**MEETING MINUTES**

**Date and Time:** October 11, 2022, 10:00 AM

**Location:** Old Assembly Chambers of the Capitol Building
101 North Carson Street
Carson City, Nevada 89701

**Video Conference Location:** Grant Sawyer Building

 555 East Washington Avenue, Suite 5100

 Las Vegas, Nevada 89101

**Members Present:**

Governor Steve Sisolak

Secretary of State Barbara Cegavske

Attorney General Aaron Ford

**Staff Present:**

Amy Stephenson, Clerk of the Board

Rosalie Bordelove, Board Counsel

Denice Castillo, Board Secretary

**OTHERS Present:**

Robbie Burgess, Division Administrator, Department of Administration

1. **Call to Order / Roll Call**

**Governor**: I would like to call to order today's meeting of the State of Nevada, Board of Examiners for October 11, 2022 to order. If I could ask the Clerk to take the roll, please.

**Clerk of the Board**: Good morning. Governor Sisolak?

**Governor**: Here.

**Clerk of the Board**: Secretary of State Cegavske?

**Secretary of State**: I'm here.

**Clerk of the Board**: Attorney General Ford?

**Attorney General:**  Here.

**Clerk of the Board**: Let the record reflect we have a quorum.

1. **Public Comment** The first public comment period is limited to comments on items on the agenda. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on the agenda as an action item. The Chair of the Board has imposed a time limit of three minutes. Public comment may be provided in person or via telephone. To provide public comment on an item on the agenda via telephone, dial 775-321-6111 or 702-329-3435. When prompted to provide the meeting ID, please enter 868 168 179#. When the Chair opens the public comment period, dial \*5 to request to be unmuted. To resolve any issues related to dialing in to provide public comment for this meeting, please call (775) 684-0222.

**Governor:** Moving on to item number 2, *Public Comment*. This is the first time set aside for public comment. Anyone wishing to address the Board on any item on today's agenda, please step forward, identify yourself for the record, and comments will be limited to three minutes. All these people and no public comment. Do we have any public comment in Las Vegas?

**Rosalie Bordelove**: No, Governor, we do not.

**Governor**: Do we have any written or telephonic public comment?

**Clerk of the Board**: We do not.

**Governor**: Closing public comment.

1. **Approval of the September 13, 2022 Meeting Minutes (For possible action)**

**Governor**: Moving on to item 3, *Approval of the September 13, 2022 Meeting Minutes*. Do we have a motion on the minutes?

**Attorney General:** Move approval.

**Governor**: We have a motion for approval. Is there any discussion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. **State Vehicle Purchases (For possible action)**

Pursuant to NRS 334.010, no automobile may be purchased by any department, office, bureau, officer, or employee of the state without prior written consent of the State Board of Examiners.

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| --- | --- | --- |
| **AGENCY NAME** | **# OF** **VEHICLES** | **NOT TO EXCEED:** |
| Department of Public Safety – Nevada Highway Patrol Division | 10 | $496,283 |
| Department of Conservation and Natural Resources – Division of Environmental Protection | 1 | $37,678 |
| Department of Wildlife – Law Enforcement Division | 4 | $233,506 |
| Department of Wildlife – Game Management Division | 3 | $134,042 |
| Department of Wildlife – Conservation Education Division | 1 | $65,577 |
| Department of Wildlife – Habitat Division | 3 | $131,179 |
| Department of Administration – Fleet Services Division | 22 | $1,017,540 |

**Governor**: Item number 4, *State Vehicle Purchases*.

**Clerk of the Board**: There are seven requests under this agenda item. Would you like to take these items together or separately?

**Governor**: Together is fine.

**Clerk of the Board**: The first request is from the Department of Public Safety, Nevada Highway Patrol Division to purchase 10 replacement vehicles for an amount not to exceed $496,283. The vehicles being replaced, have met the age and/or mileage requirements in State Administrative Manual (SAM) and funds are available for this purchase.

The second request is from the Department of Conservation and Natural Resources, Division of Environmental Protection to purchase a replacement vehicle for an amount not to exceed $37,678. The vehicle being replaced has met the age and/or mileage requirements in SAM and funds are available for this purchase.

