

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  
Phone: (775) 684-0222 / Fax: (775) 684-0260  
<http://budget.nv.gov/Meetings>

**Date and Time:** November 9, 2021, 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 – on the phone  
Attorney General Aaron Ford

### **STAFF PRESENT:**

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

### **OTHERS PRESENT:**

Adrienne Monroe, Administrative Services Officer, Department of Corrections

## MEETING MINUTES

### 1. Call to Order / Roll Call

**Governor:** I will call to order today's meeting of the State of Nevada, Board of Examiners for Tuesday, November 9, 2021. If I could I ask the Clerk to take the roll, please.

**Board Secretary:** Governor Sisolak.

**Governor:** Here.

**Board Secretary:** Secretary of State Cegavske.

**Secretary of State:** Here.

**Board Secretary:** Attorney General Ford.

**Attorney General:** Here.

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

- 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:** Item number two, *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. Is there any public comment down here? No. Any public comment in Carson City?

**Clerk of the Board:** No.

- 3. Approval of the October 12, 2021 Meeting Minutes** (For possible action)

**Governor:** Item number three, *Approval of the October 12, 2021 Meeting Minutes*. Do I have a motion?

**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.

#### 4. **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.

AGENCY NAME	# OF VEHICLES	NOT TO EXCEED:
Department of Administration – State Public Works Division	4	\$119,111
Department of Conservation & Natural Resources – Division of Environmental Protection	1	\$36,425
Department of Corrections	1	\$11,500
Department of Public Safety – State Fire Marshal Division	1	\$24,626
<b>Total</b>	<b>7</b>	<b>\$191,662</b>

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

**Clerk of the Board:** Good morning. There are seven requests for vehicles on this agenda item. The first request is from the Department of Administration, State Public Works Division to purchase four new vehicles for an amount up to \$119,111. Vehicles that are being replaced have met the age and/or mileage requirements in the State Administrative Manual (SAM) and funding is included in the budget.

The second request is from the Department of Conservation and Natural Resources, Division of Environmental Protection to purchase one vehicle for an amount up to \$36,425. Funds are included in the agency's budget.

The next request is from the Department of Corrections to purchase one used vehicle for an amount up to \$11,500. The vehicle that is being replaced has met the age and/or mileage requirements in SAM and funds are included in the agency's budget.

The final item is for the Department of Public Safety, State Fire Marshal Division to purchase one replacement vehicle for an amount up to \$24,626. The vehicle that is being replaced has met the age and/or mileage requirements in SAM and funding is included in the agency budget. Are there any questions on any of these items?

**Governor:** I do not have any questions. Do we have any questions on item number four?

**Attorney General:** None here.

**Secretary of State:** Did you have anything regarding estimated amounts when actual values come in?

**Clerk of the Board:** That was something we had been discussing and I wasn't sure if I would go ahead and put that out there now as we are confident that there will be no change to these amounts. We are finding there is volatility in this sector in the current environment. So, there may be occurrences when the amounts that are included in the agenda would be exceeded by the agency. We could change the language on these to say that these are estimated amounts and they may exceed the amounts on the agenda.

**Attorney General:** Right now, these have the 'not to exceed' number, which, if they were to exceed it, they come back before us. Is it agreeable we leave it as it is? I move for approval under those circumstances.

**Governor:** The problem is that then they're going to be delayed again and they would have to come back with another 'not to exceed' amount. I know there is higher volatility on vehicles right now. I'm okay either way.

**Clerk of the Board:** It's our understanding, for the items on today's agenda, that the pricing is solid. If for some reason the pricing were to increase and they needed to come back, the purchase could be in-process because it's at that point when we would know that the pricing has changed.

**Governor:** Let's go with that then.

**Attorney General:** I move approval.

**Secretary of State:** I have a question before we vote. I just wanted to know, on the used vehicle, what that was intended for and why we're getting a used one and not a new one. It's not going to change my vote but I am curious.

**Adrienne Monroe:** The vehicle is for prison industries and they were looking for the most affordable, economical option and they found one that they felt would be sufficient for their needs for the least amount of money.

