

Governor Joe Lombardo
Chairman

Amy Stephenson
Clerk of the Board



Attorney General Aaron D. Ford
Member

Secretary of State Francisco V. Aguilar
Member

STATE OF NEVADA BOARD OF EXAMINERS

209 East Musser Street, Room 200 / Carson City, Nevada 89701-4298
Phone: (775) 684-0222 / Fax: (775) 684-0260
<http://budget.nv.gov/Meetings>

MEETING MINUTES

Date and Time: February 13, 2024, 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 Joe Lombardo
Secretary of State Francisco V. Aguilar
Attorney General Aaron Ford

STAFF PRESENT:

Amy Stephenson, Clerk of the Board

1. Call to Order / Roll Call

Governor: We will call to order the State of Nevada Board of Examiners meeting scheduled for today, February 13, 2024 at 10:00 a.m. Can I have the Clerk please call the roll?

Clerk of the Board: Governor Lombardo.

Governor: Present.

Clerk of the Board: Secretary of State Aguilar.

Secretary of State: Here.

Clerk of the Board: Attorney General Ford.

Attorney General: Here.

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

Governor: Thank you.

2. 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 727 299 298#. 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 agenda item number 2, *Public Comment*. This first public comment period is limited to comments on items on the agenda. No action may be taken upon a matter raised under the public comment period unless the matter itself has been specifically included on the agenda as an action item. We will limit your comments to three minutes and if you wish to call in via phone, please utilize the phone number 775-321-6111 or 702-329-3435 and the meeting ID number is 727 299 298#.

Do we have any public comment there in Carson City?

Clerk of the Board: Not in person, sir, but we do on the phone.

Governor: Was the caller disconnected?

Clerk of the Board: I'm told the caller is connected but nobody is speaking.

Governor: With that, there is a second opportunity for public comment later in the meeting.

Do we have any public comment here in Las Vegas? Seeing none.

We will close this first item for public comment.

3. Approval of the January 9, 2024 Meeting Minutes (For possible action)

Governor: Agenda item number 3, *Approval of the January 9, 2024 Meeting Minutes*. Are there any questions of any Board Members? Hearing none.

Secretary of State: Motion to approve.

Governor: We have a motion. All those in favor, signify by saying aye. The motion passes unanimously.

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 Agriculture – Division of Measurement Standards	6	\$328,197
Department of Agriculture – Division of Measurement Standards	1	\$68,308
Department of Conservation and Natural Resources – Division of Environmental Protection	1	\$45,452
Department of Conservation and Natural Resources – Division of State Parks	2	\$82,477
Department of Veterans Services	1	\$33,394

Governor: Agenda item number 4, *State Vehicle Purchases*.

Clerk of the Board: Thank you, sir. There are five requests under agenda item number 4. The first request is from the Department of Agriculture, Division of Measurement Standards. The division requests approval to purchase six replacement vehicles for a total amount not to exceed \$328,197.

The second request is from the Department of Agriculture, Division of Measurement Standards. The department requests approval to purchase one replacement vehicle for a total amount not to exceed \$68,308.

The third request is from the Department of Conservation and Natural Resources, Division of Environmental Protection. The division requests approval to purchase one replacement vehicle for a total amount not to exceed \$45,452.

The fourth request is from the Department of Conservation and Natural Resources, Division of State Parks. The division requests approval to purchase two new vehicles for a total amount not to exceed \$82,477.

The fifth request is from the Department of Veterans Services. The department requests approval to purchase one replacement vehicle for a total amount not to exceed \$33,394. Are there any questions on these items?

Governor: Do we have any questions? Ms. Stephenson, on the Department of Agriculture item, my understanding is the request already went to the Interim Finance Committee (IFC).

Clerk of the Board: Yes, sir. The work program was approved at the February 8th IFC.

Governor: Alright, thank you. I will accept a motion.

Secretary of State: Motion to approve.

Governor: We have a motion for approval. All those in favor, signify by saying aye. The motion passes unanimously.

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

A. Department of Administration – Hearings Division

Pursuant to NRS 333.705, subsection 1, the Department of Administration, Hearings Division requests authority to contract with current employee Carolyn Broussard through a gubernatorial appointment pursuant to NRS 616C.340, subsection 4 as a special appeals officer.

