STATE OF NEVADA BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
Minutes of the Administrative Procedures Oversight Committee Meeting at 1:30pm
Virtual Meeting held (via Zoom), Monday, April 22, 2024

Committee members participating were committee chair Brent Wright, PE/SE; Thomas Matter, Public Member; and Robert Fyda, PE. Also joining were Murray Blaney, Operations/Compliance, and Patty Mamola, Board Staff. Mr DeSart was excused.

1. Meeting conducted by Committee Chair Brent Wright, call to order and roll call to determine presence of quorum. Committee members: Thomas Matter, Greg DeSart, Robert Fyda.

A quorum was determined.

2. Public Comment Period.

There was no public comment in person, via email, or virtually.

3. Approval of March 5, 2024, Administrative Procedures Oversight Committee meeting minutes.

APOC 24-07 A motion was made by Mr Fyda, seconded by Mr Matter to approve the March 5, 2024, APOC meeting minutes. The motion passed. Mr DeSart was excused.

4. Consider proposed budget for fiscal year July 1, 2024, to June 30, 2025.

Mr Wright asked Mr Blaney to give a summary of the budget proposal contained in the committee meeting materials.

Mr Blaney said revenues continue to trend up due to the continued increase in comity applications. He said this results in a net increase in the total number of licensees, which subsequently adds to renewal revenue. Mr Blaney said operating expenses are budgeted to be up due to the following:

- merchant service fees (almost all transactions are now online + increase in actual cc fees
- software subscriptions (all providers now moving to monthly or annual subscriptions)
- legal fees due to an uptick in compliance cases with the need for legal services
- govt liaison services moving from deferred expense to operating budget (legislative session)
- payroll budgeted to increase slightly

Mr Blaney said deferred expenses are budgeted to increase as well. He listed the following:

- new platform costs (firms + licensing)
- contract labor for leadership transition and deferred projects (as assigned by board chair), and the continued transition to a paperless office (organizing/scanning of paper files)
- electronic submittal/digital signature seminars

APOC 24-08 A motion was made by Mr Matter, seconded by Mr Fyda to recommend to the board approval of the budget for fiscal year July 1, 2024, to June 30, 2025, as presented. The motion passed unanimously. Mr DeSart was excused.

5. Consider staff and committee action items.

Mr Blaney gave a brief summary of the action items. There were no questions from the committee.

6. <u>Open discussion of items related to Administrative Procedures Oversight Committee.</u>

No items were put forward.

7. <u>Public Comment Period.</u>

There was no public comment in person, via email, or virtually.

8. <u>Adjourn.</u>

Mr Wright thanked the committee members for their participation and adjourned the meeting at 1:45 pm.

Respectfully, Murray Blaney
Operations/Compliance