

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: March 12, 2024, 10:00 AM

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

MEMBERS PRESENT:

Governor Joe Lombardo
Secretary of State Francisco V. Aguilar
Attorney General Aaron Ford

STAFF PRESENT:

Amy Stephenson, Clerk of the Board
Rosalie Bordelove, Board Counsel
Denice Castillo, Board Secretary

OTHERS PRESENT:

Marla McDade Williams, Administrator, Department of Health and Human Services

1. Call to Order / Roll Call

Governor: I'll go ahead and kick off the State of Nevada Board of Examiners meeting scheduled for today, March 12, 2024 at 10:00 AM and we'll start with the roll. Ms. Stephenson.

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.

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 953 583 632#. 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: We'll move on to agenda item number two. This is the first opportunity for public comment. This 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. Please limit your comments to three minutes. If you wish to call in via phone, that number is 775-321-6111 or 702-329-3435, the meeting ID number is 953 583 632#.

Do we have any public comment there in Carson City?

Clerk of the Board: No, sir.

Governor: Do we have any public comment here in Las Vegas? Hearing and seeing none.

Do we have anyone on the telephone for public comment?

Clerk of the Board: We do not, sir.

Governor: We will close the first opportunity of public comment.

3. Approval of the February 13, 2024 Meeting Minutes (For possible action)

Governor: Item number three, *Approval of the February 13, 2024 Meeting Minutes*. Do we have any questions or concerns from any Board Members?

Attorney General: Motion to approve.

Governor: We have a motion for approval. 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 Public Safety – Investigation Division	1	\$35,883
Department of Conservation and Natural Resources – Division of State Parks	7	\$1,719,142

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

Clerk of the Board: There are two requests under agenda item number four. The first request is from the Department of Public Safety, Investigation Division. The division requests approval to purchase one replacement vehicle for a total amount not to exceed \$35,883.

The second request is from the Department of Conservation and Natural Resources, Division of State Parks. The department requests approval to purchase seven new vehicles for total amount not to exceed \$1,719,142. Are there any questions on any of these items?

Governor: Do we have any questions?

Attorney General: None here. Move approval.

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 Employment, Training and Rehabilitation

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Naveen Yelamanchili to perform information security for the Department of Employment, Training and Rehabilitation through statewide contract #99SWC-NV19-2461 with Guidesoft, Inc. DBA Knowledge Services.

B. Department of Public Safety

Pursuant to NRS 333.705, subsection 1, Department of Administration, Purchasing Division requests authority to contract with former employee Ryan Miller to manage divisional operations and provide training for the Department of Public Safety, 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 Mohamed Rouas to provide construction engineering services with CMWorks, Inc.

Governor: We'll move to agenda item number five, *Authorization to Contract with a Current and/or Former State Employee*.

Do we have all of these requests going forward, Ms. Stephenson?

Clerk of the Board: No, sir. Item 5.B has been withdrawn by the agency.

Governor: We will start with 5.A.

Clerk of the Board: The first request is from the Department of Employment, Training and Rehabilitation through the Department of Administration, Purchasing Division. The department intends to contract with a former employee from March 12, 2024 through September 12, 2024 on a part-time basis through Knowledge Services.

The last request is from the Department of Transportation. The department intends to contract with a former employee from March 12, 2024 through September 12, 2024 on a full-time basis through CMWorks Inc. Are there any questions on these items?

Governor: Are there any questions?

Attorney General: No questions. Motion to approve items 5.A and 5.C.

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

6. Request for Approval of Payment to the U.S. Treasury (For possible action)

Office of the Controller

Pursuant to Senate Bill 511 of the 2023 Legislative Session, the State Controller requests approval of a payment to the U.S. Treasury in an amount not to exceed \$367,714 from the General Fund. This is the highest possible liability payment for 2023. Payment to the U.S. Treasury is required by March 29, 2024.

Governor: Agenda item number six, *Request for Approval of Payment to the US Treasury.*

Clerk of the Board: Pursuant to Senate Bill 511 of the 2023 Legislative Session, the State Controller requests approval of a payment to the US Treasury in an amount not to exceed \$367,714 from the general fund. This is the highest possible liability payment for 2023. Are there any questions on this item?

