



MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NEVADA HOUSING ASSISTANCE CORPORATION ON AUGUST 26, 2016

The Board of Directors of the Nevada Affordable Housing Assistance Corporation, a Nevada non-profit corporation (“NAHAC”) held a public meeting on August 26, 2016, beginning at 9:30 a.m. PST at the following locations:

NAHAC Conference Room: 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102

By Teleconference to: (224) 501-3312; Access Code/Meeting ID: 220-844-037

By Videoconference to: <https://global.gotomeeting.com/join/>
Access Code/Meeting ID: 220-844-037

In the absence of an elected Chairperson (*Sharath Chandra transferred from Nevada Housing Division to Nevada Real Estate Division on 08/12/2016*) or elected Vice Chairperson (*Kolleen Kelley resigned on 06/27/2016*), Mohammad Nemati - Independent Director, acted as de facto Chairperson at the beginning of the meeting until a Chairperson was elected.

1. Call to order, Roll call.

The meeting was called to order by **Mohammad Nemati** as de facto Chairperson.

Present were: Board Members Michael Holliday - Nevada Housing Division Director, Sharath Chandra - Nevada Business & Industry Director, and Mohammad Nemati - Independent Director, de facto Chairperson. **Absent were:** None **Also present were:** Verise Campbell – Chief Operating Officer; Stefanie Sharp, Legal Counsel - NAHAC; and AJ Gavilanes, Secretary/Administrative Assistant.

Members of the public attending in person were asked to sign in, and the sign-in-sheet is attached to the original minutes as Exhibit A.

2. Public comment (1st period)¹: Lina with CSNV inquired as to when there would be an RFP for the new process for HHF. Verise Campbell, COO, asked for confirmation that Lina was speaking of the RFP for the lead counseling agency. Lina confirmed this. Ms. Campbell thanked Lina for the inquiry and responded they were not that far into the process yet, and NAHAC was still doing research and development. Ms. Campbell stated that Lina should hear from her in a few weeks. Lina thanked Ms. Campbell.

¹ This public comment agenda item is provided in accordance with NRS 241.020(2)(d)(3) which requires an agenda 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 person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.



3. Introduction of new Business & Industry Director Sharath Chandra, replacing former Business & Industry Director Joseph (JD) Decker.

Director Nemati gave a brief introduction.

4. Notification of appointment of new Housing Division Director Timothy Whitright effective August 29, 2016.

Director Holliday gave a brief update of the changes.

5. Items for Discussion & Possible Action:

a. Approval of June 27, 2016, meeting minutes (For discussion and possible action)

Director Holliday moved to approve June 27, 2016, meeting minutes. The Motion was seconded by Director Chandra and approved by unanimous vote.

b. Approval of July 14, 2016, meeting minutes (For discussion and possible action)

Director Chandra moved to approve July 14, 2016, meeting minutes. The Motion was seconded by Director Holliday and approved by unanimous vote.

c. Nomination and Election of New President and Chairperson of the Board of Directors (For discussion and possible action)

Director Chandra moved to nominate Michael Holliday as the new President and Chairperson of the Board of Directors. The Motion was seconded by Director Nemati and approved by unanimous vote.

d. Consideration, Approval or Disapproval of modifying the Financial Authorization Matrix to permit the Executive Director/CEO to sign checks and authorize ACH transfers up to \$500.00 without a second signature (checks) or authorization (ACH transfers). (For possible action)

Verise Campbell, COO, gave a brief explanation of the need for this change due to the departure of Matthew Huckins, former VP of Operations and Human Resources.

Director Holliday advised that CJ Manthe, Housing Division Administrator, had also recommended the change.

Director Nemati moved to approve modifying the Financial Authorization Matrix to permit the Executive Director/CEO to sign checks and authorize ACH transfers up to \$500.00 without a second signature (checks) or authorization (ACH transfers). The Motion was seconded by Director Chandra and approved by unanimous vote.



Nevada Affordable Housing
Assistance Corporation

6. Items for Discussion:

a. Financials for May 2016 (Discussion)
Verise Campbell, COO, gave a brief overview.


b. Financials for June 2016 (Discussion)
Verise Campbell, COO, gave a brief overview.

7. **2nd period of Public Comment and Discussion**²: Director Nemati shared his thoughts on the Roundtable presented by NAHAC that he had recently attended. Mr. Nemati felt it was well constructed, open up some healthy conversation among the servicers and he really enjoyed being there. Mr. Nemati gave kudos and stated it was a great job for everyone putting that together.

8. Adjournment. (For Possible Action)

Director Nemati moved to adjourn the meeting. The Motion was seconded by Director Chandra and approved by unanimous vote.

Board approval confirmation:



AJ Gavilanes
NAHAC Corporate Secretary

² This public comment agenda item is provided in accordance with NRS 241.020(2)(d)(3) which requires an agenda 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 person as a reasonable time, place and manner restriction, but may not be limited based upon viewpoint.

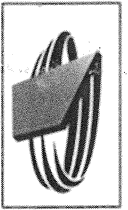


Nevada Affordable Housing
Assistance Corporation

**EXHIBIT A TO MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE NEVADA
HOUSING ASSISTANCE CORPORATION ON AUGUST 26, 2016**

PUBLIC SIGN IN SHEET

(See the Attached)



Nevada Affordable Housing Assistance Corporation

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

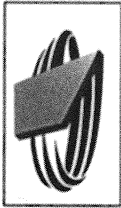
Nevada Affordable Housing Assistance Corporation (NAHAC)

Board of Directors

Date & Time of Meeting: August 26, 2016 9:30 AM

PLEASE PRINT LEGIBLY AND MARK THE APPROPRIATE BOXES

Name	Organization (N/A if none)	Title (N/A if none)	General Public?	Method of participation?	Signature (In-Person Only)
Michael Holliday	Nevada Housing Division / NAHAC Board of Directors	CFO / Board NHD Director	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
Sharath Chandra	Nevada Real Estate Division / NAHAC Board of Directors	Administrator / Board Nevada Business & Industry Director	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
Mo Nemati	NAHAC Board of Directors	Independent Director	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
C.J. Manthe	Nevada Housing Division	Administrator	NO	<input type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
Verise V. Campbell	NAHAC	COO	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
AJ Gavilanes	NAHAC	Secretary / Administrative Assistant	NO	<input checked="" type="checkbox"/> In-Person (sign) <input type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	
Stefanie Sharp	Robison, Belaustegui, Sharp and Low / NAHAC	Attorney At Law / Legal Counsel	NO	<input type="checkbox"/> In-Person (sign) <input checked="" type="checkbox"/> Teleconference <input type="checkbox"/> Not In Attendance	



Nevada Affordable Housing Assistance Corporation

PUBLIC MEETING ATTENDANCE RECORD & SIGN-IN

Nevada Affordable Housing Assistance Corporation (NAHAC)

Board of Directors

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				<input type="checkbox"/> Teleconference	<input type="checkbox"/> In-Person (sign)	
Veronica Lewis	NAHAC	Post-Closing Manager	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> In-Person (sign)		
Tony Cammisio	NAHAC	Marketing Manager	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> In-Person (sign)		
Kina	CSNV		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> In-Person (sign)		
			<input type="checkbox"/> Yes	<input type="checkbox"/> In-Person (sign)		
			<input type="checkbox"/> No	<input type="checkbox"/> In-Person (sign)		
			<input type="checkbox"/> Yes	<input type="checkbox"/> Teleconference		
			<input type="checkbox"/> No	<input type="checkbox"/> In-Person (sign)		
			<input type="checkbox"/> Yes	<input type="checkbox"/> Teleconference		
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