

STATE OF NEVADA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
Minutes of the Administrative Procedures Oversight Committee Meeting Virtual Meeting
held (via Zoom), Wednesday, November 3, 2021, at 4:00pm

Committee members participating were committee chair Thomas Matter, public member; Brent Wright, PE/SE; and Angelo Spata, PE. Also joining were Karen Purcell, PE; Patty Mamola, Executive Director and Murray Blaney, Operations/Compliance.

1. Meeting conducted by Committee Chair Thomas Matter, call to order and roll call to determine presence of quorum. Committee members: Thomas Matter, Brent Wright, Angelo Spata.

A quorum was present.

2. Public Comment Period

There was no public comment.

3. Approval of March 30, 2021, Administrative Procedures Oversight Committee meeting minutes.

APOC 21-3 A motion was made by Mr Wright, seconded by Ms Purcell to approve the March 30, 2021, APOC meeting minutes. The motion passed. Mr Spata abstained as he wasn't present at the meeting and Mr Matter was not present for the vote.

4. Discuss Casey Neilon's draft financial audit report for fiscal year 2020-2021.

Ms Neilon gave an overview of the draft Financial Report presented in the meeting materials. She said the audit was conducted in accordance with government accounting standards and there were no compliance or internal control findings. Ms Neilon said the audit resulted in a *clean opinion* on the financial statements, which is the highest level of assurance that can be given.

Ms Neilon asked if the committee had questions. There were none.

Mr Matter joined the meeting at 4:10pm.

Mr Matter said the committee would recommend to the full board that the financial audit be approved.

5. Discuss board staffing.

Ms Mamola said the turnover gave an opportunity to reevaluate our staffing needs to better accomplish the items outlined in the strategic plan. She gave an update on the new staff.

Ann Barnes – Accounting/CPA services, contract employee (started early July, one afternoon p/week)
Derek Vogel – Communication/Compliance, board staff (started early Aug, part-time, full-time Oct 1)
Steve Hiner, PE (TX) – Investigator, board staff (started mid-Aug, part-time)

6. Discuss accounting processes.

Ms Mamola outlined the proposed accounts payable process to move away from physical checks to fully online A/P. She added that the process has been trialed for the past couple of months and has been very efficient. Ms Mamola explained how the weekly AP is prepared by Ann (the contracted CPA) and input into online billpay (by Ms Mamola). The weekly AP batch is then reviewed by Ms Purcell, and following approval, payment is made. Then as part of the revised oversight process Mr Matter reviews expenses monthly, acknowledging with a signed attestation. Ms Mamola asked if the committee had any questions – there were none.

Mr Matter asked if the committee had concerns or questions related to the online accounts payable process. The committee was in support of the new process.

7. Discuss licensing/certification/registration database system and work with new vendor to possibly move to a new platform and develop new system.

Ms Mamola gave an overview of the situation with our current vendor relating to the delivery of an upgraded platform. The upgrade process has been ongoing since 2016 and was to be delivered by January 2020. Another two promised delivery dates have also gone unfulfilled. Ms Mamola said we are concerned that if the vendor, who is also the provider of software behind our current platform and our database host, continues to not meet deadlines or decides to no longer support the current platform our systems would be fully exposed.

The committee recommended the current vendor be put on notice and a firm delivery date be requested.

Ms Mamola said while continuing to work with current vendor toward the upgrade and to get a continuity commitment, out of an abundance of caution, staff requests permission to develop a scope of work and explore other vendor options.

The committee agreed that other options be explored in parallel with the current vendor.

8. Discuss possible upgrade of video cameras for Reno and Las Vegas A/V systems.

Mr Blaney outlined upgrading the existing cameras from USB to video over IP, and to add an additional room viewer camera to serve virtual meeting participants when in-person board and committee meetings resume. Mr Blaney said based on an initial estimate, the cost would be \$17,000 – 19,000 for equipment and installation. He added if the committee was in favor of the upgrade a firm proposal price would be requested and presented for consideration and approval. The committee indicated they agreed with moving forward to get a project cost proposal.

9. Open discussion of items related to Administrative Oversight Procedures Committee.

Mr Matter asked if this committee needed to consider any budget augmentation related to the hosting of the Western Zone meeting in May 2022.

Ms Mamola said most, if not all of the expense, is covered by NCEES, but some smaller items that are being considered by the special planning committee would not be outside our approved budget and therefore could be accommodated within it.

10. Public Comment

There was no public comment.

11. Adjourn

Mr Matter thanked the committee members for their participation and adjourned the meeting at 4:40pm.

Respectfully,

Patty Mamola
Executive Director