

Governor Steve Sisolak  
*Chairman*

Susan Brown  
*Clerk of the Board*



Attorney General Aaron D. Ford  
*Member*

Secretary of State Barbara K. Cegavske  
*Member*

## STATE OF NEVADA BOARD OF EXAMINERS

209 E. Musser Street, Room 200 / Carson City, NV 89701-4298  
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<http://budget.nv.gov/Meetings>

### MEETING MINUTES

**Date and Time:** January 14, 2020, 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, Chairman  
Attorney General Aaron Ford – Via Teleconference  
Secretary of State Barbara Cegavske – in Las Vegas

#### **STAFF PRESENT:**

Susan Brown, Clerk of the Board  
Rosalie Bordelove, Board Counsel, Deputy Attorney General  
Dale Ann Luzzi, Board Secretary

#### **OTHERS PRESENT:**

Bill Quenga, Deputy Director, Department of Corrections, Prison Industries

## 1. Call to Order / Roll Call

**Governor:** Good morning. I'd like to call today's meeting of the State of Nevada, Board of Examiners for Tuesday, January 14, 2020 to order. Could the Clerk please take a roll?

**Clerk:** Good morning, Governor. Governor Sisolak?

**Governor:** Here.

**Clerk:** Secretary of State Cegavske?

**Secretary of State:** I'm here in Las Vegas.

**Clerk:** Attorney General Ford?

**Attorney General:** I'm here, via telephone.

**Clerk:** Thank you. Let the record reflect we do have a quorum.

**Governor:** Thank you, Secretary Cegavske is in Las Vegas and General Ford is joining us by teleconference.

**2. Public Comment** (The first public comment is limited to comments on items on the agenda. No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item. The Chair of the Board will impose a time limit of three minutes).

**Governor:** The next item is *Public Comment*. Anyone wishing to address the Board on any items on the agenda, please step forward, identify yourself for the record and comments will be limited to three minutes.

Hearing and seeing none. I'll close this first public comment section.

## 3. Approval of the December 10, 2019 Minutes (For possible action)

**Governor:** Item number 3 is *Approval of the December 10, 2019 Minutes*.

**Secretary of State:** I move for approval.

**Governor:** We have a motion for approval, any discussion on the motion?

**Attorney General:** Second.

**Governor:** Hearing and seeing none, all in favor signify by saying aye. Are any opposed? The motion passes.

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

Pursuant to Nevada Revised Statute (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.

<b>AGENCY NAME</b>	<b># OF VEHICLES</b>	<b>NOT TO EXCEED:</b>
Department of Conservation and Natural Resources – Division of Environmental Protection	3	\$93,639
Department of Corrections – Prison Industries Ranch	1	\$65,000
Department of Corrections – Prison Industries Ranch	2	\$8,511
Department of Wildlife	3	\$94,170
<b>Total</b>	<b>9</b>	<b>\$261,320</b>

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

**Clerk:** Good morning. There are 4 requests for 9 vehicles in this agenda item.

The first item is from the Department of Conservation and Natural Resources, Division of Environmental Protection for 3 replacement vehicles for \$93,639. The vehicles being replaced meet the age or mileage requirements in the State Administrative Manual (SAM) and funding is included in the agency budget for these vehicles.

The second and third requests are from the Department of Corrections, Prison Ranch for 1 used replacement refrigeration vehicle for \$65,000 and two additional replacement vehicles for \$8,511. The vehicles being replaced have met the age and/or mileage requirements in SAM and funding is included in the agency’s budget.

The fourth and final request is from the Department of Wildlife to purchase 3 new vehicles for \$94,170. Funding for these vehicles was approved at the December 2019 meeting of the Interim Finance Committee.

Representatives from these agencies are available to answer any questions the Board may have.

**Governor:** Thank you. Do we have any questions about the vehicles?

**Secretary of State:** Governor, are Corrections, Prison Industries Ranch able to find a used truck or do they need a new truck?

**Bill Quenga:** Good morning. We have looked at new vehicles but the cost of the new vehicle would be double, so we found a used vehicle. It's a diesel with approximately 102,000 miles and it will be long-lasting. We're saving money in our operations.

**Governor:** The State certainly appreciates that, thank you.

**Secretary of State:** Thank you, just wanted to make sure you didn't need a new one.

**Governor:** They're saving us half, so we appreciate it. Every dollar we save is another dollar. Good.

**Secretary of State:** I'll move for approval if there are no other questions.

**Governor:** Thank you. 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.

**5. Authorization to Contract with a Current and/or Former State Employee  
(For possible action)**

Board action under this item only grants permission to the employing agency. Current and former employees are still subject to all ethical requirements of NRS Chapter 281A, specifically including subsection 550 which restricts certain former employees and state agencies.

**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 Nikki Hovden to perform fiscal and administrative duties on a part-time basis to various agencies as needed, through Master Service Agreement #18404 with HAT Limited Partnership, dba Manpower.

