the agenda amount due to a price reduction after the agenda was posted.

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, 2026, in the reduced amount not to exceed \$15,916. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**b. Authorization for President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on commencing on January 30, 2026, in an amount not to exceed \$6,524.92.**

Ms. Wayman presented.

Director Chandra moved to authorize President/Chairperson to bind coverage with Beazley Breach Response for an annual cyber liability policy commencing on commencing on January 30, 2026, in an amount not to exceed \$6,524.92. The Motion was seconded by Director Johnsen and approved by unanimous vote.

**c. 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, 2026, in an amount not to exceed \$1,969.**

Ms. Wayman presented.

Ms. Campbell noted that the coverage included a three-year rate lock.

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, 2026, in an amount not to exceed \$1,969. The Motion was seconded by Director Hastings and approved by unanimous vote.

**d. Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2026.**

Mr. Hardy reported there were no new findings.

Director Chandra moved to approve the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2026. The Motion was seconded by Director Hastings and approved by unanimous vote.

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- e. **Nomination and Election of Secretary of Corporation for two years pursuant to the Bylaws.**  
Chairwoman Girma nominated Ms. AJ Gavilanes as Secretary of the Corporation for a two year term and expressed her gratitude for Ms. Gavilanes past service as Secretary of the Corporation.

Director Hastings moved to elect AJ Gavilanes as Secretary of Corporation for two years pursuant to the Bylaws. 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 that a future meeting would include a budget discussion and staffing update.

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

9. **Adjournment.**

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

The meeting adjourned at 1:35 p.m.

**Board approval confirmation:**

*AJ Gavilanes*

[AJ Gavilanes \(Feb 9, 2026 16:37:51 PST\)](#)

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AJ Gavilanes,  
Corporate Secretary

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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.








# PubMtgMin\_20260128

Final Audit Report

2026-02-10

Created:	2026-02-10
By:	AJ Gavilanes (agavilanes@nahac.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHjkm2LXVrMfXaG4Rmjgrtsb5g2FWfFi

## "PubMtgMin\_20260128" History

-  Document created by AJ Gavilanes (agavilanes@nahac.org)  
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-  Document e-signed by AJ Gavilanes (agavilanes@nahac.org)  
Signature Date: 2026-02-10 - 0:37:51 AM GMT - Time Source: server
-  Document emailed to agavilanes@nahac.org for filling  
2026-02-10 - 0:37:53 AM GMT
-  Email viewed by agavilanes@nahac.org  
2026-02-10 - 0:56:53 AM GMT
-  Signer agavilanes@nahac.org entered name at signing as AJ Gavilanes  
2026-02-10 - 1:08:42 AM GMT
-  Form filled by AJ Gavilanes (agavilanes@nahac.org)  
Form filling Date: 2026-02-10 - 1:08:44 AM GMT - Time Source: server
-  Agreement completed.  
2026-02-10 - 1:08:44 AM GMT

**EXHIBIT A**

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

**ATTENDANCE SHEET**

**January 28, 2026**

**(Attached)**

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

**Board of Directors**

**Date & Time of Meeting: January 28, 2026 1:00 PM**

<b>NAHAC Directors, Officers, Employees and Contractors</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>Not In Attendance</b>	<b>Signature</b> <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"/>	<i>Jeneeah Girma</i> <small>Jeneeah Girma (Feb 4, 2026 09:49:38 PST)</small>
Christine Hess	Nevada Housing Division / NAHAC Board of Directors	Chief Financial Officer / 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"/>	
Melissa Brooks	NAHAC	Accounting Manager	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Micheline Fairbank	Fennemore Law	Legal Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Anne Wayman	Alera Group	Insurance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kelle Bailey	Alera Group	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 28, 2026 1:00 PM**

<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>Not In Attendance</b>	<b>Signature</b> <i>(In-Person Only)</i>
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			<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>





# Attend\_20260128

Final Audit Report

2026-02-04

Created:	2026-02-04
By:	AJ Gavilanes (agavilanes@nahac.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnW-49VpN8gEaqod2xpHEOKAHGW2SK5xg

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2026-02-04 - 3:11:54 AM GMT
-  Document e-signed by Jeneeah Girma (jmgirma@housing.nv.gov)  
Signature Date: 2026-02-04 - 5:49:38 PM GMT - Time Source: server
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2026-02-04 - 5:49:38 PM GMT