

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, March 8, 2017

Committee Chairman Robert O. LaRiviere, PLS, called the meeting to order at 10:40 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. Updated Personnel Policy

Ms. Mamola has revised the Personnel Policy according to the committee's previous comments. The committee will present it to the Board for consideration at the March 9, 2017 meeting.

a. Mitch Laughton – Retirement Plan for Board Staff

Ms. Mamola spoke with Mr. Laughton from The Laughton Company and reviewed various retirement plans for staff. Currently, the Board offers an IRA-SEP that is funded only by the Board. Ms. Mamola said she found that it did not make sense to change from this plan since it will cost the Board more. The committee agreed to keep the current retirement plan for now.

Ms. Mamola will conduct a staff salary evaluation with other state boards. The committee agreed to look at a total compensation package for staff before making any changes.

3. IT Modifications

Ms. Mamola said that IQ Technologies has taken over to provide IT support for the Reno office. IQ plans to change out the state's firewall to its own. IQ has recommended purchasing another desktop computer to use as a spare in case a staff member's PC encounters problems. Ms. Mamola will include the cost in next year's fiscal budget.

Ms. Mamola said that state IT confirmed that staff can keep the same email addresses for now. She said she advised the agency the Board will consider using it for IT support in the future if it is able to meet the Board's needs.

4. New Website

Ms. Mamola said it is planned to have the new website up and running by Friday, March 10th. Staff has been working with Vogel Designs and Solid Creative to finalize the web pages.

5. Financial Audit

Ms. Mamola said the Board asked staff to obtain additional proposals to conduct its annual audit, since Kohn & Company has prepared the audit for several years. She has asked two firms to consider submitting a

proposal. The committee agreed to also ask Kohn & Company to submit a proposal. Ms. Purcell also recommended contacting accounting firm Bernard Vogler.

6. Office Improvements

Ms. Mamola said the Reno office needs new carpet and paint, including the windows sealed and air ducts cleaned. She has been trying to get the land lord to pay for these improvements. State Public Works has advised her that the land lord should cover carpet and paint as deferred maintenance, sincere there was an increase in rent with the new lease.

Ms. Mamola said the Board may end up paying for the improvements and then negotiating the costs back when the lease expires in two years. The state advised her that the Board is not required to have Buildings and Grounds negotiate its lease anymore. Ms. Mamola said that negotiating the lease and costs directly with the landlord may be the best approach.

Vice Chairman LaRiviere agreed with Ms. Mamola. He recommended having the windows sealed and finished properly before painting and carpeting is done. The other committee members agreed.

7. Open Discussion Topics

There was no discussion.

8. Public Comment Period

There were no public comments.

Adjournment

There being no further business, Chairman LaRiviere declared the meeting adjourned at 11:10 a.m. on Wednesday, March 8, 2017.

Respectfully,

Patty Mamola, P.E.
Executive Director