

# PUBLIC MEETING NOTICE

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

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**DATE:** December 21, 2023  
**TIME:** 11:00 a.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 Corporate Secretary (A.J. Gavilanes) 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 Nevada Affordable Housing Assistance Corporation 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 November 13, 2023
4. Approval of Agenda for December 21, 2023
5. Items to be Presented for Information and Discussion:
  - a. October 2023 Financials
  - b. November 2023 Financials
  - c. October 2023 Digital Marketing Report
  - d. November 2023 Digital Marketing Report
  - e. October 2023 Social Media Report
  - f. November 2023 Social Media Report
  - g. NAHAC Operations
    - i. 2023 Treasury Annual Report
    - ii. October 2023 Performance Report
    - iii. November 2023 Performance Report
    - iv. Water Damage - Conference Room

6. Items for Board Information, Discussion and Possible Action:
  - a. Approval of the Internal Compliance Review Report for 1st Quarter of Fiscal Year 2024.
  - b. Authorization for President/Chairperson to execute an amendment to the agreement with Ellsworth & Stout, CPAs to increase the amount for CFO and Controller services from \$7,500 per month to \$9,000 per month and the amount for Compliance Support services from \$7,000 per month to \$7,500 per month effective January 1, 2024.
  - c. Approval to establish and fill new position – Regular Full-Time Employee – Salaried/Exempt: Senior Data Analyst – Not to exceed \$73,500 annually retroactive to December 18, 2023.
  - d. Approval of Senior Data Analyst job description.
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

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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 the the Corporate Secretary (A.J. Gavilanes) at [AGavilanes@nahac.org](mailto:AGavilanes@nahac.org) or (725) 710-9002 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 A.J. Gavilanes, Corporate Secretary, in writing at P.O. Box 15142 Las Vegas, NV 89114-5142 or by calling (725) 710-9002 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>.