

**NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION**

**Notice & Agenda of Public Meeting**

**Nevada Affordable Housing Assistance Corporation**

**Board of Directors Public Meeting**

Time: April 8, 2016 at 2:00 p.m.

Location: 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102 OR with telephone conference access at:

Telephone Conference Call:

Dial +1 (669) 224-3412  
Access Code: 327-672-469  
Meeting ID: 327-672-469

The Board of Directors for the Nevada Affordable Housing Assistance Corporation (“NAHAC”) will hold a public meeting at its office located at 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102 and through Telephone Conference call. The conference line is available to all who cannot attend the meeting in person. The Conference Dial-In Number is:

Dial +1 (669) 224-3412  
Access Code: 327-672-469  
Meeting ID: 327-672-469

Attached is an agenda of all items scheduled to be considered. Items may be taken out of the order presented on the agenda; items may be combined for consideration by the public body; discussion on items may be delayed; and items may be pulled or removed from the agenda at any time.

NAHAC may put reasonable restrictions on time, place, and manner of public comment. Comments based upon viewpoint may not be restricted. Public comment will be limited to five (5) minutes per person, per item.

AGENDA

1. Call to order, Roll call.
2. Public Comment. (Discussion) No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.
3. Introduction of the New Board of Directors.
4. Nomination and Election of Officers (For Possible Action):
  - a. President/Chairperson of the Board.
  - b. Vice President/Vice Chairperson of the Board.
  - c. Secretary.
  - d. Treasurer.
5. Item for Consideration & Possible Action: Discussion and possible approval for NAHAC to hire a Chief Operating Officer. (For Possible Action)
6. Presentation: Open Meeting Law Orientation – Colleen Platt, Esq.
7. Public Comment. (Discussion) No action may be taken on 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.
8. Adjournment. (For Possible Action)

The meeting has been properly noticed and posted at the following locations: Principle office of the Nevada Affordable Housing Assistance Corporation, (3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada); the offices of the Nevada Department of Business & Industry in Las Vegas (3016 W. Charleston Blvd., Suite 160) and Carson City (1830 College Parkway, Suite 100); the offices of the Nevada Housing Division in Las Vegas (7220 Bermuda Road, # B) and Carson City (1535 Old Hot Springs Road, #50); State Library & Archives Building in Carson City (100 North Stewart Street); the Attorney General's Offices Carson City (100 North Carson Street); and on at the following websites: [www.nahac.org](http://www.nahac.org) and [notice.nv.gov](http://notice.nv.gov).

Supporting documents to the agenda items may be obtained by contacting A.J. Gavilanes, Administrative Assistant at (702) 675-6635 or at the NAHAC office located at 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada. Anyone desiring additional

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information is invited to call or email A.J. Gavilanes, Administrative Assistant at (702) 675-6635, [agavilanes@nahac.org](mailto:agavilanes@nahac.org).

Note: Reasonable accommodations will be made for members of the public who are disabled and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the NAHAC Office at A.J. Gavilanes, Administrative Assistant at (702) 675-6635 in advance of the meeting.

## OPEN MEETING LAW GUIDELINE

Step 1: Draft an agenda. The agenda must consist of:

1. The time, place and location of the meeting
2. A list of the locations where the agenda has been posted
3. The name and contact information of the person to whom the public may request a copy of the supporting documents **and** a list of the locations where the supporting documents may be obtained
4. A clear and complete statement of topics to be discussed at the meeting
5. For each topic that the entity may take action on an identification stating “For Possible Action”
6. Periods devoted to public comment. Public comment must be taken:
  - a. At the beginning of the meeting, but before any item for which action may be taken **and** at the end of meeting before the meeting adjourns; **OR**
  - b. After each item on the agenda for which action may be taken but before any action is taken.
7. If any part of the meeting may be closed to consider the character, alleged misconduct or professional competence of a person, the name of that person
8. If during the meeting the entity will take administrative action regarding a person, the name of that person
9. Notification that:
  - a. Items on the agenda may be taken out of order;
  - b. Items may be combined; and
  - c. Items may be removed or discussion may be delayed
10. If there are any restrictions regarding public comment (ie time limitations), an identification of those. Restrictions may be limited to time, place and manner, but **must not** limited based on content.

Step 2: Post the agenda. **Minimum** public notice is:

1. Posting a copy at the **principal** office of the entity, or if there is no principal office, at the location of the meeting **AND** not less than 3 other prominent places within the jurisdiction of the entity by 9 a.m. on the third working day before the meeting. While posting at an entity’s north and south offices may be in compliance with the statute, it is better to post at the offices and 3 additional locations—this will ensure ample public notice.
2. Posting a copy on notice.nv.gov, by 9 a.m. not less than 3 working days before the meeting.
3. Posting a copy on the entity’s website, by 9 a.m. not less than 3 working days before the meeting.
4. Providing a copy of the agenda to each person who has requested notices of the meetings of the entity—the entity must maintain a list of interested persons and send out the notices to those people. The notices must be sent by regular mail and must be postmarked not later than 9 a.m. three working days before the meeting **or** if the requester has requested the notices be provided by email, by email not less than 9 a.m. 3 working days before the meeting.

Step 3: Confirm Posting of Agenda. An entity must document that it complied with the posting requirements. That documentation must be prepared by the person who posted it and contain the following information:

1. The date and time when the person posted the agenda;
2. The address of the location where the agenda was posted; and
3. The name, title and signature of the person who posted the agenda.