B. Department of Health and Human Services – Division of Child and Family Services

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Susan Brown to assist in the oversight of the Vegas Strong Resiliency capital improvement project for the Statewide Victim Resource Center for the Department of Health and Human Services, Division of Child and Family Services, through Master Service Agreement #23928 with HAT Limited Partnership dba Manpower.

C. Department of Transportation

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Leah Atkinson to provide construction management services with Diversified Consulting Services.

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

Clerk of the Board: There are five requests under this agenda item.

There are 3 items under agenda item number 5. The first item, number 5.A, from the Department of Administration, Hearings Division, has been withdrawn by the agency.

The next request is from the Department of Health and Human Services, Division of Child and Family Services, through the Department of Administration, Purchasing Division. The division intends to contract with a former employee from February 13, 2024 through August 8, 2024 on a part-time basis through Manpower.

The last request is from the Department of Transportation. The department intends to contract with a former employee from February 14, 2024 through February 13, 2026 on a full-time basis through Diversified Consulting Services. Are there any questions on these items?

Governor: Do we have any questions?

Secretary of State: Motion to approve 5-B and 5-C.

Governor: We have a motion for approval. All those in favor, signify by saying aye. The motion passes unanimously.

6. Request for the Allocation and Disbursement of Funds for Salary Adjustments (For possible action)

The 2023 Legislature, through Assembly Bill 522, made appropriations from the General Fund and the Highway Fund to the Board of Examiners to meet salary deficiencies that may be created between the appropriated money of the State’s respective departments, commissions, and agencies and the salary requirements for the personnel of those departments, commissions, and agencies. The Board of Examiners, upon recommendation of the Director of the Governor’s Finance Office, may allocate and disburse amounts, from the appropriate fund, to the departments, commissions, and agencies of the State for the purpose of paying personnel salary deficiencies.

The following department, commission and agency requests for allocations from the General Fund and/or Highway Fund salary adjustment accounts are recommended by the Director of Finance:

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT
2980	University of Nevada, Reno	\$12,127,761
2987	University of Nevada, Las Vegas	\$18,241,221
3011	College of Southern Nevada	\$8,598,882
	Total	\$38,967,864

Governor: Agenda item number 6, *Request for the Allocation and Disbursement of Funds for Salary Adjustments*.

Clerk of the Board: The 2023 Legislature, through Assembly Bill 522, appropriated Salary Adjustment funds to the Board of Examiners to cover cost-of-living adjustments (COLA) effective July 1, 2023, which were not included in agency salary budgets.

An agency whose actual salaries exceeded their budgeted amount due to these COLAs is allowed to request salary adjustment dollars from the Board of Examiners.

This item requests access to those funds by various institutions and accounts within the Nevada System of Higher Education in the amount of \$38,967,864 in General Funds. Are there any questions on this item?

Governor: Are there any questions?

Secretary of State: No questions.

Attorney General: None here. Move approval.

Governor: We have a motion for approval. All those in favor, say aye. The motion passes unanimously.

7. Travel Policy Change Request (For possible action)

A. Gaming Control Board

Pursuant to State Administrative Manual 0006, the board requests an exception to SAM 210 for the reimbursement rate for specified lodging by employees of the board.

B. Gaming Control Board – Nevada Gaming Commission

Pursuant to NRS 281.160, the board requests approval of an agency specific travel policy regarding the amount of reimbursement allowed for travel.

Governor: Agenda item number 7, *Travel Policy Change Request*.

Clerk of the Board: The first request is from the Gaming Control Board. Pursuant to State Administrative Manual, section 0006, the board requests an exception to SAM 210 for the reimbursement rate for specified lodging by employees of the board.

The second request is from the Gaming Control Board, Nevada Gaming Commission. Pursuant to NRS 281.160, the board requests approval of an agency specific travel policy regarding the amount of reimbursement allowed for travel. Are there any questions on these items?

Attorney General: None here. Move approval.

Governor: We have a motion for approval. All those in favor, say aye. The motion passes unanimously.

