

STATE OF NEVADA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
Minutes of the Administrative Procedures Oversight Committee Meeting
Virtual Meeting held (via Zoom), held at 1:00pm, Tuesday, November 8, 2022

Committee members participating were committee chair Angelo Spata, PE; Thomas Matter, public member; Brent Wright, PE/SE; and Michael Kidd, PLS. Also joining were Patty Mamola, Executive Director; Murray Blaney, Operations/Compliance. Ms Russell was excused.

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

A quorum was determined.

2. Public Comment Period

There was no public comment.

3. Approval of June 22, 2022, Administrative Procedures Oversight Committee meeting minutes.

APOC 22-7 A motion was made by Mr Wright, seconded by Mr Matter to approve the June 22, 2022, APOC meeting minutes. The motion passed. Ms Russell was absent for the vote.

4. Discuss Casey Neilon's draft financial audit report for fiscal year 2021-2022.

Ms Neilon gave an overview of the draft Financial Report presented in the meeting materials. She noted that the independent auditor's report has doubled in size from those in the past as some new auditing standards more clearly defines our responsibilities as auditors and your responsibilities as management and requires that we do put in some assertions as to how we conduct the audit. Ms Neilon also noted and outlined the new standard for how leases are reported and made the committee aware of future changes as to how subscription-based technology would be viewed and audited. Ms Neilon said the audit resulted in an unmodified opinion, which is the highest level of assurance that we can provide on a set of financial statements.

There were no additional questions from the committee.

Mr Spata said the committee would recommend to the full board that the financial audit by approved.

5. Discuss purchase of three computers and two docking stations in the amount of \$9,274.93 to purchase three laptop computers that replace three existing laptop computers and one hard drive nearing end of use.

Ms Mamola gave an overview of a purchase of computer equipment. She explained the purchase was made with some urgency as a laptop had failed and another similar model was showing its age. The transition away from tower units to laptops with docking stations was also outlined.

The committee had no questions.

6. Discuss Erlach quote for eliminating server and moving to a cloud-based solution.

Ms Mamola said after a review of the office IT efficiency and security a recommendation was made by our vendor to move away from a physical server to a cloud solution. The proposal presented outlined the cost of the transition and highlighted ongoing costs associated with a virtual system. Ms Mamola said following the expense of the transition, the actually monthly cost of IT server monitoring would be lower than the current

expense.

Mr Wright asked for clarification on the server back-up if there ever was a problem.

Ms Mamola said there is a triple redundancy in the data back-up. She added the new solution would also allow for more efficient access to files for remote staff and eliminate the need for our Netextender software subscription.

APOC 22-8 A motion was made by Mr Matter, seconded by Mr Spata that the committee will recommend the board approves the proposal from Erlach Computer Consulting for a board office cloud-based server solution. The motion passed unanimously. Ms Russell was absent for the vote.

7. Discuss CCS quote for purchasing and installing battery backup systems to support the Reno and Las Vegas office A/V systems.

Ms Mamola outlined the proposal for back-up power systems for office A/V systems at both offices. She said the installation would allow meetings to continue if an interruption to power was experienced – a spike or brown-out – to a logical point of adjournment.

APOC 22-9 A motion was made by Mr Wright, seconded by Mr Matter that the committee will recommend the board approves the CCS quote. The motion passed unanimously. Ms Russell was absent for the vote.

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

Ms Mamola reviewed changes made to a number of the board's bank CD accounts. She said the opportunity to move to a higher yield product was presented, and although there were penalties for early withdrawal, the new yield rate would more than make up the difference in only a short period of time.

There were no questions from the committee.

9. Public Comment Period

There was no public comment.

10. Adjourn

Mr Spata thanked the committee for their participation and adjourned the meeting at 2:25pm.

Respectfully,

Patty Mamola
Executive Director