**Governor:** Item number 5, *Authorization to Contract with Current and/or Former State Employee*.

**Clerk:** Item number 5 includes one request to contract with a former employee pursuant to NRS 333.705(1). This request is from the Department of Administration, Purchasing Division to contract with a former employee to provide fiscal and administrative duties. This individual will be employed by Manpower through MSA Contract #18404 and maybe utilized by any State agency that has a need for these services.

**Governor:** Great, do we have any questions on item number 5? Do I have a motion?

**Secretary of State:** Move for approval.

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

**6. Request for Approval to Join or Use Other Government's Contract**  
(For possible action)

**Department of Corrections – Prison Medical Care**

Pursuant to NRS 332.195, the Department requests approval to utilize an amended State of Nevada – Public Employees' Benefits Program contract with AON Consulting, Inc. to perform a clinical utilization review audit of inmate medical services.

**Governor:** Item number 6, *Request for Approval to Join or Use Other Government's Contract*.

**Clerk:** Item 6 is a request to join or use other governments' contracts. NRS 332.195 allows the State to join or use contracts negotiated with other states or with local governments within or outside the State with the authorization of the contracting vendor. The statute provides that the original contracting government is not liable for the obligations of the government which joins or uses the contract. While these requests are similar to contracts, they use the terms and conditions negotiated by the contracting government with the vendor, which may or may not be the same as the State's terms and conditions and in this case, it is the same.

This request from the Department of Corrections seeks approval to join a Nevada Public Employee Benefits Program contract with AON Consulting to perform an audit of the department's medical review process of inmate medical services. The request is for \$40,460 through June 30, 2020.

Representatives from the agency are available to answer any questions.

**Governor:** Do we have any questions on item number 6?

**Secretary of State:** Governor, I'm just asking for, how is it being funded? Could we have that on the record?

**Clerk:** This was approved in the agency's legislatively approved budget, so the funding is available in the budget now.

**Secretary of State:** So, it was approved in their 2019 budget and that is how they will be paying for this, correct?

**Clerk:** That is correct.

**Secretary of State:** Thank you. I'll move for approval.

**Governor:** Alright, we have a motion for approval, is there any discussion on that motion? Hearing and seeing none, all in favor, signify by saying aye. The motion passes.

**7. Request for a Recommendation of Approval to the Interim Finance Committee for an Allocation Amount from the Contingency Account (For possible action)**

**Department of Public Safety – Dignitary Protection – \$15,500**

Pursuant to NRS 353.268, the Division requests the Board’s recommendation to the Interim Finance Committee for \$15,500 from Contingency Account to cover costs associated with providing dignitary protection to the Governor.

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

**Clerk:** This item includes one request for a positive recommendation to the Interim Finance Committee pursuant to NRS 353.268. The General Fund Contingency account has an approximate balance of \$26.8 million to cover unanticipated costs for the remainder of the 2019-2021 biennium. If these items are approved, the remaining balance in the account will still be approximately \$26.8 million.

This request is from the Department of Public Safety, Dignitary Protection Detail for \$15,500 to fund costs associated with providing dignitary protection to the Governor and First Lady for the remainder of the fiscal year.

Representatives from the Department of Public Safety are available to answer any questions Members may have.

**Governor:** I will be abstaining on item number 7 since it’s my dignitary protection. Do we have any questions?

**Secretary of State:** No questions but I’ll move for approval.

**Governor:** Any discussion on the motion? We have a motion for approval. All in favor signify by saying aye. I abstain. The motion passes. Thank you.

**8. Approval of Proposed State Administration Manual Changes (For possible action)**

Pursuant to NRS 353.040 the Governor’s Finance Office – Budget Division requests modifications to the policies and procedures of the State Board of Examiners adopted and collected in the following section of the State Administrative Manual.

1. SAM Section 1300 – State Vehicles

**Governor:** Item number 8, *Approval of Proposed State Administration Manual Changes.*

**Clerk:** Item 8 seeks approval to revise the State Administrative Manual, Chapter 1300, State Vehicles. This chapter has been revised to reflect changes related to the passage of Senate Bill (SB) 42 of the 2019 Legislative Session. SB 42 repealed the provisions of NRS 486A which related to the use of alternative fuels in certain public fleets of motor vehicles in

counties whose population is 100,000 or more. Additionally, Section 1310 has been moved so that the numbering in this chapter is sequential and Section 1314 has been revised to conform with the repeal of NRS 486A. Are there any questions on this item?

**Governor:** I have no questions. Do we have any questions on the State Administration Manual changes?

**Secretary of State:** No, move for approval.

**Governor:** We have a motion for approval, is there any discussion on that motion? Hearing and seeing none, all in favor, signify by saying aye. The motion passes.

### **9. Approval of Proposed Leases (For possible action)**

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

**Clerk:** There are 5 leases in agenda item 9 for approval by the Board this morning. Do any of the Members have any questions on any of these items?

**Governor:** I do not. Do we have any questions on these items?

**Secretary of State:** No, sir. I'll move for approval.

**Governor:** We have a motion for approval of item number 9. Is there any discussion on the motion? Seeing none, all in favor, signify by saying aye. The motion passes.