**Secretary of State:** What's it going to be used for? That's what I'm curious about.

**Adrienne Monroe:** Probably for hauling hay and other farming and ranching utilities.

**Governor:** I appreciate the Secretary's concern. It's a 30-year-old vehicle.

**Secretary of State:** Then the only question, Governor, is if it's worth the \$11,500 for a used one but if they're using it for what she said, I understand that.

**Governor:** The odometer cannot be read so, it must be in poor condition.

**Clerk of the Board:** Yes, according to the backup in the item, it says it's to move materials, supplies, livestock and for training for inmates.

**Secretary of State:** Then, that would make sense. Thank you for telling me that. Again, Governor, I do want to thank the staff for assisting with any questions that we have so, thank you and thanks for that response.

**Governor:** I agree.

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.

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

**A. 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 Elizabeth Jacobson to assist with reviewing and evaluations of groundwater modeling documents for the Division of Environmental Protection through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

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

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to extend the contract with former employee Jeff Hardcastle to provide a review of demographic products for quality, accuracy and process improvement for the Department of Taxation through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**C. 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 Richard Johnson to assist with fieldwork and oversight for the Division of Environmental Protection through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

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

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Purchasing Division requests authority to extend the contract with former employee Shannon Moyle to provide classification and sentence management for the Department of Corrections through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

#### **E. 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 David Blake to create a training curriculum and train staff in the daily use of evidence-based interventions through Master Service Agreement #23211 with Reliable Health Care.

#### **F. Department of Health and Human Services – Division of Public and Behavioral Health**

Pursuant to NRS 333.705, subsection 1, the Department of Health and Human Services, Division of Public and Behavioral Health requests authority to contract with former employee Cathy Robinson to provide supervision and direction for contracted and intermittent staff within the COVID-19 Fiscal Grant Unit through the National Foundation for the Centers for Disease Control and Prevention, Inc.

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

**Clerk of the Board:** This item contains six requests to contract with former employees pursuant to Nevada Revised Statute (NRS) 333.705, subsection 1. The first is from the Department of Administration, Purchasing Division to contract with a former employee to assist with reviewing and evaluating groundwater modeling documents for the Division of Environmental Protection. This individual will be employed part-time through Marathon Staffing group and it is expected that this will last through September of 2023.

The next item is to contract with a former employee to provide a review of demographic products for quality and accuracy and process improvement for the Department of Taxation. This individual will be employed part-time through Manpower for seven months or through June 30, 2022.

The next item is also the Department of Administration, Purchasing Division to contract with a former employee to provide assistance with fieldwork and the oversight of a program permit review and training for the Division of Environmental Protection. This individual will be employed part-time through Marathon Staffing Group through June 30, 2022.

The next item is the Department of Administration, Purchasing Division to contract with a former employee to provide classification and sentence management services for the Department of Corrections. This individual will be employed part-time through Manpower for approximately three months.

The next item is for the Department of Administration, Purchasing Division to contract with a former employee to provide staff training and mental health technician services for the Department of Health and Human Services, Division of Child and Family Services. This individual will be employed full-time through Reliable Health Care through June 30, 2022.

The final item under this agenda item is for the Department of Health and Human Services, Division of Public and Behavioral Health to contract with a former employee to provide management analyst services in the COVID-19 Fiscal Grant Unit. This individual will be employed full-time through the National Foundation for the Centers for Disease Control and Prevention, Inc. through June 30, 2023. Are there any questions on these items?

**Governor:** No and I want to echo Secretary Cegavske's comment. I know General Ford agrees with me that your staff briefings are very helpful and answer all of our questions ahead of time. So, Susan, thank you for that. I do not have any questions. Do we have any questions on this item or a motion?

**Attorney General:** None here. Move 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.

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

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

**Clerk of the Board:** There are three leases under agenda item six today. Are there any questions on any of these items?

**Governor:** I do not have any questions. Do we have any questions about the proposed leases?

**Attorney General:** None here. Move 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. Are any opposed? The motion passes.