The third request is from the Department of Wildlife, Law Enforcement Division to purchase four replacement vehicles for an amount not to exceed $233,506. The vehicles being replaced have met the age and/or mileage requirements in SAM and funds are available for this purchase.

The fourth request is from the Department of Wildlife, Game Management Division to purchase three replacement vehicles for an amount not to exceed $134,042. The vehicles being replaced have met the age and/or mileage requirements in SAM and funds are available for this purchase.

The fifth request is from the Department of Wildlife, Conservation Education Division to purchase a replacement vehicle for an amount not to exceed $65,577. The vehicle being replaced has met the age and/or mileage requirements in SAM and funds are available for this purchase.

The sixth request is from the Department of Wildlife, Habitat Division to purchase three replacement vehicles for an amount not to exceed $131,179. The vehicles being replaced have met the age and/or mileage requirements in SAM and funds are available for this purchase.

The final request is from the Department of Administration, Fleet Services Division to purchase 22 new vehicles for an amount not to exceed $1,017,540. Are there any questions on these items?

**Governor**: Do we have any questions on the vehicle purchases?

**Secretary of State**: I do, on number seven, Governor. I just wonder, will there be some after-purchase reporting to the Board, since there would be no details of the individual purchases? Thank you for your responses and working with my staff on all of this.

**Robbie Burgess**: For the record, Robbie Burgess, Administrator for the Fleet Services Division. Good morning, Governor. To answer your question, Madam Secretary, we will provide purchase orders and bills of sale to the Board, if you require that, we could supply that, yes.

**Secretary of State**: Thank you. That would be helpful because then we could see the additional equipment and see what was purchased, if that would be acceptable to my colleagues. I would appreciate that.

**Governor**: That would be fine. You can forward that to all of us.

Do we have a motion on item number 4?

**Secretary of State**: We'll approve all of them with number seven with the details of the after-purchase reporting to the Board, so that we can see what additional equipment was needed and what purchased.

**Governor**: That's great. They will provide that. Is there any discussion on that motion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. **Authorization for an Emergency Contract with a Current and/or Former State Employee (For possible action)**

**Office of the Secretary of State**

Pursuant to NRS 333.705, subsection 4, the Office of the Secretary of State seeks a favorable recommendation regarding the Office’s determination to use the emergency provision to contract with former employee Kim Perondi to manage the Commercial Recordings Division through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**Governor**: Item number 5, *Authorization for an Emergency Contract with a Current and/or Former State Employee.*

**Clerk of the Board**: There is one request under agenda item number 5. This request is from the Office of the Secretary of State. They are seeking a favorable recommendation from the Board on their use of the emergency provisions to contract with a former employee. The office contracted through Manpower for the period of July 18, 2022 through November 18, 2022 to manage the Commercial Recordings Division. Are there any questions on this item?

**Governor**: No questions. Does anybody have any questions or a motion?

**Attorney General:** Move approval.

**Governor**: We have a motion for approval. Is there any discussion on that motion? Seeing and hearing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. **Authorization to Contract with a Current and/or Former State Employee (For possible action)**
2. **Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Mary Siders to provide technical scientific support and assist staff during the adoption of surface water quality standards for the Department of Conservation and Natural Resources, Division of Environmental Protection through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

1. **Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Paige Menicucci to assist with technical and administrative support for the Laboratory Certification Program within the Bureau of Safe Drinking Water for the Department of Conservation and Natural Resources, Division of Environmental Protection through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

1. **Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Deborah Ann Huff to provide training on Advanced Roadside Impaired Driving Enforcement in the basic training academy and assist in the Drug Recognition Expert course for the Department of Public Safety, Office of Traffic Safety through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

1. **Department of Administration – Purchasing Division**

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to contract with former employee Susan Brown to provide assistance with preparing the Governor’s Recommended budget for the Governor’s Finance Office through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**Governor**: Item number 6, *Authorization to Contract with a Current and/or Former State Employee.*

**Clerk of the Board**: There are four requests under agenda item number 6 from the Department of Administration, Purchasing Division. Item A requests authority to contract with the former employee to provide technical, scientific support and assist staff during the adoption of surface water quality standards for the Department of Conservation and Natural Resources, Division of Environmental Protection. This individual will be employed on a part-time basis through Marathon Staffing Group from October 15, 2022 through March 15, 2023.