### **10. Approval of Proposed Contracts (For possible action)**

**Governor:** Item number 10, *Approval of Proposed Contracts*.

**Clerk:** There are 26 contracts in agenda item 10 for approval by the Board this morning. Do any of the Members have any questions on any of these items?

**Governor:** I will abstain from voting on number 13 of this item, which is a contract for Jobs for Nevada Graduates, as I'm on the National Board.

Do we have any questions?

**Secretary of State:** No questions from Vegas.

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

**Secretary of State:** I'll move to approve.

**Governor:** We have a motion to approve. All in favor signify by saying aye. I abstain from number 13. The motion passes.

## **11. Approval of Proposed Master Service Agreements (For possible action)**

**Governor:** The next item is number 11, *Approval of Proposed Master Service Agreements*.

**Clerk:** There are 26 contracts in agenda item 11 for approval by the Board this morning. Are there any questions on any of these items?

**Governor:** I don't have any questions. Do we have any questions on the Master Service Agreements?

**Secretary of State:** No, Governor. If I may at this point thank your staff for responding to our questions, thank you very much.

**Governor:** Thank you. I appreciate it. They do a remarkable job in briefing the three of us individually leading up to these meetings and satisfying our questions and it makes it a lot easier for us at meetings.

Do we have a motion?

**Secretary of State:** I'll move for 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. The motion passes.

## **12. Information Item – Clerk of the Board Contracts**

Pursuant to NRS 333.700, the Clerk of the Board may approve all contract transactions for amounts less than \$50,000. Per direction from the August 13, 2013 meeting of the Board of Examiners, the Board wished to receive an informational item listing all approvals applicable to the new threshold (\$10,000 - \$49,999). Attached is a list of all applicable approvals for contracts and amendments approved from November 15, 2019 through December 23, 2019.

**Governor:** Item number 12, information item, *Clerk of the Board Contracts*.

**Clerk:** There were 34 contracts under the \$50,000 threshold that were approved by the Clerk between November 15, 2019 and December 23, 2019. This item is informational only. Are there any questions on any of these items?

**Governor:** Do we have any questions on these Clerk of the Board Contracts?

**Secretary of State:** I have none, Governor.

**Governor:** General Ford?

**Attorney General:** No questions.



**Governor:** Thank you.

### **13. Stale Claims Account, Emergency Accounts, Statutory Contingency Accounts**

Pursuant to NRS Chapter 353, the Governor's Finance Office, Budget Division presents a reconciled fund balance report for the TORT Claim Fund, Statutory Contingency Account, Stale Claims Account, Emergency Account, Disaster Relief Account, Interim Finance Committee (IFC) Unrestricted Contingency Funds and IFC Restricted Contingency Funds as of December 24, 2019.

The TORT Claim Fund is the State Treasury Fund for Insurance Premiums. The Statutory Contingency Account, Stale Claims Account, Emergency Account, Disaster Relief Account, IFC Unrestricted Contingency Funds and IFC Restricted Contingency supplement funding for eligible agencies within statutory authority.

Below is the available balance for each account prior to any projected outstanding claims.

TORT Claim Fund	\$ 6,907,427.74
Statutory Contingency Account	\$ 4,678,870.66
Stale Claims Account	\$ 1,412,371.86
Emergency Account	\$ 279,841.00
Disaster Relief Account	\$ 11,742,236.33
IFC Unrestricted Contingency Fund General Fund	\$ 26,837,604.81
IFC Unrestricted Contingency Highway Fund	\$ 1,638,068.35
IFC Restricted Contingency Fund General Fund	\$ 54,372,329.00
IFC Restricted Contingency Highway Fund	\$ 2,220,935.00

**Governor:** Item number 13, *Stale Claims Account, Emergency Accounts, Statutory Contingency Accounts.*

**Clerk:** There is one informational report on the available balances in the various contingency accounts managed by the Board of Examiners or the Interim Finance Committee as of December 24, 2019. These accounts will cover various contingencies through the 2019-2021 biennium. I am happy to answer any questions the Board may have on this item.

**Governor:** I do not have any questions on the contingency accounts or their balances, do we have any questions?

**Secretary of State:** None, Governor.

**Attorney General:** No questions.

**Governor:** This is an information item.

**14. 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 public comment period unless the matter itself has been specifically included on an agenda as an action item. The Chair of the Board will impose a time limit of three minutes.

**Governor:** Moving on to item number 14, *Public Comment*. This is the second time set aside for Public Comment. Anyone wishing to address the Board on any item, please step forward, identify yourself for the record and comments will be limited to three minutes. Do we have any public comment?

**Secretary of State:** There is none, Governor.

**Governor:** Thank you, I will close public comment.

**15. Adjournment (For possible action)**

**Governor:** Adjournment. Do I have a motion to adjourn?

**Secretary of State:** Move to adjourn this meeting, Governor.

**Governor:** We have a motion to adjourn. All in favor, signify by saying aye. We are adjourned. Thank you all very much, appreciate it.