8. Approval of Proposed Leases (For possible action)

Governor: Agenda item number 8, *Approval of Proposed Leases*.

Clerk of the Board: There are 4 leases under agenda item number 8 for approval by the Board today. Are there any questions on any of these leases?

Governor: Are there any questions?

Secretary of State: No questions. Motion to approve.

Governor: We have a motion for approval. All those in favor, say aye. The motion passes unanimously.

9. Approval of Proposed Contracts (For possible action)

Governor: Agenda item number 9, *Approval of Proposed Contracts*.

Clerk of the Board: There are 56 contracts under agenda item number 9 for approval by the Board. Are there any questions on any of these contracts?

Governor: Are there any questions?

Attorney General: Move approval.

Governor: We have a motion for approval. All those in favor, say aye. The motion passes unanimously.

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

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

Clerk of the Board: There are 19 Master Service Agreements under agenda item number 10 for approval by the Board. Are there any questions on these items?

Governor: Are there any questions?

Attorney General: If you're ready for a motion, I move approval.

Governor: Yes, we have a motion for approval. All those in favor, say aye. The motion passes unanimously.

11. 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 December 13, 2023 through January 16, 2024.

Governor: Agenda item number 11, *Information Item – Clerk of the Board Contracts*.

Clerk of the Board: There are 81 contracts over \$10,000 and under the \$100,000 threshold that were approved by the Clerk of the Board between December 13, 2023 through January 16, 2024. This item is informational. Are there any questions on these items?

Governor: On contract number 76, did we receive a response as to why we were going to outside legal representation versus internal?

Clerk of the Board: We will have to follow up. We will get an answer to you.

Governor: Alright, I'd appreciate it.

Are there any other questions under this item?

Secretary of State: No, no questions.

Secretary of State: No, sir. No questions.

Governor: We will close this item.

12. Information Item Reports

A. Department of Motor Vehicles – Complete Streets Program

Pursuant to NRS 482.1825, subsection 2, the department 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 by month for the second quarter of fiscal year 2024 for the period beginning October 1, 2023 and ending December 31, 2023.

B. Statewide Quarterly Overtime Report – Fiscal Year 2024, 1st Quarter

Pursuant to NRS 284.180, the Department of Administration, Division of Human Resource Management must prepare and submit quarterly to the Budget Division of the Office of Finance a report regarding all overtime worked by employees of the Executive Department during the quarter. The Budget Division shall transmit quarterly to the Board of Examiners the report and the analysis of the Budget Division regarding the report. This report covers the period of July 1, 2023 through September 30, 2023.

Governor: Agenda item number 12, *Information Item Reports*.

Clerk of the Board: There are two reports under agenda item number 12. The first report is for the Department of Motor Vehicles, Complete Streets Program. Pursuant to NRS 482.1825, subsection 2, the department 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 by month for the second quarter of fiscal year 2024 for the period beginning October 1, 2023 and ending December 31, 2023. Are there any questions on this item?

Governor: Are there any questions on 12.A? Hearing none.

The second report is from the Department of Administration, Division of Human Resource Management and is the Statewide Quarterly Overtime Report for Fiscal Year 2024, 1st Quarter. Pursuant to NRS 284.180, the Department of Administration, Division of Human Resource Management must prepare and submit quarterly to the Budget Division of the Office of Finance a report regarding all overtime worked by employees of the Executive Department during the quarter. This report covers the period of July 1, 2023 through September 30, 2023. Are there any questions on this item?

Governor: Are there any questions? Hearing no questions. We will close this agenda item.

13. 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 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 727 299 298#. 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: Agenda item number 13, *Public Comment*. This is the second opportunity for public comment. Do we have anyone for public comment there in Carson City or do we have anyone on the telephone for public comment?

Clerk of the Board: Sir, we don't have anyone here or on the telephone for public comment.

Governor: Alright, do we have anyone in Las Vegas here for public comment? Hearing none. We will close this item.

14. Adjournment (For possible action)

Governor: Agenda item number 14, *Adjournment*.

Secretary of State: Motion to adjourn.

Governor: All those in favor, signify by saying aye. The motion passes unanimously. Thank you everyone.