

**STATE OF NEVADA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting Virtual Meeting**  
**held (via Zoom), Monday, March 28, 2022, at 4:00pm**

Committee members participating were committee chair Thomas Matter, public member; and Angelo Spata, PE; Brent Wright, PE/SE was excused. Also joining were 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 determined. Mr Wright was excused from the meeting.

**2. Public Comment Period**

There was no public comment.

**3. Approval of November 11, 2021, Administrative Procedures Oversight Committee meeting minutes.**

APOC 22-1      A motion was made by Mr Spata, seconded by Mr Matter to approve the November 11, 2021, APOC meeting minutes. The motion passed. Mr Wright was not present for the vote.

**4. Consider executive director work performance and salary.**

Mr Matter said Ms Mamola provided the goals and objectives of what has been accomplished during the past year. Mr Matter said he thought Ms Mamola always does a great job. He said the board is very fortunate to have Ms Mamola operating and running board operations. He said in addition to what is listed, two years of dealing with COVID and the board continued to operate smoothly and efficiently. He also noted the ability to continue operating without a decrease in service with the staff changes that we've had to make throughout the last fiscal year.

Mr Spata stated Ms Mamola and staff had done a great job keeping on task with accomplishing board goals. He said staff had done an amazing job keeping the office open and accomplishing so much.

Mr Matter stated that Mr Spata probably had more exposure working with staff from his role as chair of the board's Legislative Committee. He said that and took considerable effort. He said as chair of the APOC he was always kept well-informed and was assisted with staying on task.

Mr Spata agreed and said it was just not LegComm, it was also board meetings, other committee meetings, preparing presentations for board members, it makes our lives a lot easier.

Mr Matter asked what the board had approved in the prior year for salary.

Ms Mamola stated it was approximately a 6%, her salary had been increased to \$140,000 per year.

Mr Spata asked if that was annually in April or July 1.

Ms Mamola said it was annually and from the date of the board meeting at which it was approved by the board.

Mr Matter stated we need to keep in mind that we cannot exceed 95% of the governor's salary (governor's salary is currently \$194,401). Mr Matter asked Ms Mamola if she knew where she sat competitively with other state executive directors.

Ms Mamola said the board had completed a salary study several years ago that compared other boards within Nevada, as well as other state PELS boards, and currently she is mid-range. She also stated it is likely time to do another salary study for board staff.

Mr Matter asked what the median of the range was for salary.

Ms Mamola said it was \$150,000 per year.

Mr Matter said he would be in support of something around the median or higher based on performance the board received from Ms Mamola. He said performance is above the median. He asked if there was any guidance on salary increases.

Ms Mamola stated there was not, other than not exceeding 95% of the governor's salary, the executive director's salary is determined by APOC and then approved by the board.

Mr Matter stated that Ms Mamola's performance exceeds what's expected of a board executive director and he would like to see her salary above the median.

Mr Spata said that he agreed. He said within in his organization due to current conditions, for their staff as well as other organizations that they do business with, on average he's been seeing about four and a half to five and a half percent salary increases, some a bit higher. He said we should definitely be shooting for above average for an increase, in his opinion, for performance reasons noted. Mr Spata recommended a 15% salary increase.

Mr Matter agreed that about a 15% salary increase would be appropriate. He suggested the salary be set at \$160,000 per year.

Mr Spata stated he was in support of \$160,000 per year salary, which is slightly under 15% salary increase.

Mr Matter stated he would make the recommendation at the May board meeting.

Mr Spata stated he ant Mr Matter would report on Ms Mamola's performance review and proposed salary and the board can discuss and if they see it differently can make the final recommendation for a vote of the board.

Mr Matter asked Mr Spata if there is anything additional that APOC should consider for Ms Mamola's performance goals for this upcoming year, important things that need to be achieved other than what is already part of the board's strategic plan.

Ms Mamola stated staff has much to be accomplished with current goals. In addition to strategic goals, the big item we want to work on is further automation of our systems, but we're currently being hampered by our current database vendor. She said we will discuss this under that agenda item later in this meeting. She said that with further automation of processes, in the future, the board can cut back on staff.

Mr Spata said he had nothing more to add for performance goals and objectives

Mr Matter stated his only thought was we could do more outreach to youth. He said he didn't think it's really the goal of this board per se, but obviously important to get the youth involved and interested in engineering and engineering disciplines. He said he didn't know how much that really falls into and is responsibility of this board versus other trade associations. He said he thought board member Ms Purcell and Ms Mamola already do a good job, but he wasn't quite sure that that's really part of this board's responsibility per se.

Ms Mamola agreed and said board members and staff do what they can as part of the board, but outreach to youth is more appropriate to do outside of the board. She said that she and Ms Purcell typically fulfilled this objective as an extracurricular activity as members of local community organizations.

