



PUBLIC MEETING NOTICE

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

DATE: September 28, 2017
TIME: 2:00 p.m. PST
LOCATION: Nevada Affordable Housing Assistance Corporation (NAHAC) Conference Room
3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102

The public is invited to attend in person.

AGENDA

Items 3, 4, and 6 are action items for the Board to consider. The Board may discuss a matter when it is brought up, but no action may be taken on it unless it has been specifically included on an agenda as an action item.

Public comment at the Board meeting will be allowed on agenda items as well as non-agenda items. Persons are invited to submit comments in writing on agenda items and/or attend and make comment on that item at the Board meeting. Requests to speak on a particular item should be submitted to the Clerk of the Board (AJ Gavilanes, Office Administrator) before the item is called by the Chairman.

Public Comment is limited to 5 minutes per person, per item.

1. Call to order and roll call of the NAHAC Board of Directors
2. Public comment. **(Limited to 5 minutes. Discussion Only)**
No action may be taken on any 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. Approval of Minutes for September 1, 2017
4. Approval of Agenda for September 28, 2017
5. Items to be Presented for Information and Discussion:
 - a. Review of Financials - August 2017
 - b. Review of Fiscal Year 2017-2018 Budget
 - c. Review of Admin Expense Analysis
 - d. Report on Communication from Senator Cortez-Masto regarding the Hardest Hit Fund®
 - e. Review of Independent Accountants' Agreed-Upon Procedures Report for June 30, 2016 as provided by Houldsworth, Russo & Co.
 - f. Front End Call Center Update and Budget
 - g. NAHAC Operations and Performance Report

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

- a. Approval of the Nevada Affordable Housing Assistance Corporation Draft Internal Compliance Review Report 4th Quarter of Fiscal Year 2016.
- b. Adoption of the Nevada Affordable Housing Assistance Corporation Fiscal Year 2017-2018 Budget.
- c. Authorization for President/Chairperson to request an additional allocation to the Hardest Hit Fund[®] Administrative Budget from The United States Department of the Treasury.
- d. Authorization for NAHAC to reimburse The United States Department of the Treasury Hardest Hit Fund[®] Depository Account (as defined in the HFA Participation Agreement) in the amount of \$3,643.57 for a bonus paid to an employee in April 2013 from NAHAC's unrestricted account.
- e. Authorization for NAHAC to purchase eight (8) AmazonBasics Mid-Back Mesh Chairs (shipping included) from Amazon.com for a total of \$519.92 as seating in the new NAHAC Call Center.
- f. Authorization for NAHAC to purchase eight (8) Plantronics Audio 400 DSP Headsets (shipping included) from Dell.com for a total of \$351.92 as call audio in the new NAHAC Call Center.
- g. Authorization for NAHAC to purchase five (5) HP Desktops each with a Core i5 processor and Windows 10 operating system (Condition B, shipping included) from TechSoup.org for a total of \$1,050.00 as workstations in the new NAHAC Call Center.
- h. Authorization for NAHAC to purchase ten (10) Dell 19-inch Flat-Panel LCD Monitors (Refurbished, shipping included) from TechSoup.org for a total of \$650.00 as workstation displays in the new NAHAC Call Center.
- i. Authorization for President/Chairperson to execute a service agreement with CallTower.com for seven (7) Clarity Connect software license seats to provide call and communication management in the new NAHAC Call Center with a one-time startup fee total of \$3,675.72 in addition to a maximum monthly recurring total of \$1,035.53.

7. General Board Comments, Questions and Items for Future Board Meetings.

8. Public comment. **(Limited to 5 minutes. Discussion Only)**

No action may be taken on any 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.

9. Adjournment

Items will not necessarily be considered in the sequence listed. This meeting may be continued if all of the items are not covered in the time allowed. If the meeting is to be continued, the time and place will be announced at the end of the portion of the meeting to be continued.

Supporting material for this meeting may be found at http://www.nevadahardesthitfund.nv.gov/Public_Meetings.html, requested from AJ Gavilanes, NAHAC Office Administrator at (702) 675-6635 (agavilanes@nahac.org) or requested in person at the NAHAC office located at 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102 and at the scheduled meeting.

Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify AJ Gavilanes, NAHAC Office Administrator in writing at 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102 or by calling (702) 675-6635 or emailing agavilanes@nahac.org prior to the meeting date.

In accordance with NRS 241.020, this public notice and agenda was posted on or before 9:00 a.m. on the third working day before the meeting on: the NAHAC website, <http://www.nahac.org>; at the NAHAC office located at 3016 W. Charleston Blvd., Suite 160, Las Vegas, Nevada 89102; on the following web site: <http://notice.nv.gov>; and at the following other checked location(s):

- Las Vegas City Hall | 495 S Main St | Las Vegas, NV 89101
- Clark County Government Center | 500 S Grand Central Pkwy | Las Vegas, NV 89155
- West Charleston Library | 6301 W Charleston Blvd. | Las Vegas, NV 89146
- Washoe County Courthouse | 75 Court St | Reno, NV 89501