

**STATE OF NEVADA**  
**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting**  
**held in Las Vegas Nevada Wednesday, May 9, 2018**

Committee Chairman Karen Purcell, PE, called the meeting to order at 3:04pm, at 241 W Charleston Boulevard, Suite 130, Las Vegas, Nevada 89102. Committee members present were Patty Mamola, PE, Executive Director and Amy Cheng, PE, via teleconference. Committee member Michael Kidd was excused. Also present were Board Chairman Robert LaRiviere, PLS; Murray Blaney, Compliance Officer and Louisa Kern, Secretary.

**1. Public Comment Period**

There were no public comments.

**2. Consider draft business plan**

Ms Mamola explained that the proposed business plan draft is the roadmap for how we're going to deliver on the strategic plan goals and objectives. She outlined the format of the business plan, explaining the different sections of the document, and then asked for input and comments from the APOC committee.

Ms Purcell agreed with direction of the draft and said it outlines what the board is striving to accomplish. A clarification was asked regarding which fiscal year the finance outline would begin to impact. Ms Mamola answered and said it would likely be 2019/2020, although an allotment for consultant help – an independent database expert – was included in the 2018/2019 budget. Ms Mamola said an augmentation to the 2018/2019 budget maybe necessary with the approval of the business plan to adhere to the proposed timelines.

Mr LaRiviere inquired as to when a possible fee reduction, which financial year, would it come into effect. Ms Mamola said possibly 2019/2020, but more likely 2020/2021. She continued to explain that costs outlined in the financial section were just estimates at this stage and we won't know the true total cost until we have an RFP for the database platform upgrade and start receiving proposals. The cost estimate of \$175,000 was conservative and used the 2012 actual database cost as baseline. Ms Mamola said we wouldn't know the level of possible fee reduction, and when it could begin to be implemented until all costs associated with the business plan were known.

Ms Mamola asked that if APOC agreed with the direction of the business plan that they recommend to the board at tomorrow's meeting that it be accepted and approved.

**3. Consider executive director work performance and salary**

Ms Mamola referenced her performance evaluation that had been sent to APOC members, and explained that it was based on the stated goals from the board, that were derived from the strategic plan. Ms Mamola asked for feedback from the committee on her work performance and the objectives outlined.

Ms Purcell said she was very happy with Ms Mamola's performance, referencing processes that have been put in place for the board and public outreach. Mr LaRiviere reiterated what Ms Purcell had said, and mentioned that Ms Mamola had hit the key objectives. Ms Cheng also agreed. Ms Purcell stated the committee would recommend to the board a 5% merit salary increase for the executive director.

5. **Open Discussion Topics**

There were no items brought up during this period.

6. **Public Comment Period**

There was no public comment.

7. **Adjourn**

Ms Purcell adjourned the meeting at 3:19 pm.

Respectfully,

Patty Mamola  
Executive Director