Item B requests authority to contract with a former employee to assist with technical and administrative support for the laboratory certification program with the Bureau of Safe Drinking Water for the Department of Conservation and Natural Resources, Division of Environmental Protection. This individual will be employed on a part-time basis through Marathon Staffing Group upon Board approval through June 30, 2023.

Item C requests authority to contract with a former employee to provide training on advanced roadside impaired driving enforcement in the basic training academy and assists in the drug recognition expert course for the Department of Public Safety, Office of Traffic Safety. This individual will be employed on a part-time basis through Marathon Staffing Group from October 12, 2022 through September 13, 2024.

Item D requests authority to contract with a former employee to aid with preparing the Governor's recommended budget for the Governor's Finance Office. This individual will be employed on a part-time basis through Manpower from November 1, 2022 through June 30, 2023. Are there any questions on these items?

**Governor**: Do we have any questions on these authorizations – the contracts for A, B, C or D?

**Attorney General:** Not here, move approval.

**Governor**: We have a motion for approval. Is there any discussion on the motion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. **Request for a Recommendation of Approval to the Interim Finance Committee for an Allocation Amount from the Contingency Account (For possible action)**
2. **Department of Conservation & Natural Resources – Division of Water Resources**

Pursuant to NRS 532.230, the Division requests the Board’s recommendation to the Interim Finance Committee for an allocation of $250,000 from the Interim Finance Committee Contingency Account to restore funds in the Account for the Channel Clearance, Maintenance, Restoration, Surveying and Monumenting Program for channel clearance activities.

1. **Department of Conservation & Natural Resources – Division of Water Resources**

Pursuant to NRS 353.268, the Division requests the Board’s recommendation to the Interim Finance Committee for an allocation of $17,237 from the Interim Finance Committee Contingency Account to cover costs associated with the repair and maintenance of the South Fork Dam.

1. **Office of the Military – Division of Emergency Management**

Pursuant to NRS 353.268, the Division requests the Board’s recommendation to the Interim Finance Committee an allocation of $305,195 from the Interim Finance Committee Contingency Account to cover costs associated with providing supplemental security and enhance healthcare system availability to Clark County during the upcoming New Year’s Eve celebrations/activities.

**Governor**: Item number 7, *Request for a Recommendation of Approval to the Interim Finance Committee (IFC) for an Allocation Amount from the Contingency Account*.

**Clerk of the Board**: There are three items under agenda item number 7 for a positive recommendation to the Interim Finance Committee pursuant to NRS 353.268 for an allocation from the IFC Contingency Account. The current balance in the account is approximately $9.2 million. If all of these items are approved, the remaining balance would be approximately $8.6 million. Would you like to take these items together, sir?

**Governor**: Please.

**Clerk of the Board**: Item A is from the Department of Conservation and Natural Resources, Division of Water Resources for an allocation of $250,000 from the Interim Finance Committee Contingency Account to restore funds in the account for the Channel Clearance, Maintenance, Restoration, Serving and Monumenting program for channel clearance activities.

Item B is from the Department of Conservation and Natural Resources, Division of Water Resources for an allocation of $17,237 from the Interim Finance Committee Contingency Account to cover costs associated with the repair and maintenance of the South Fork Dam.

Item C is from the Office of the Military, Division of Emergency Management for an allocation of $305,195 from the Interim Finance Committee Contingency Account to cover costs associated with providing supplemental security and enhanced health care system availability to Clark County during the upcoming New Year’s Eve celebrations and/or activities. Are there any questions on these items?

**Governor**: Do we have any questions on any of these item 7-A, B or C?

**Secretary of State**: Not here, Governor.

**Governor**: Do I have a motion?

**Attorney General:** Move approval.

**Governor**: We have motion on the floor. Is there any discussion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. [**Approval of Proposed Leases**](http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Meetings/Board_of_Examiners/2022/10-11-2022_Agenda_Item_8_Leases_Summary.pdf) **(For possible action)**

**Governor**: Item number 8, *Approval of Proposed Leases*.

**Clerk of the Board**: There are four leases under agenda item number 8 for approval by the Board. Each is to extend the existing lease. Are there any questions on these items?

**Governor**: We have a motion on this item, number 8?

**Attorney General:** I move approval.

**Governor**: We have a motion for approval. Any discussion on that motion? Hearing and seeing none. All in favor signify by saying aye. Are any opposed? The motion passes.

