



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

PUBLIC MEETING NOTICE

Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

DATE: May 12, 2021
TIME: 2:00 p.m.
LOCATION: Meeting via teleconference only pursuant to NRS 241.023
Dial-In Number: +1 (669) 224-3412
Access Code: 130-423-253

The public is invited to attend.

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 telephonically 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) at agavilanes@nahac.org 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 April 26, 2021 Minutes
4. Approval of May 12, 2021 Agenda
5. Items to be Presented for Information and Discussion:
 - a. NAHAC Operations
 - April 2021 Performance Report
6. Items for Board Information, Discussion and Possible Action:
 - a. Authorization for President/Chairperson to bind renewal coverage with Philadelphia Indemnity Insurance Company for annual General Liability & Business Personal Property Coverage commencing on June 18, 2021 in an amount not to exceed \$1,058.
 - b. Authorization for President/Chairperson to execute an engagement agreement with Houldsworth, Russo & Company, P.C. for the audit of financial statements, agreed upon procedures and Form 990 for NAHAC for the year ended June 30, 2021 in an amount not to exceed \$42,800.
 - c. Approval to change pay and status of "Operations Manager" position from Exempt to Non-Exempt at the hourly rate of \$35.00 per hour.

- d. Authorization for President/Chairperson to execute a contract of employment to be effective May 24, 2021 with existing Operations Manager (from full time to part-time with no benefits) with annual salary not to exceed \$50,000.
- e. Approval to establish and fill new “Assistant Operations Manager” position - Regular Full-Time Employee - Exempt - Not to exceed \$65,000 annually.
- f. Approval to implement new “Assistant Operations Manager” job description.
- g. Approval of updated Organization chart.
- h. Authorization for President/Chairperson to execute an addendum to the Independent Contractor Agreement with Wyse Choice Consulting to provide quality review on home retention and home acquisition files at the \$40 per file rate, extending the term of the agreement through August 31, 2021.

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. The NAHAC Board of Directors may combine two or more agenda items for consideration; remove an item from the agenda; or delay discussion relating to an item on the agenda at any time. 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>, or requested from AJ Gavilanes, NAHAC Office Administrator at (702) 675-6635 (agavilanes@nahac.org)

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.

Public Notice: Pursuant to Section 3 of the Declaration of Emergency Directive 006 (“Directive 006”), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate has been suspended until April 16, 2020. Moreover, pursuant to Section 3 of Directive 006, the requirements contained in NRS 241.020(4)(a) that public notice agendas be posted at physical locations within the State of Nevada has likewise been suspended. See, http://gov.nv.gov/uploadedFiles/govnewnv.gov/Content/News/Emergency_Orders/2020/DeclarationofEmergencyDirective006reOML.3-21-20.pdf

This agenda has been electronically posted in compliance with NRS 241.020(3) at <http://www.nahac.org>, and NRS 232.2175 at <https://notice.nv.gov/>.