

STATE OF NEVADA
BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
Minutes of the Administrative Procedures Oversight Committee Meeting
held in Reno, Nevada, Friday, October 13, 2017

Committee Chairman Karen Purcell, PE, called the meeting to order at 10:00 a.m. in the Ed and Mary Alice Pine Boardroom, Suite 130, 1755 E. Plumb Lane, Reno, Nevada. Committee members present were Patty Mamola, PE, Executive Director, Committee member Michael Kidd, PLS, participated by telephone conference. Committee member Amy Cheng, PE, was excused. Also present was board Chair Bob LaRiviere, PLS, and Sarah Wiley, Administrative Assistant.

1. Public Comment Period

There were no public comments.

2. Strategic Plan Action Items

Ms Mamola advised that the first draft of the business plan should be available January 2018.

3. Possible Budget Modifications for Fiscal Year 2017/2018 and approval for Executive Director to sign contract with McDonald Carano

Chairman Purcell and committee member Michael Kidd stated that they approve of the proposed budget modifications needed for expanded scope of services for the McDonald Carano contract. The budget modification will be reviewed at the November 9th Board Meeting and APOC committee will recommend approval.

4. Office Lease for Las Vegas office, possible Budget Modification for Fiscal Year 2017/2018 and approval for Executive Director to sign lease

Ms Mamola reviewed information for an office space located in Las Vegas. Also discussed Possible funding needs for office furnishings. Chairman Purcell and committee member Michael Kidd stated that they approve of the budget amendment for the lease. The budget modification will be reviewed at the November 9th Board Meeting and APOC committee will recommend approval.

Ms Mamola was asked about the Reno office improvements. She stated she is currently working with attorney Chris Mackenzie on drafting a new lease agreement for the Reno office and will present it to the Landlord for approval. The office improvements cannot occur until the new lease is executed per the agreement with the landlord.

5. Audit for Fiscal Year 2016/2017

Ms Mamola advised that the fiscal year 2016/2017 audit is complete and will be reviewed at the November 9th Board Meeting.

Ms Mamola noted that the board had received an audit letter request from the Executive Branch Audit Committee (EBAC). All 34 Nevada boards and commissions were being audited. Requested audit items need to be submitted by November 3rd.

6. Open Discussion Topics

There was no discussion.

7. Public Comment Period

There were no public comments.

8. Adjournment

There being no further discussion, Chairman Purcell adjourned the meeting at 10:30 a.m. on Friday, October 13, 2017.

Respectfully,

Patty Mamola, PE
Executive Director