Governor: Are there any questions?

Attorney General: No questions.

Secretary of State: No. Motion to approve.

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

7. Request for Approval of Proposed State Administrative 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 chapters of the State Administrative Manual (SAM).

This revision to SAM increases a state agencies' limit to accept gifts or grants to \$200,000 without Interim Finance approval and allows agencies to accept gifts or grants in any amount without Interim Finance approval in non-executive budget accounts.

- a. SAM Chapter 2526 Authority to Accept Gifts and Grants

Governor: Item number seven, *Request for Approval of Proposed State Administrative Manual Changes.*

Clerk of the Board: Pursuant to NRS353.040, 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 chapters of the State Administrative Manual (SAM), SAM Chapter 2526, Authority to Accept Gift and Grants. This revision to SAM increases the state agency's limit to accept gifts or grants to \$200,000 without Interim Finance approval and allows agencies to accept gifts or grants in any amount without Interim Finance approval in non-executive budget accounts. Are there any questions on this item?

Governor: Are there any questions?

Attorney General: No questions. Motion to approve.

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

8. Request for Exception to State Administrative Manual Policy (For possible action)

Department of Health and Human Services – Division of Child and Family Services – Rural Child Welfare

Pursuant to NRS 353.040 and State Administrative Manual (SAM) 0006, the division requests an exception to SAM 0224 State Sponsored Credit Cards for Official Travel Only and SAM 0226 Claims and Payments When Credit Cards Have Been Used.

Governor: We'll move on to agenda item number eight, *Request for Exception to State Administrative Manual Policy*.

Clerk of the Board: Pursuant to NRS 353.040 and State Administrative Manual, section 0006, the Department of Health and Human Services, Division of Child and Family Services, Rural Child Welfare requests an exception to SAM section 0224 State Sponsored Credit Cards for Official Travel Only and SAM section 0226 Claims and Payments When Credit Cards Have Been Used. Are there any questions on this item?

Attorney General: I have one. Do we have any information on how much is usually spent under these circumstances by Rural Child Welfare?

Marla McDade Williams: Good morning. For the record, Marla McDade Williams, Administrator, Department of Health and Human Services, Division of Child and Family Services. This is a new initiative for us to ensure that any situations in the future, we will be able to cover it. It is not a routine practice for us. It is really in an emergency only situation. We don't have tracking specifically for this item because it's just not a routine practice for us.

Attorney General: No history. Thank you.

Governor: What brings this SAM revision forward then? What is the reason for it?

Marla McDade Williams: We did have situations in the past where we had a shortage of foster homes and we did need an emergency placement, and these are truly emergency placements, such as in middle of the night where we don't have a foster family to place someone. We did have situations where staff were in a place of needing to cover hotel costs because there was no method for the state system to get them authority to charge costs, so, they were charging to own their own personal credit cards. Again, that was in the past and this is just to ensure that out into the future, if this situation comes up, they have a means to pay and they don't get caught with having to use their personal credit cards for this type of activity.

Governor: Makes sense. Is there a cap on how much can be spent?

Ms. Williams: The cap is \$5,000.

Governor: Any other questions?

Attorney General: Move approval.

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

9. 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:

A. Nevada System of Higher Education

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT
2977	NSHE - Special Projects	\$975
2980	University of Nevada, Reno	\$305,943
2982	UNR School of Medicine	\$46,004
2983	Intercollegiate Athletics - UNR	\$300
2985	Statewide Programs - UNR	\$6,599
2986	NSHE System Administration	\$6,532
2987	University of Nevada, Las Vegas	\$462,263
2988	Intercollegiate Athletics - UNLV	\$5,671
2989	Agricultural Experiment Station – UNR	\$3,309
2990	Cooperative Extension Service	\$16,572
2991	System Computing Center	\$27,462
2992	UNLV Law School	\$17,028
2994	Great Basin College	\$18,666
2996	University Press	\$450
3001	Statewide Programs – UNLV	\$2,603
3002	UNLV Dental School	\$14,571
3003	Business Center North	\$3,970

