



PUBLIC MEETING NOTICE

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

DATE: November 15, 2018
TIME: 3:00 p.m. PST
LOCATION: Housing Division, 3rd Floor Conference Room
3300 W. Sahara Ave, Ste. 300, Las Vegas, NV 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 October 25, 2018.
4. Approval of Agenda for November 15, 2018.
5. Items to be Presented for Information and Discussion:
 - a. October 2018 Financials
 - b. Review of NAHAC 2018 Audited Financial Statements and Management Letter (prepared by Houldsworth, Russo & Company)
 - c. Budget Reallocation
 - d. Current Budget Status
 - e. NAHAC Operations and Performance Report
 - i. October 2018 Performance Report

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

- a.** Approval to establish and fill new positions:
 - i.** “Compliance Manager” –Not to exceed \$105,000 annually.
 - ii.** “QC Supervisor” –Not to exceed \$80,000 annually.
 - iii.** “Compliance Specialist” –Not to exceed \$42,000 annually.

- b.** Approval to implement new job descriptions:
 - i.** “Compliance Manager”
 - ii.** “QC Supervisor”
 - iii.** “Compliance Specialist”

- c.** Approval of updated Organizational chart

- d.** Approval to provide a 3 percent cost of living salary adjustment to all eligible, non-executive level, full-time employees.

- e.** Approval of new contract of employment with existing Chief Executive Officer/Chief Operating with salary range of \$115,560 to \$119,027.

- f.** Authorization for President/Chairperson to select and engage one (1) of three (3) respondents to NAHAC's Request for Proposal to perform required Network Penetration and Vulnerability Testing in an amount not to exceed \$30,000.00.

- g.** Approval of the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2017.

- h.** Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2018.

- i.** Approval of the Internal Compliance Review Report for 2nd Quarter of Fiscal Year 2018.

- j.** Approval of the Internal Compliance Review Report for 3rd Quarter of Fiscal Year 2018.

- k.** Approval of the Internal Compliance Review Report for 4th Quarter of Fiscal Year 2018.

- l.** Authorization for President/Chairperson to execute Fourth Amendment to Professional Services Agreement with BTMC, LLC (dba BRAINtrust) for a period of 6 months in an amount not to exceed \$60,000 for Website Hosting and Management, Digital Media, Organic Social Media, Pay-Per-Click, and Television advertising for NAHAC Home Retention programs.

- m.** Approval of policy revisions:
 - i.** Code of Ethics, Conflict of Interest, and Business Conduct
 - ii.** Fraud Mitigation Detection & Awareness

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 <https://nahac.org/public-meetings>, requested from AJ Gavilanes, NAHAC Office Administrator at (702) 675-6635 (agavilanes@nahac.org), 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