

Steve Sisolak  
Governor  
Chairman

Warren Lowman  
Administrator  
Division of Internal Audits  
Governor's Finance Office



## STATE OF NEVADA EXECUTIVE BRANCH AUDIT COMMITTEE

209 E. Musser Street, Room 302 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | <http://budget.nv.gov/IAudits/About/EBAC/EBAC/> | Fax: (775) 687-0145

Members  
Kate Marshall  
Lieutenant Governor  
Barbara K. Cegavske  
Secretary of State  
Zach Conine  
State Treasurer  
Catherine Byrne  
State Controller  
Aaron D. Ford  
Attorney General  
Trudy Dulong  
Public Member

### PUBLIC MEETING NOTICE AND AGENDA

**Date and Time:** January 28, 2021, 10:00 AM

**Location:** Pursuant to section 1 of Emergency Directive 006, there will be no physical location for this meeting. Public may attend telephonically or view virtually at: [https://www.youtube.com/channel/UCF8zpKli9VhMDNVq\\_GsEYuQ/live](https://www.youtube.com/channel/UCF8zpKli9VhMDNVq_GsEYuQ/live)

**Conference Call Line:** 775-687-0999 or 702-486-5260  
Please call 775-684-0222 for collaboration code.

#### 1. Call Meeting To Order/ Roll Call/ Remarks

A. Recognition of Reappointment – Ms. Trudy Dulong, CPA, Public Member.

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 Executive Branch Audit Committee will impose a time limit of three minutes.)

3. **Approval of the July 6, 2020 Minutes. (For Action)**

4. **Presentation of Audit Reports Pursuant to NRS 353A.085. (Information Only)**

A. (DIA 21-01) Department of Administration, State Public Works Division – Tenant Improvements and Building Maintenance; Craig Stevenson, Executive Branch Auditor; Warren Lowman, Administrator.

B. (DIA 21-02) Dept. of Public Safety, Div. of Parole and Probation – Caseloads; Beatriz Mena-Ortiz, Executive Branch Auditor; Jeff Landerfelt, Audit Manager.

C. (DIA 21-03) Department of Corrections – Fiscal Processes.1; Heather Domenici, Audit Manager; Warren Lowman, Administrator.

D. (DIA 21-04) Department of Conservation & Natural Resources, Division of Environmental Protection – Certified Environmental Manager Oversight; Saranjeet Bains, Executive Branch Auditor; Jeff Landerfelt, Audit Manager.

- E. (DIA 21-05) Department of Administration & Governor's Finance Office – Board of Pharmacy, Deferred Compensation; Jeff Landerfelt, Audit Manager; Warren Lowman, Administrator.

**5. Presentation of Audit Six-Month Follow-Up Status Reports Pursuant to NRS 353A.090. (Information Only)**

- A. (DIA 20-05) Board of Pharmacy – Licensing Process; Jeff Landerfelt, Audit Manager.
- B. (DIA 20-06) Dept. of Public Safety, Div. of Parole and Probation – Offender Services; Jeff Landerfelt, Audit Manager.
- C. (DIA 20-07) Department of Administration, Purchasing Division – Foreign Vendor Management; Warren Lowman, Administrator.
- D. (DIA 20-08) Department of Administration, Administrative Services Division – Bond Management and Accounting; Heather Domenici, Audit Manager.
- E. (DIA 20-09) Governor's Finance Office – Department of Public Safety, Division of Parole and Probation, Probation Cost Sharing; Warren Lowman, Administrator.
- F. (DIA 20-10) Department of Administration, State Public Works Division – Long-Term Office Space Planning Mechanism; Jeff Landerfelt, Audit Manager.
- G. (DIA 20-11) Dept. of Administration, Purchasing Div. – Master Service Agreements for Direct Client Services & BOE Approval Process; Warren Lowman, Administrator.
- H. (DIA 20-12) Governor's Finance Office – Statewide Cell Phone/Mobile Device Use; Warren Lowman, Administrator.

**6. Presentation of Annual Follow-Up Status Reports. (Information Only)**

- A. (DIA 19-01) Secretary of State, Elections Div.; Heather Domenici, Audit Manager.
- B. (DIA 19-02) Dept. of Conservation and Natural Resources, Div. of Forestry; Warren Lowman, Administrator.
- C. (DIA 19-03) Occupational and Professional Licensing Boards – Governance; Jeff Landerfelt, Audit Manager.
- D. (DIA 19-04) Nevada State Board of Dental Examiners – Board Operations; Heather Domenici, Audit Manager.
- E. (DIA 19-05) Department of Conservation and Natural Resources, Division of Environmental Protection – Petroleum Fund; Jeff Landerfelt, Audit Manager.

7. **Status of Outstanding Audit Recommendations. (Information Only)**
8. **Estimated Benefits to Nevadans from Audit Recommendations. (Information Only)**
9. **Approval of the Division's Annual Report Pursuant to NRS 353A.065. (For Action)**
10. **Approval of the Annual Audit Plan Pursuant to NRS 353A.038. (For Action)**
11. **Committee Members' Comments**
12. **Public Comments** (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 Executive Branch Audit Committee will impose a time limit of three minutes.)
13. **Adjournment (For Action)**

NOTE: Items may be considered out of order. The public body may combine two or more agenda items for consideration. The public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public body will limit public comments to three minutes per speaker and may place other reasonable restrictions on the time, place, and manner of public comments but may not restrict comments based upon viewpoint. We are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Dale Ann Luzzi at (775) 684-0223 as soon as possible and at least two days in advance of the meeting. If you wish, you may e-mail her at [daluzzi@finance.nv.gov](mailto:daluzzi@finance.nv.gov). Supporting materials for this meeting are available at: 209 E. Musser Street, Suite 200, Carson City, NV 89701 or by contacting Dale Ann Luzzi at (775) 684-0223 or by email at [daluzzi@finance.nv.gov](mailto:daluzzi@finance.nv.gov).

**Agenda Posted at the Following Locations:**

1. Bladel Building, 209 E. Musser Street, Carson City, NV 89701
2. Capitol Building, 101 North Carson Street, Carson City, NV 89701
3. Legislative Building, 401 N. Carson Street, Carson City, NV 89701
4. Nevada State Library & Archives, 100 North Stewart Street, Carson City, NV 89701
5. Grant Sawyer Building, Capitol Police, 555 E. Washington, Las Vegas, NV 89101

Notice of this meeting was posted on the Internet: <http://budget.nv.gov/Meetings/> and <https://notice.nv.gov>