

**STATE OF NEVADA**  
**BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting at 2:15pm**  
**Held in Reno, Nevada Wednesday, October 30, 2019**

Committee Chair Michael Kidd, PE, called the meeting to order at 2:17pm, in the Ed and Mary Alice Pine Board Room, 1755 East Plumb Lane, Suite 258, Reno, Nevada. Committee members present were Patty Mamola, Executive Director, Board Chairwoman Karen Purcell, PE, Thomas Matter, Public Board Member. Committee Chair Michael Kidd, PLS, joined via teleconference. Also present was Murray Blaney, Operations/Compliance; Louisa Kern, Administrative Assistant.

**1. Meeting conducted by Committee Chair Michael Kidd, call to order and roll call to determine presence of quorum**

**2. Public Comment Period**

There was no public comment.

**3. Approval of April 4, 2019, Administrative Procedures Oversight Committee meeting minutes**

APOC 19-9      A motion was made by Ms Mamola, seconded by Mr Matter, to approve the April 4, 2019 APOC meeting minutes. The motion passed unanimously.

**4. Discuss approved budget for fiscal year 2019/2020 after updating of chart of accounts and consideration of budget modifications**

Ms Mamola said that revising the chart of accounts had been discussed at previous APOC meetings and that she connected with the auditor during the financial review for guidance on how to approach the task. He had advised, rather than start a whole new “company” in accounting terms, it would be best to organize and update the existing chart. Ms Mamola said she drafted the new categories and formatting, and then forwarded it to the auditor for review and comments. She said he agreed with the changes that had been made. Ms Mamola reviewed the account additions and answered the committee’s questions.

Ms Mamola said that the 2018/2019 closing financials would be presented for board review at the November meeting in the new chart of accounts format.

Ms Mamola reviewed the 2019/2020 budget that had been approved by the board in the updated chart of accounts format. She said minor adjustments had been made to the approved budget – mainly due to deferred items that were forecasted to fall in 2019/2020

were actually completed in 2018/2019. Ms Mamola said the board approved public outreach contract was added into the budget – but that the material presented did not have that inclusion. She said she would revise the documents and forward them to the committee. Ms Mamola said the revised budget was approximately \$4,000 less than the original approved amount.

APOC 19-10 A motion was made by Ms Purcell, seconded by Mr Matter, to recommend approval of budget modifications to the board at the next board meeting. The motion passed unanimously.

##### **5. Discuss audit report for fiscal year 2018/2019**

Ms Mamola said the audit report for fiscal year 2018 was included in the committee's materials for review. She added that Brian Anderson from Wipfli will be available via phone for the November 14 board meeting at 9:00am to answer any questions from board members.

The committee members had no comments on the audit report.

##### **6. Consider updating financial reporting format that is used for regular board meeting financial reporting**

Ms Mamola said the current report format required manual category calculations that are transferred to an excel sheet, and added that mistakes have been made because the figures are not automatically generated from the financial software. Ms Mamola said the proposed report format would be auto-generated directly from Quickbooks and gives a snapshot of the financials for budget versus actual. It eliminates potential for human error and is easier to view.

Ms Mamola reviewed the updated report for the committee and asked for approval to move forward with the revised format.

APOC 19-10 A motion was made by Mr Matter, seconded by Mr Kidd, to approve the use of the updated report format. The motion passed unanimously.

##### **7. Consideration to adjust various fees charged to applicants and licensees**

Ms Mamola explained the purpose of each fee and the reasoning for the proposed reductions to the exam retake fees, board appeal fee, special consideration/waiver request fee, and additional EI/LSI certificate fees. She noted that the material presented for the committee to consider had proposed a change to the PLS exam fee, but on further review, her recommendation would be to hold at the current rate. Ms Mamola answered questions from the committee and asked for the consideration of a motion to approve the fee reductions.

APOC 19-11      A motion was made by Mr Matter, seconded by Ms Purcell, to approve recommending to the board at its next meeting the proposed fee reductions as noted. The motion passed unanimously.

**8. Open Discussion Topics**

No open discussion topics were put forward.

**9. Public Comment Period**

There was no public comment.

**Adjourn**

Mr Kidd adjourned the meeting at 2:51 pm.

Respectfully,

Patty Mamola  
Executive Director