

**Nevada State Board of Professional Engineers and Land Surveyors
Administrative Procedures Oversight Committee Meeting
Held in Las Vegas, Nevada on January 11, 2017**

Committee Chairman Christopher Roper called the meeting to order at 5:15 pm, in the Clark County Department of Building & Fire Prevention, Conference Room 1222 – East Building Entrance, 4701 W Russell Road, Las Vegas, Nevada.

Present were Bob LaRiviere, PLS, Vice Chairman, Karen Purcell, PE, Amy Cheng, PE, Greg DeSart, PE, and Patty Mamola, PE, Executive Director.

1. Public Comment Period

There were no public comments.

2. Updated Personnel Policy

The Committee voted to recommend to the Board the following items:

- Change the probationary period from 6 months to 90 consecutive calendar days.
- Due to changes in healthcare laws, a new full-time employee in a is eligible for benefits on his/her date of hire if that date is on the first day of the month; otherwise, benefits become effective on the first day of the month immediately following the date of hire.
- Paid vacations are earned at a rate of 15 (fifteen) working days per year of employment, and 20 (twenty) working days are earned per year when employee reaches 5 years of service.
- Currently, the amount of contribution to an IRA-SEP retirement for Board employees may equal 0 to 25% of wages at the Board's discretion, equal amount for all employees. Before we decide to make any changes to the retirement plan we need to discuss with Mitch Laughton of the Laughton Company.
- Maternity leave is not a special type of leave, but may consist of a combination of sick leave and vacation time. The Board will consider if an employee may work part time from home.
- Family and Medical Leave Act (FMLA) does not apply to state agencies that have less than 10 (ten) employees.
- The Board will consider changing sick leave to paid time off (PTO) in order for that time to be used by the employee at their discretion. Discussed awarding each employee 40 hours of PTO January 1 of each year. At the end of the year what isn't used would be gone.

3. Budget Discussion for State Specific Land Surveyor Exam Question Bank Meeting

Decision was made to increase the budget up to \$10,000 for a two-day session for the Land Surveyor exam question bank meeting. Mr LaRiviere explained that he and Mr Kidd have identified 5 individuals from Las Vegas and 5 from Reno who will participate in the meeting and participate in updating the NV PLS exam.

4. Open Discussion Topics

The Committee voted to recommend to the Board the following items:

- Updating IT hardware cost approximately \$4,000.00, and \$900.00 a month for iCloud backup with IT support and regular maintenance.

5. Next Meeting Date and Location

Tentatively the last week of January. It's dependent on Mitch Laughton's availability and the availability of the Board committee members.

6. Public Comment Period

There were no public comments.

7. Adjourn

There being no further business, Vice Chairman LaRiviere adjourned the meeting at 6:20 p.m. on Wednesday, January 11, 2017.

Respectfully,

Patty Mamola, PE
Executive Director