1. [**Approval of Proposed Contracts**](http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Meetings/Board_of_Examiners/2022/10-11-2022_Agenda_Item_9_Contracts_Summary.pdf) **(For possible action)**

**Governor:** Item number 9, *Approval of Proposed Contracts.*

**Clerk of the Board**: There are 26 contracts under agenda item number 9 for approval by the Board. Are there any questions on these items?

**Governor**: Any questions on any of the contracts?

**Attorney General:** Move approval, Governor.

**Governor**: We have a motion for approval. Is there any discussion on the motion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. [**Approval of Proposed Master Service Agreements**](http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Meetings/Board_of_Examiners/2022/10-11-2022_Agenda_Item_10_MSA_Summary.pdf) **(For possible action)**

**Governor**: Item number 10, *Approval of Proposed Master Service Agreements*.

**Clerk of the Board**: There are 21 Master Service Agreements under agenda item number 10 for approval by the Board today. Are there any questions on these items?

**Governor**: Do we have any questions or a motion on item number 10?

**Attorney General:** Move approval.

**Governor**: We have a motion for approval. Is there any discussion on the motion? Hearing and seeing none. All in favor, signify by saying aye. Are any opposed? The motion passes.

1. **[Information Item – Clerk of the Board Contracts](http://budget.nv.gov/uploadedFiles/budgetnvgov/content/Meetings/Board_of_Examiners/2022/10-11-2022_Agenda_Item_11_Info_Contracts_Summary.pdf)**

Pursuant to NRS 333.700, the Clerk of the Board may approve all contract transactions for amounts less than $100,000. Per direction from the September 14, 2021 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold ($10,000 - $99,999). Attached is a list of all applicable approvals for contracts and amendments approved from August 24, 2022 through September 19, 2022.

**Governor**: Item number 11 is an information item.

**Clerk of the Board**: There are 44 contracts over $10,000 and under the $100,000 threshold that were approved by the Clerk of the Board between August 24, 2022 and September 19, 2022. This item is informational. Are there any questions on these items?

**Governor**: I don’t. Are there any questions?

**Secretary of State**: None.

**Attorney General:** None here.

1. **Information Item Report**

**Department of Motor Vehicles – Complete Streets Program**

Pursuant to NRS 482.1825, subsection 2, the Department of Motor Vehicles shall certify monthly to the Board of Examiners the amount of the voluntary contributions collected for each county by the department and its agents, and that the money has been distributed as provided in statute. This submittal reports program activities for the month of August for fiscal year 2023.

**Governor**: Item number 12, *Department of Motor Vehicles, Complete Streets Program*.

**Clerk of the Board**: There is one informational report under agenda item number 12 from the Department of Motor Vehicles on the voluntary contributions collected by the county pursuant to Nevada Revised Statute (NRS) 482.480, known as the Complete Streets Program for the month ending August 31, 2022. Would you like me to go into further detail of this report?

**Governor**: No, that's fine. Would anybody want more details?

**Secretary of State**: No, Governor.

**Attorney General:** No sir.

1. **Public Comment** This public comment period is for any matter that is within the jurisdiction of the public body. No action may be taken upon a matter raised under this public comment period unless the matter itself has been specifically included on an agenda as an action item. The Chair of the Board has imposed a time limit of three minutes. Public comment may be provided in person or via telephone. To provide public comment via telephone, dial 775-321-6111 or 702-329-3435. When prompted to provide the meeting ID, please enter 868 168 179#. When the Chair opens the public comment period, dial \*5 to request to be unmuted. To resolve any issues related to dialing in to provide public comment for this meeting, please call (775) 684-0222.

**Governor**: Move on to item number 13, *Public Comment*. This is the second time set aside for public comment. Anyone wishing to address the Board on any item under our purview, please step forward, identify yourself for the record. Comments will be limited to three minutes. Seeing no one. Do we have anyone in Las Vegas?

**Rosalie Bordelove**: No, Governor, we do not.

**Governor**: Do we have any written or telephonic public comment?

**Clerk of the Board**: We do not.

**Governor**: Closing public comment.

1. **Adjournment**

**Governor**: We are adjourned. Thanks everybody.