



PUBLIC MEETING NOTICE

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

DATE: March 18, 2019
TIME: 10:00 a.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:
 - a. November 15, 2018
 - b. December 20, 2018
 - c. January 15, 2019
 - d. January 17, 2019
4. Approval of Agenda for March 18, 2019
5. Items to be Presented for Information and Discussion:
 - a. January 2019 Financials
 - b. February 2019 Financials
 - c. January 2019 Marketing Report
 - d. NAHAC Operations and Performance Report
 - i. January 2019 Performance Report
 - ii. February 2019 Performance Report
6. Items for Board Information, Discussion and Possible Action:
 - a. Approval of NAHAC Information Security and Safeguards Program (ISSP)
 - b. Authorization for President/Chairperson to execute a Second (2nd) Amendment of Lease with 3010 Westbay, LLC for a period of 12 months (June 1, 2019 - May 31, 2020) in a lease amount of \$7,275.81 per month for lease of current office space.

- c. Ratification of typographical and grammatical changes made with Amended and Restated Bylaws as Amended Through December 20, 2018.
- d. Approval to eliminate existing positions:
 - i. Eligibility Supervisor
 - ii. QC Supervisor
 - iii. Lead (2 Positions)
 - iv. Customer Service Representative (1 Position)
 - v. Floater (1 Position)
- e. Approval to change pay:
 - i. “Compliance Specialist” - increase in annual salary from \$55,000 to \$56,400.
- f. Approval to establish and fill new positions:
 - i. “Eligibility Specialist” - Regular Full-Time Employee - Non-Exempt - \$47,278 annually.
 - ii. “Compliance Specialist” – Full Time Temporary Employee – Not to Exceed - \$56,400 annually.
 - iii. “Compliance Specialist” - Part-Time Temporary Employee - Non-Exempt – Not to exceed \$23,600 annually.
- g. Approval to implement new job description:
 - i. “Eligibility Specialist”
- h. Approval of updated Organization chart.

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