



NEVADA AFFORDABLE HOUSING ASSISTANCE CORPORATION

## PUBLIC MEETING NOTICE

### Nevada Affordable Housing Assistance Corporation (NAHAC) Board of Directors

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**DATE:** September 13, 2021  
**TIME:** 2:00 p.m.  
**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.**

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### 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](mailto:agavilanes@nahac.org) before the item is called by the Chairman.

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

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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 August 25, 2021
4. Approval of Agenda for September 13, 2021
5. Items to be Presented for Information and Discussion:
  - a. NAHAC Operations
6. Items for Board Information, Discussion and Possible Action:
  - a. Authorization for President/Chairperson to enter into an agreement with Fennemore Craig P.C. in an annual amount not to exceed \$204,000 for legal services.
  - b. Authorization for President/Chairperson to enter into an agreement with ADP, LLC in an annual amount not to exceed \$25,000 for payroll, background check and training services.
  - c. Authorization for President/Chairperson to enter into an agreement with Ellsworth & Stout, LLC in an annual amount not to exceed \$174,000 for finance and compliance services.

- d.** Authorization for President/Chairperson to enter into an agreement with BTMC, LLC (dba BRAINtrust) for marketing and public relations in a total amount not to exceed \$530,000 estimated as follows:
- First 12 months in an amount not to exceed \$285,000.
  - September 2022 – August 2023 in an amount not to exceed \$140,000
  - September 2023 – August 2024 in an amount not to exceed \$100,000
  - September 2024 – August 2025 in an amount not to exceed \$5,000
- e.** Approval to provide a 3 percent cost of living wage adjustment to all eligible, hourly, NAHAC full-time regular employees who have been employed for the last 12 months.
- f.** Approval to provide a 3 percent cost of living salary adjustment to the Call Center Manager/Payroll Manager.
- g.** Approval to establish and fill Chief Information Officer position with existing Regular Full-Time Employee – Salaried/Exempt – Not to exceed \$103,000 annually.
- h.** Approval of new contract of employment with existing Chief Executive Officer/Chief Operating Officer with salary range of \$127,330 to \$131,150, effective retroactively to August 1, 2021.
- i.** Approval to fill existing Operations Manager position with Regular Full-Time Employee – Salaried/Exempt – Not to exceed \$75,000 annually.
- j.** Approval to establish and fill new positions – Regular Full-Time Employee – Salaried/Exempt:
- i.** IT Helpdesk Technician II – Not to exceed \$52,000 annually
  - ii.** Systems Administrator – Not to exceed \$65,000 annually
  - iii.** Data Analyst – Not to exceed \$72,000 annually
- k.** Approval to establish and fill new position – Regular Full-Time Employee – Non-exempt:
- i.** Administrative Assistant – Not to exceed \$35,360 annually
- l.** Approval to establish and fill new positions – Temporary Staff:
- i.** Customer Service Representative (6) – Not to exceed \$23.00 (Estimated hourly rate \$16.00, plus agency fee)
  - ii.** Customer Service Lead – Not to exceed \$25.00 (Estimated hourly rate \$17.00, plus agency fee)
  - iii.** Closing/Post-Closing Lead – Not to exceed \$27.00 (Estimated hourly rate \$18.00, plus agency fee)
  - iv.** Document Collector (Floater) (7) – Not to exceed \$23.00 (Estimated hourly rate \$16.00, plus agency fee)
  - v.** Servicer Liaison (Floater) (2) – Not to exceed \$23.00 (Estimated hourly rate \$16.00, plus agency fee)
  - vi.** Closing Agent (Floater) (2) – Not to exceed \$25.00 (Estimated hourly rate \$17.00, plus agency fee)
  - vii.** Recertification Clerk (Floater) (4) – Not to exceed \$23.00 (Estimated hourly rate \$16.00 plus agency fee)
  - viii.** Document Preparer (Floater) (2) – Not to exceed \$25.00 (Estimated hourly rate \$17.00 plus agency fee)

ix. Scheduler (Floater) (2) – Not to exceed \$23.00 (Estimated hourly rate \$16.00 plus agency fee)

m. Approval of Job Descriptions:

- i. Chief Information Officer
- ii. Chief Executive Officer/Chief Operating Officer (Revised)
- iii. Operations Manager (Revised)
- iv. IT Helpdesk Technician II
- v. Systems Administrator
- vi. Data Analyst
- vii. Administrative Assistant
- viii. Customer Service Representative (Revised)
- ix. Customer Service Lead
- x. Closing/Post-Closing Lead
- xi. Floater (Revised)
- xii. Outreach Coordinator (Revised)

n. Approval of revised Organizational Chart.

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

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

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9. Adjournment

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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](mailto: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](mailto:agavilanes@nahac.org) prior to the meeting date.

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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; and on the following web site: <http://notice.nv.gov>.