



HOME MEANS NEVADA, INC.

*A Non-Profit Entity Established by the
State of Nevada, Department of Business and Industry*

Board of Directors

*President – Shannon Chambers
VP/Treasurer – Perry Faigin
Board Member – Jennifer Yim
Board Member – Robin Sweet
Board Member – Verise Campbell*

**Home Means Nevada, Inc.
Foreclosure Mediation Program
Board of Directors Public Meeting
November 2, 2017 at 9:30AM**

Minutes

1. Call to order, Roll Call

President Chambers called the meeting to order at approximately 9:35am

The following were in attendance:

CJ Manthe, Director (Carson City – in person)
Shannon Chambers, President (Carson City – in person)
Perry Faigin, Vice President/Treasurer (Carson City – in person)
Jennifer Yim, Board Member (by phone)
Robin Sweet, Board Member (by phone)
Verise Campbell, Board Member (by phone)
Michelle Crumby, Home Means Nevada (Las Vegas – in person)
Lauren Versosa, Home Means Nevada (Las Vegas – in person)
Cynthia Ravenholt, Home Means Nevada (Las Vegas – in person)
Colleen Platt, Platt Law Group (Carson City – in person)
Carrie Foley, Department of Business & Industry (by phone)

2. Public Comment

None.

3. “For Possible Action” Approval of Minutes from June 26th, 2017, July 27th, 2017, August 21st, 2017

Vice President Faigin made a motion to approve the minutes as written. Jennifer Yim seconded the motion. All members voted in favor. The motion passed unanimously.

4. Update on the Board Structure and HMN Staffing

President Chambers discussed the announcement that was sent by State of Nevada Business and Industry Director Manthe regarding the changes to the Home Means Nevada Board. Effective October 11, 2017, Shannon Chambers was named the President of Home Means Nevada and Perry Faigin was changed to Vice President of Home Means Nevada.

An Operations Manager has been hired for Home Means Nevada and they are fully staffed and up and running at this time.

5. “For Discussion and Possible Action” Ratification of Operations Manager employment agreement

There was discussion on the Employment Agreement which was distributed prior to the meeting.

Robin Sweet said that her interactions with Michelle Crumby had been good and she inquired about the process if the Board decided to give Michelle a merit increase or similar type of raise. Colleen Platt said that is up to the Board what they want to do regarding reviewing her performance, either a 6 month or annual review. The contract where it sets forth her pay would then be amended and executed by the Board. The process would be done in an open meeting.

Vice President Faigin made a motion to ratify the contract for Michelle Crumby as the Operations Manager. Verise Campbell seconded the motion. All members voted in favor. Motion passed unanimously.

6. “For Discussion and Possible Action” Authorizing revisions to the Policies and Procedures of Home Means Nevada, Inc. by HMN staff with a future presentation to the Board for Approval/Changes/Recommendations

President Chambers said the mission of Home Means Nevada and the program that is currently operating is different from the retention program that was operated previously. As a result, changes to the policies and procedures are necessary.

President Chambers said she will be taking the lead and working with Vice President Faigin and with the operations staff and other Board members to tailor the policies and procedures more to the structure of the current program and what we are actually doing. President Chambers hopes to have something for the Board to review in early January.

Vice President Faigin made a motion to authorize the revisions to the policies and procedures for Home Means Nevada to be made by the staff for future presentation. Jennifer Yim seconded the motion. All members voted in favor. Motion passed unanimously.

7. “For Discussion and Possible Action” Authorizing the President of HMN or Vice President of HMN to submit Quarterly Reports and requests to the Nevada Legislature as required by Senate Bill 490

President Chambers stated that as of this date a quarterly report has not been submitted. The first one will be submitted at the beginning of January 2018 and then quarterly after that.

Jennifer Yim made a motion to authorize the president or vice president to submit quarterly reports and requests to the Nevada Legislature. Vice President Faigin seconded the motion. All members voted in favor. Motion passed unanimously.

8. “For Discussion and Possible Action” Authorizing Development of Internal Controls by HMN Staff with a future Presentation to the Board for Approval/Changes/Recommendations

President Chambers said Senate Bill 490 requires an annual review by the State Division of Internal Controls. President Chambers said that office has a separate standard that they use when they conduct an audit. The plan going forward is to develop internal controls around their standards so we meet the requirements of any audit that is conducted by the Division of Internal Controls.

Vice President Faigin made a motion to authorize the development of internal controls by the Home Means Nevada staff for future presentation to the board. Robin Sweet seconded the motion. All members voted in favor. Motion passed unanimously.

9. “For Discussion and Possible Action” Authority for HMN Staff to contract with a CPA Firm to perform 2017 Year End Audit for current HMN Program and 2017 Year End Audit and Accounting of prior HMN transactions from previous Program.

President Chambers said this agenda item gives authority for Home Means Nevada staff to contract with a Certified Public Accountant to perform the 2017 year-end audit and get taxes filed.

Vice President Faigin made a motion to give authority for the Home Means Nevada staff to contract with a CPA firm to perform the 2017 year-end audit and account process. Jennifer Yim seconded the motion. All members voted in favor. Motion passed unanimously.

10. Public Comment

None.

11. Adjournment

Meeting was adjourned at approximately 9:44AM.