3004	Business Center South	\$2,470
3005	Nevada State University	\$22,964
3010	Desert Research Institute	\$10,645
3011	College of Southern Nevada	\$246,494
3012	Western Nevada College	\$24,541
3014	UNLV School of Medicine	\$12,363
3018	Truckee Meadows Community College	\$74,193
3221	Health Laboratory and Research	\$5,423
	Total	\$1,338,011

B. Nevada System of Higher Education

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT
3011	College of Southern Nevada	\$133,824
	Total	\$133,824

C. Department of Corrections

BA#	BUDGET ACCOUNT NAME	GENERAL FUND ADJUSTMENT
3710	NDOC Director's Office	\$317,443
3716	Warm Springs Correctional Center	\$48,162
3717	Northern Nevada Correctional Center	\$1,733,866
3723	Pioche Conservation Camp	\$112,527
3724	Northern Nevada Transitional Housing	\$53,198
3725	Three Lakes Valley Conservation Camp	\$133,104
3738	South Desert Correctional Center	\$1,651,486
3739	Wells Conservation Camp	\$66,393
3741	Humboldt Conservation Camp	\$41,298
3752	Carlin Conservation Camp	\$91,032
3754	Tonopah Conservation Camp	\$32,927
3759	Lovelock Correctional Center	\$1,573,037
3760	Casa Grande Transitional Housing	\$186,011
3761	Florence McClure Women Correctional Center	\$1,109,122
3762	High Desert State Prison	\$3,606,510
	Total	\$10,756,116

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

Clerk of the Board: In the 2023 Legislative Session, 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 of the personnel of those departments, commissions, and agencies. The following request for allocations from the general fund and or highway fund salary adjustment accounts are recommended.

The first request is from the Nevada System of Higher Education in the amount of \$1,338,011 in General funds for continuity of service payments.

The second request is from the Nevada System of Higher Education in the amount of \$133,824 in General funds for pay grade increases.

The third request is from the Department of Corrections in the amount of \$10,756,116 in General funds for pay grade increases. Are there any questions on any of these items?

Governor: Yes. This first one is this directly related to longevity, correct?

Clerk of the Board: Yes, sir, this is the longevity for the Nevada System of Higher Education.

Governor: Great. Do we have additional questions?

Attorney General: No questions.

Governor: No questions. Do we have a motion?

Secretary of State: Motion to approve.

Attorney General: I just want to confirm, I'll ask our Meeting Counsel, my wife works for Nevada State University, and I just want to be certain I don't have to recuse myself from the vote because of them being included in this.

Board Counsel: If you suspect she may be entitled to receive any legislatively approved longevity payments made directly to her, in your case, along with the disclosure, you could abstain on that item.

Governor: We have a motion for approval. Attorney General Ford is abstaining from the vote on Nevada State University. All in favor, signify by saying aye. The motion passes.

10. Request for Designation of Bad Debt (For possible action)

Department of Business and Industry – Division of Industrial Relations

Pursuant to NRS 232.605, subsection 2, the Advisory Council to the Department of Business and Industry, Division of Industrial Relations requests that the Board of Examiners designate a total of \$558,344.14 as bad debts, as they have been determined to be uncollectible.

Agenda item number 10, *Request for Designation of Bad Debt*.

Clerk of the Board: Pursuant to NRS 232.605, subsection 2, the Advisory Council to the Department of Business and Industry Division of Industrial Relations requests that the Board of Examiners designate a total of \$558,344.14 as bad debts, as they have been determined to be uncollectible. Are there any questions on this item?

Governor: Are there any questions?

Attorney General: None here.

Secretary of State: No question.

Attorney General: Move approval.

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

11. Request for Approval to Pay a Tort Claim Pursuant to NRS 41.036
(For possible action)

Pursuant to NRS 41.036, the Office of the Attorney General submits the following Tort Claim request for approval:

Claimant:	Lewis Stewart
Claim No:	TC20944
Settlement Amount:	\$3,400,000
Date of Loss:	March 2, 2017

Governor: Agenda item number 11, *Request for Approval to Pay a Tort Claim Pursuant to NRS 41.036*.

