

# 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 FEBRUARY 9, 2026.**

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”), held a public meeting on February 9, 2026, beginning at 3:30 p.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 3:35 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
- Melissa Brooks, Accounting Manager
- Veronica Lewis, Contractor
- AJ Gavilanes, Administrator/Corporate Secretary
- Brian Hardy (Ellsworth & Stout)
- 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)<sup>1</sup>: None.**

#### **3. Approval of January 28, 2026, Minutes**

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

#### **4. Approval of February 9, 2026, Agenda**

Director Chandra moved to approve Agenda for February 9, 2026. 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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### **Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors**

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

##### **a. NAHAC Operations**

Ms. Verise Campbell advised there was no report.

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

##### **a. Authorization for President/Chairperson to execute an agreement with Velez & Hardy, LLC., for Bookkeeping Services in the amount of \$65 per hour, not to exceed \$75,000 annually, effective February 18, 2026.**

Ms. Campbell reported Accounting Manager, Melissa Brooks, has tendered her resignation and accepted a position with Velez & Hardy, LLC. Contracting with Velez & Hardy would allow NAHAC to retain Mrs. Brooks services and maintain continuity within the Accounting Unit.

Ms. Campbell, Mrs. Lewis, Mr. Brian Hardy and Board Chairwoman Jeneeah Girma expressed their appreciation for all that Mrs. Brooks has contributed to the success of the organization.

Director Hess moved to authorize President/Chairperson to execute an agreement with Velez & Hardy, LLC., for Bookkeeping Services in the amount of \$65 per hour, not to exceed \$75,000 annually, effective February 18, 2026. The Motion was seconded by Director Chandra and approved by unanimous vote.

##### **b. Authorization for President/Chairperson to execute an agreement with Integrata Systems for IT Support Services in a monthly amount of \$7,250, not to exceed \$87,000 annually, retroactive to January 1, 2026.**

Ms. Campbell advised the previous Integrata master agreement expired in December 2025, and the new agreement would be at a reduced rate after the elimination of the Vulnerability and Penetration testing and other segments of service, saving approximately \$5,000 month. She shared future Vulnerability and Penetration testing needs will be assessed and the Board will be advised accordingly.

Director Johnsen moved to authorize President/Chairperson to execute an agreement with Integrata Systems for IT Support Services in a monthly amount of \$7,250, not to exceed \$87,000 annually, retroactive to January 1, 2026. The Motion was seconded by Director Hastings and approved by unanimous vote.

##### **c. Authorization for President/Chairperson to execute an agreement with Integrata Systems for Helpdesk Support in a monthly amount of \$2,600, not to exceed \$31,200 annually, retroactive to January 1, 2026.**

Ms. Campbell presented.

Director Chandra moved to authorize President/Chairperson to execute an agreement with Integrata Systems for Helpdesk Support in a monthly amount of \$2,600, not to exceed \$31,200 annually, retroactive to January 1, 2026. The Motion was seconded by Director Johnsen and approved by unanimous vote.

##### **d. Authorization for President/Chairperson to execute an agreement with Integrata Systems for IT Backup Services in an amount not to exceed \$7,000 annually, retroactive to January 1, 2026.**

Ms. Campbell advised the Board had previously approved this item, but to bring everything together (due to the expiration of the master agreement) approval under a new agreement with the same terms

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

is being requested.

Director Johnsen moved to authorize President/Chairperson to execute an agreement with Integrita Systems for IT Backup Services in an amount not to exceed \$7,000 annually, retroactive to January 1, 2026. The Motion was seconded by Director Hastings and approved by unanimous vote.

7. **General Board Comments, Questions, and Items for Future Board Meetings:** None.
8. **2nd period of Public Comment and Discussion<sup>2</sup>:** None.
9. **Adjournment.**

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

The meeting adjourned at 3:50 p.m.

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

*AJ Gavilanes*

[AJ Gavilanes \(Mar 4, 2026 14:05:18 PST\)](#)

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\_20260209

Final Audit Report

2026-03-04

Created:	2026-03-04
By:	AJ Gavilanes (agavilanes@nahac.org)
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-  Document e-signed by AJ Gavilanes (agavilanes@nahac.org)  
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2026-03-04 - 10:05:20 PM GMT
-  Email viewed by agavilanes@nahac.org  
2026-03-04 - 10:07:36 PM GMT
-  Signer agavilanes@nahac.org entered name at signing as AJ Gavilanes  
2026-03-04 - 10:07:47 PM GMT
-  Form filled by AJ Gavilanes (agavilanes@nahac.org)  
Form filling Date: 2026-03-04 - 10:07:49 PM GMT - Time Source: server
-  Agreement completed.  
2026-03-04 - 10:07:49 PM GMT

**EXHIBIT A**

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

**ATTENDANCE SHEET**

**February 9, 2026**

**(Attached)**

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

**Board of Directors**

Date & Time of Meeting: February 9, 2026 3:30 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 10, 2026 10:49:40 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 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 type="checkbox"/>	<input checked="" 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"/>	

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

Date & Time of Meeting: February 9, 2026 3:30 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"/>	
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			<input type="checkbox"/>	<input type="checkbox"/>	
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			<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\_20260209

Final Audit Report

2026-02-10

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2026-02-10 - 0:39:47 AM GMT
-  Document e-signed by Jeneeah Girma (jmgirma@housing.nv.gov)  
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