Mr Matter asked about salaries for staff.

Ms Mamola said staff salaries are established as board approved ranges based on a salary study. The APOC reviews/oversees the salary study.

Mr Matter asked if the salary ranges are competitive with the industry across the board in the United States and wondered if they were outdated.

Ms Mamola stated it has been several years since the last salary study was undertaken and it is timely to do another study. She said staff will work on that this year and bring back to APOC in six to nine months.

Mr Spata agreed that a salary study should be undertaken in the upcoming year. (Action Item)

##### **5. Consider proposed budget for fiscal year July 1, 2022, to June 30, 2023.**

Ms Mamola reviewed the financials as they stand at the mid-point of the current FY and highlighted the keys points in the budget proposed for the next financial year.

**Revenues** are increased due to a continued/sustained increase in application numbers and license renewals. Prior year budget had reduced revenue projections due to anticipated COVID-19 impacts and reduced application fees. However, there were no discernible COVID-19 impacts and the prior

year actual revenues have outperformed budget projections. Therefore, we anticipate finishing the 2021-2022 budget year about 15% over budget and are proposing the 2022-2023 budget for revenues be set at **\$1,026,400**.

**Expenses** have been budgeted conservatively to account for post-COVID-19 work/meeting adaptations ie remote work and virtual meetings and reflect typical/actual annual costs for operations resulting in nearly a 32% reduction in budget. Expenses are proposed to nearly equal revenues, creating a near-net-zero budget of **\$1,026,300**.

**Deferred expenses** are included in the budget to address items that have been identified in the NVBPELS Business Plan. The Business Plan was created to identify amount of reserve monies needed to address deferred operational expenses. Proposed budgeted deferred expenses total **\$272,350** and include:

- \$47,600 for legal and government liaison fees associated with continued work on catching up on updating regulations and statutes
- \$35,000 for updating website content and structure to change focus to customer-facing/user interface
- \$75,000 for licensing database upgrades and implementation
- \$10,000 for contract labor to assist with scanning compliance files to transition from paper to e-files
- \$3,500 for exploring moving to verified digital signatures
- \$101,250 (\$75k wages + burden) for an additional staff member for realignment of duties to allow a current staff member to focus 75% of their work hours on deferred items in the NVBPELS Business Plan

Ms Mamola answered committee questions and asked if the committee members agreed with the proposed budget as presented.

Mr Spata and Mr Matter said they were satisfied with the budget proposal as presented.

Mr Matter said he would recommend to the board on behalf of APOC that the proposed budget be accepted by the board.

## **6. Discuss board staffing.**

Ms Mamola gave an overview of current staffing levels and where a need for an additional staff member in a Compliance Manager role had been identified. She described to the committee the minimum qualifications for suitable candidates and outlined the proposed time frame for recruitment and onboarding. Ms Mamola added that consideration for adding a position had been included in the proposed budget.

## **7. Consider firm registration database system and potentially working with a new vendor to develop a new database system and move to a new platform.**

Ms Mamola said this topic has been discussed at a previous committee meeting and that staff had

been working on developing a scope of work for a new database platform. She said staff is seeking approval from the committee to move forward an RFP to get pricing (and development schedules) from potential vendors for the committee to review.

Mr Spata said he understood the issues with the current platform and vendor, but wanted to be sure there was no contractual issues with the current vendor if we decide to move in a different direction.

Ms Mamola said the new vendor would be creating a new product with no reference to the current source code, although we do own the rights to that code, and contractually there is no issue. She added that Mr MacKenzie had been consulted.

Mr Matter and Mr Spata agreed with moving forward with requests for proposals.

**8. Consider government liaison services with McDonald Carrano and issuance of RFP for continued contracted services.**

Ms Mamola said the current contract for government affairs liaison services expires at the end of this FY. Although we are satisfied with McDonald Carrano's we still need to go through the RFP process to consider all options.

Mr Matter and Mr Spata agreed with moving forward with requests for proposals.

**9. Consider and discuss Strategic Plan tactics and action items drafted by staff based on prior Administrative Procedures Oversight Committee meeting discussions.**

Ms Mamola gave a brief overview of the of the items drafted by staff. There were no questions or additional items put forward from the committee.

**10. Consider staff and committee action items.**

Ms Mamola gave a brief review of the listed items and asked for committee questions. There were none.

**11. Open discussion of items related to Administrative Procedures Oversight Committee.**

No items were put forward for discussion.

**12. Public Comment Period**

There was no public comment.

**13. Adjourn**

Mr Matter adjourned the meeting at 4:52pm.

Respectfully,

Patty Mamola  
Executive Director