

**STATE OF NEVADA**  
**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting**  
**Held at 10:05am in Reno, Nevada Tuesday, April 4, 2019**

Committee Chair Karen Purcell, PE, called the meeting to order at 10:05am, in the Ed and Mary Alice Pine Board Room, 1755 E Plumb Lane, Suite 130, and Reno, Nevada. Committee members present were Patty Mamola, Executive Director, Robert LaRiviere, PLS, and Thomas Matter, Public Board Member. Committee member Michael Kidd, PLS, joined via teleconference. Also present were; Louisa Kern, Administrative Assistant and Murray Blaney, Compliance Officer.

**2. Public Comment Period**

There was no public comment.

**3. Approval of January 15, 2019 APOC meeting minutes**

APOC 19-5 A motion was made by Mr Matter, seconded by Mr LaRiviere, to approve the January 15 APOC meeting minutes. The motion passed unanimously.

**4. Budget Modifications for Fiscal Year 2018/2019**

There were no modifications proposed to the fiscal year 2018/2019 budget

**5. Proposed Budget for Fiscal Year 2019/2020**

Ms Mamola explained that the budget as presented had been built differently than those presented previously, and that she would like to adopt the format going forward if the committee was agreeable. Ms Mamola said the format proposed has a baseline operational budget with an additional column for tracking expense items that had been identified by the board as deferred costs. These are items that have been deferred for a number of years but still need to be addressed. She said they are outlined in the business plan with estimated costs for budgeting purposes. Ms Mamola added that separating the standard operations from the deferred items allow for better tracking and easier visual reference in the monthly financials.

Ms Purcell agreed that separate listing of operational and deferred items made sense.

Ms Mamola clarified that the budgeted reduction in application revenue was due the lowering of application fees in the new fiscal year as previously approved by the board. She proceeded to review the line items of the proposed budget for the committee and to answer committee members' questions.

Mr Kidd suggested that the line amount for *714003 Printing* may need to be considered for an increase related to the printing of the new PLS exam and study materials. Ms Mamola agreed and budgeted amount was increased from \$2,500 to \$4,000.

APOC 19-6 A motion was made by Mr LaRiviere, seconded by Mr Matter, to approve the proposed budget and to present it to the full board at the next board meeting. The motion passed unanimously.

**6. Consider Executive Director Work Performance and Salary**

Ms Purcell asked the committee to consider the evaluation of Ms Mamola's performance that was in the committee's meeting materials and to provide feedback and comments.

Mr LaRiviere said that Ms Mamola's effort and performance have been 110% and the work product has been outstanding. Mr Kidd and Ms Purcell agreed, and Ms Purcell added that she appreciated the way the board was kept informed on all issues and the extra effort with outreach.

APOC 19-7 A motion was made by Mr LaRiviere, seconded by Mr Matter, to recommend to the board a 6.7% merit salary increase for Ms Mamola. The motion passed unanimously.

Mr LaRiviere asked that the committee work together to identify board goals and objectives, in consideration of the strategic plan, for the next fiscal year to be presented to Ms Mamola.

**7. Discuss Audit Process for Fiscal Year 2018/2019**

Ms Mamola proposed to the committee, that for continuity, the firm of Wipfli LLP be used again as auditors for the annual review of the board's finances. Ms Mamola added the rate for the audit was contracted to stay the same as last year.

APOC 19-8 A motion was made by Mr Matter, seconded by Mr LaRiviere, to recommend to the board that that the same firm (Wipfli LLP) be retained for the annual audit of the board's finances. The motion passed unanimously.

**6. Public Comment Period (Discussion Only)**

There was no public comment

**7. Adjourn**

Ms Purcell adjourned the meeting at 10:40 am.

Respectfully,

Patty Mamola  
Executive Director