

**NEVADA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Administrative Procedures Oversight Committee Meeting**  
**Meeting held virtually (via Zoom), on Thursday, May 10, 2023, at 3:00pm**

Committee members participating were committee chair Angelo Spata, PE; Brent Wright, PE/SE; Lynnette Russell, PE, and Thomas Matter, public member. Also joining were Patty Mamola, Executive Director, and Board Chair Michael Kidd, PLS.

**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.**

It was determined a quorum was present.

**2. Public Comment Period.**

There was no public comment.

**3. Approval of March 30, 2023, Administrative Procedures Oversight Committee meeting minutes.**

APOC 23-2      A motion was made by Mr Wright, seconded by Ms Russell to approve the March 30, 2023, APOC meeting minutes. The motion passed unanimously.

**4. Consider the executive director's work performance and salary.**

Mr Spata said this item was following on from discussions at the March 30 meeting. A request was made then to enhance the detail in the review document and have the board chair, following a 360 review with board staff, complete and finalize the executive director's performance review. Mr Spata asked if Mr Kidd would give comment on his findings.

Mr Kidd said the review with staff solidified the view of Ms Mamola's performance, to a person they are appreciative of how Patty guides the team. He added his one concern is how do we maintain a level of high performance when/if Patty or her staff decide to move on. Mr Kidd said consideration into making sure we have enough staff to avoid possible burnout, and to pursue some sort of succession plan is in place. He said that APOC should consider these items in the not-too-distant future.

Mr Spata said the evaluation highlighted what Ms Mamola has achieved in her time as executive director, and with what we have on the docket for the coming year to two, we are appreciative of having a high performer in place.

Mr Wright agreed that Ms Mamola is doing a fantastic job and the performance summary highlights the improvements that have been made by Ms Mamola and her staff.

Mr Spata said with consensus on the performance evaluation, the next topic is the executive directors salary. He said he had reviewed data provided from the most recent salary study (2017) which provided information

on comparable positions both in-state with other boards and nationally with engineering and land surveyor licensing boards. Mr Spata said in adjusting today's dollar amount, the average annual amount for equivalent positions is around \$176,000. He said in Nevada the pay rate is statutorily capped at 95% of what the governor is paid. In running that calculation, the upper level is \$186,000.

The committee members asked questions of Mr Spata related to specifics of the salary study and adjustments corresponding to 2023 dollars.

Mr Spata said Ms Mamola is currently 10% below the average for comparable executive directors and he recommends at least bringing the salary in line with national peers.

The committee members discussed possible levels of the salary increase relative to the figures put forward by Mr Spata.

Mr Wright said our executive director, as we have discussed, is at the highest performance level on a national scale, and he believed that her salary adjustment should push beyond the average for her position.

APOC 23-3      A motion was made by Mr Wright, seconded by Mr Matter to recommend to the board a salary increase of 12.5%. The motion passed unanimously.

Mr Spata said he would make that recommendation on behalf of the committee to the full board for consideration.

#### **5. Consider proposed budget for fiscal year July 1, 2023, to June 30, 2024.**

Mr Spata asked Ms Mamola to review the budget as presented in the committee's materials and highlight any adjustments made since the March 30, 2023, meeting.

Ms Mamola reviewed the budget spreadsheet and explained the annotations where changes had been made since the previous draft. Relating to expenses, Ms Mamola highlighted a possible consideration by the committee to amend the board's contribution to health insurance to include spouse and dependent children.

Following a brief discussion the committee asked that before making any recommendation, that projections of the actual annual costs over an extended period be presented for review.

Ms Mamola said she would gather the cost data for review at a future APOC meeting. (ACTION Item)

Mr Spata asked if the committee members were in agreement with the budget as presented.

APOC 23-4      A motion was made by Mr Wright, seconded by Ms Russell to recommend to the board approval of the budget for fiscal year July 1, 2023, to June 30, 2024, as presented. The motion passed unanimously.

Mr Spata said he would make the recommendation of budget approval on behalf of the committee to the full board.

#### **6. Consider staff and committee action items.**

Mr Spata reviewed the action item list as presented to the committee.

Ms Mamola said staff have begun work on the items and will have information to present to the committee at a

future committee meeting.

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

No items were put forward for discussion.

**8. Public Comment Period.**

There was no public comment.

**9. Adjourn.**

Mr Spata thanked the committee for their participation and adjourned the meeting at 3:40pm.

Respectfully,

Patty Mamola  
Executive Director