

STATE OF NEVADA  
BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
Minutes of the Administrative Oversight Committee Meeting via Telephone Conference  
held in Reno, Nevada, Wednesday, July 10, 2017

Committee Chairman Robert O. LaRiviere, PLS, called the meeting to order at 4:05 a.m. in the Ed and Mary Alice Pine Boardroom, Suite 130, 1755 E. Plumb Lane, Reno, Nevada. Committee members present were Karen D. Purcell, PE, and Patty Mamola, PE, Executive Director. Committee members Greg P. DeSart, PE, and Amy Y. Cheng, PE, participated by telephone conference. Also present was Kay Smith, Administrative Assistant.

**1. Public Comment Period**

There were no public comments.

**2. Strategic Plan Action Items**

Ms. Mamola said that staff is currently focusing on action items for two goals in the Board's strategic plan. She said more information must be obtained related to these two in order to address the remaining two goals.

Ms. Mamola said the first goal is Goal 1: Outreach. The objective is to increase the state legislators' understanding of criticality of services provided by professional engineers and land surveyors. Another objective is to increase technical capability and social media presence. The second goal is Goal 4: Operational Excellence concerning staff's involvement in improving office procedures and increasing performance.

Ms. Mamola said the first step is to meet with Board legal counsel Chris MacKenzie and Board lobbyist Susan Fischer to develop a plan to reach out to the legislators. She said the lobbyist contract with MacDonald Carano might need to be revised to include legislative assistance in this area. Members of the Board's Professional Association Liaison (PAL) Council can also be involved in outreach by hosting a meet and greet with legislators.

**3. IQ Proposal to Replace Server, Possible Budget Modification**

The committee reviewed a proposal from IQ Technology Solutions for an HP Micro Tower Server to replace the older one in the Reno office. The proposal includes the equipment, software and labor for installation.

Ms. Mamola said that state purchasing has a contract with HP and she will get a quote to compare it with the one from IQ. Mr. DeSart suggested finding out the costs to have the server hosted in the cloud. Chairman LaRiviere asked Ms. Mamola to look into this.

**4. Possible Budget Modifications for Fiscal Year 2017/2018 Related to Staff Compensation**

The committee went into a closed session for this agenda item to discuss modifications to the budget. Ms. Smith was not present. After the discussion, the committee went back into open session.

**5. Office Leases for Reno and Las Vegas; Approval for Executive Director to Sign Leases**

The committee agreed to recommend to the Board approval of the lease with Clark County for zero dollars, with the requirement to submit paperwork to the county for use of a conference room for each Board meeting. The lease is for an office in the Department of Building and Fire Prevention building.

Chairman LaRiviere said the Reno lease extension includes a small cost increase for new carpet, paint and sealing of the office windows. Board legal counsel is currently reviewing the lease. The committee agreed to recommend to the Board approval of the lease extension.

Ms. Mamola said she would like authorization to sign the Reno office lease extension and the lease with Clark County. The committee agreed to recommend that the Board give her signature authorization.

**6. Audit Proposals for Fiscal Year 2016/2017**

The committee reviewed audit proposals from national firms Eide Bailey and Wipfli CPAs, and local firms Jackson & Jackson CPAs, Ltd. and Kohn & Company.

The committee agreed to select a national firm to perform the Board's audit this year and to consider selecting a local firm next year. As such, it agreed to recommend to the Board approval of Wipfli CPAs to perform the audit.

**7. Open Discussion Topics**

Ms. Mamola will put the Board's retirement contribution for staff on the next meeting agenda.

**8. Public Comment Period**

There were no public comments.

**9. Adjournment**

There being no further discussion, Chairman LaRiviere adjourned the meeting at 5:05 a.m. on Monday, July 10, 2017.

Respectfully,

Patty Mamola, PE  
Executive Director