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

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

**Clerk of the Board:** There are 38 contracts under agenda item seven today for approval by the Board. Are there any questions on any of these items?

**Governor:** Again, no. Your briefing answered all of my questions. Do we have any questions about the contracts?

**Attorney General:** No. Move approval.

**Governor:** A motion for approval. Is there any discussion? Hearing and seeing none, all in favor, signify by saying aye. The motion passes.

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

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

**Clerk of the Board:** There are 16 master service agreements under agenda item eight for approval by the Board today. Are there any questions on these items?

**Governor:** No questions here. Do we have any questions?

**Attorney General:** No. 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. The motion passes.

**9. 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 \$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 September 21, 2021 through October 18, 2021.

**Governor:** Item number nine, *Information Item – Clerk of the Board Contracts*. Did you have any comments on this, Susan?

**Clerk of the Board:** No, only 79 contracts are over \$10,000 and under the \$100,000 threshold that were approved by the Clerk of the Board between September 21, 2021 and October 18, 2021.

**Governor:** I trust you with all of those.

**10. Information Item Reports**

**A. Governor's Finance Office – Budget Division**

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, IFC Unrestricted Contingency Funds and IFC Restricted Contingency Funds as of September 30, 2021.

Tort Claim Fund	\$ 3,495,320.72
Statutory Contingency Account	\$ 12,269,765.00
Stale Claims Account	\$ 3,137,629.00
Emergency Account	\$ 364,763.00
Disaster Relief Account	\$ 6,996,569.00



IFC Unrestricted Contingency Fund General Fund	\$ 26,749,733.25
IFC Unrestricted Contingency Highway Fund	\$ 1,638,068.35
IFC Restricted Contingency Fund General Fund	\$ 12,042,164.00
IFC Restricted Contingency Highway Fund	\$ 334,796.00

## **B. Department of Motor Vehicles – Complete Streets**

Pursuant to NRS 482.1825, subsection 2, the Department of Motor Vehicles shall certify to the State 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 is the 1st quarter of State Fiscal Year 2022 report for the period beginning July 1, 2021 and ending September 30, 2021.

**Governor:** Item number 10, *Information Item Reports*.

**Clerk of the Board:** The first report is an informational item about available balances in the various contingency accounts as of September 30, 2021. These accounts are managed by either the Board of Examiners or through the Interim Finance Committee and are intended to cover various contingencies through the 2021-2023 biennium. Are there any questions on this item?

**Governor:** I have no questions.

**Attorney General:** No.

**Governor:** Questions, Secretary Cegavske?

**Secretary of State:** Governor, thank you. I do not have any on this. Thank you.

**Governor:** Thank you. Next, *Complete Streets*. These are informational.

**Clerk of the Board:** The second item is a report from the Department of Motor Vehicles on the voluntary contributions collected by counties pursuant to NRS 482.480. This is known as the Complete Streets Program. This report is for the period of July 1, 2021 through September 30, 2021. During the first quarter of fiscal year 2022, the department collected \$106,871. This is compared to \$116,563 in the same period last year and the \$99,882 collected last quarter. Of the amount collected, approximately 78% was from Clark County, about 15.5% from Washoe County and just over 3% each from Carson City and Douglas County. After deducting the 1% to administer the collection and distribution of contributions, the department distributed \$105,802 for this quarter and approximately 13% of those registering a vehicle in these counties during this quarter contributed to the Complete Streets Program. Are there any questions on this item?

**Governor:** No questions.

**Attorney General:** No.

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

- 11. 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:** The next item is *Public Comment*, number 11. This is the second time we set aside for public comment. Anyone wishing to address the Board, please step forward, identify yourself for the record and comments will be limited to three minutes. We'll start in Las Vegas. We have no one in Las Vegas. Do we have anyone in Carson City?

**Clerk of the Board:** No, we do not.

**12. Adjournment**

**Governor:** That being said, we are on item number 12, *Adjournment*. We are adjourned. Thank you all very much.