Clerk of the Board: Pursuant to NRS 41.036, the Office of the Attorney General submits the following tort claim request for approval for Claimant Lewis Stewart in the amount of \$3,400,000. Are there any questions on this item?

Attorney General: No questions.

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.

12. Approval of Proposed Leases (For possible action)

Governor: Agenda item number 12, *Approval of Proposed Leases*.

Clerk of the Board: There are six leases under this agenda for approval by the Board today. Are there any questions on these items?

Governor: Are there any questions?

Secretary of State: No questions here.

Attorney General: None here, move approval.

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

13. Approval of Proposed Contracts (For possible action)

Governor: Agenda item number 13, *Approval of Proposed Contracts*.

Clerk of the Board: There are 48 contracts under agenda item number 13 for approval by the Board today. Are there any questions on any of these contracts?

Governor: Are there any questions?

Attorney General: No.

Secretary of State: No questions. Motion to approve.

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

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

Governor: Agenda item number 14, *Approval of Proposed Master Service Agreements*.

Clerk of the Board: There are seven Master Service Agreements under agenda item number 14 for approval by the Board today. Are there any questions on any of these items?

Attorney General: None here.

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.

15. 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 January 17, 2024 through February 13, 2024.

Governor: Agenda item number 15, *Information Item – Clerk of the Board Contracts*.

Clerk of the Board: There are 87 contracts over \$10,000 and under the \$100,000 threshold that were approved by the Clerk of the Board between January 17, 2024 through February 13, 2024. This item is informational. Are there any questions on any of these items?

Governor: No questions.

Secretary of State: No.

Attorney General: No question here.

Governor: We'll close agenda item 15.

16. Information Item Reports

A. Department of Conservation and Natural Resources – Division of State Lands – Fiscal Year 2024, 2nd Quarter

Pursuant to NRS 321.5954, subsection 4, the State Land Registrar is required to provide the Board of Examiners quarterly reports regarding lands or interests in lands transferred, sold, exchanged, or leased under the Tahoe Basin Act program. This report covers the period of October 1, 2023 through December 31, 2023.

B. Statewide Quarterly Overtime Report – Fiscal Year 2024, 2nd 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 October 1, 2023 through December 31, 2023.

Governor: Agenda item number 16, *Information Item Reports*.

Clerk of the Board: There are two reports under agenda item number 16. The first report is from the Department of Conservation and Natural Resources, Division of State Lands, fiscal year 2024, second quarter. Pursuant to NRS 321.5954, subsection 4, the State Land Registrar is required to provide the Board of Examiners quarterly reports regarding lands or interests in lands transferred, sold, exchanged, or leased under the Tahoe Basin Act program. This report covers the period of October 1, 2023 through December 31, 2023.

The second report is the Statewide Quarterly Overtime Report, fiscal year 2024, second 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 October 1, 2023, through December 31, 2023.

These items are informational. Are there any questions on these items.

Governor: Do we have questions?

Attorney General: No questions.

Governor: I don't recall if I requested this the last time – can we start with adding a chart or graph to show the increases in overtime in totality? The reason I ask is, I want to see a comparison to hiring versus overtime. With the decrease in the number of vacancies, I believe it's at 5% across the board, I want to see if it's had an effect on the overtime. Are we able to do that?

Clerk of the Board: Yes, sir. I'll ensure going forward, the overtime report includes this information.

Governor: Thank you. We will close agenda item number 16.

17. 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 953 583 632#. 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 17, *Public Comment*. This is the second opportunity for public comment. Please limit your comments to three minutes. Once again, the phone number is 775-321-6111 or 702-329-3435 and the access code or meeting ID number is 953 583 632#.

Is there any public comment here in Las Vegas? Hearing and seeing none.

Is there anybody for public comment in Carson City?

Clerk of the Board: No, sir.

Governor: Do we have anybody for public comment on the phone?

Clerk of the Board: We do not.

Governor: We will close this second public comment.

18. Adjournment (For possible action)

Governor: Agenda item number 18, *Adjournment*.

Move for adjournment. All in favor, say aye. The motion passes unanimously.

Everybody have a wonderful day.