

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>

### PUBLIC MEETING NOTICE AND AGENDA

- Date and Time:** March 14, 2023, 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

This meeting may be viewed on YouTube.  
The video live stream begins at 10:00 am.  
<https://www.youtube.com/watch?v=aA7pims8V7A>

### AGENDA

- 1. Call to Order / Roll Call**
- 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.
- 3. Approval of the February 14, 2023 Meeting Minutes** (For possible action)

**4. Authorization for an Emergency Contract with a Current and/or Former State Employee** (For possible action)

**Office of the Secretary of State**

Pursuant to NRS 333.705, subsection 4, the office seeks a favorable recommendation regarding the office's determination to use the emergency provision contract with former employee Sherry Valdez to train new and existing staff in accounts payable and accounts receivable through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**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 Verda Barnett to educate, assist and train for the treatment, care and custody of juvenile offenders residing within Caliente Youth Center for the Department of Health and Human Services, Division of Child and Family Services 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 contract with former employee Deborah Hassett to review and update statues and regulations with a focus on recruitment and retention for the Department of Administration, Division of Human Resource Management 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 William T. Kirby to provide technical grants management assistance for the Department of Public Safety through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**D. 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 Katrina Nielsen to assist with agency administrative and fiscal functions for the Department of Health and Human Services, Division of Child and Family Services through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

**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 Jean Robbins to perform grant related job code setup and maintenance and support with audit reporting for the Controller’s Office through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

**F. 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 Roger Trott to perform training and coordination for project and permit reviews for the Nevada Department of Transportation, Environmental Division through Master Service Agreement #23927 with Marathon Staffing Group, Inc.

**G. 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 Heather Field to assist with the Governor’s Recommended budget for the 2023-2025 biennium for the Governor’s Finance Office through Master Service Agreement #23928 with HAT Limited Partnership, dba Manpower.

**H. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Billy Ezell, currently employed with HDR Engineering, Inc., to perform roadway design services for the US 95 and US 6 Downtown Tonopah Project.

**I. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Darren Hansen, currently employed by Diverse Consulting Services, to perform highway construction inspector services for the Tahoe SR 28 & SR 431 Project.

## **J. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Jay Smith, currently employed by HDR Engineering, Inc., to perform roadway construction inspection services for the District 2 Betterment Projects.

## **K. Department of Transportation**

Pursuant to NRS 333.705, subsection 1, the department requests authority to contract with former employee Kenneth Chad Smith, currently employed by Diversified Consulting Services, to perform highway construction inspector services for the Tahoe SR 28 & SR 431 project.

## **6. Request 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 chapters of the State Administrative Manual.

1. Revisions subject to the Tort claim payment limits
  - a. SAM Chapter 2905 Authority to Pay Claims

## **7. Approval of Payment to the Secretary of the U.S. Treasury Pursuant to the Cash Management Improvement Act** (For possible action)

The State Controller requests approval of a payment to the U.S. Treasury in an amount not to exceed \$120,082 from the General Fund. This is the highest possible liability payment for 2022. The U.S. Treasury is reviewing the report and is expected to have a final liability amount by March 16, 2023. Payment to the U.S. Treasury is required by March 31, 2023.

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

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

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

## **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 January 19, 2023 through February 14, 2023.

## 12. Information Item Report

### A. Department of Conservation and Natural Resources – Division of State Lands – Fiscal Year 2023, 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 program activities for the period of October 1, 2022 through December 31, 2022.

### B. Statewide Quarterly Overtime Report – Fiscal Year 2023, 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. The Budget Division submits the 2nd Quarter Overtime Report and analysis for fiscal year 2023.

## 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.

## 14. Adjournment

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. A person may submit comments to be attached to the minutes of the meeting in writing three business days before the meeting date, in addition to testifying or in lieu of testifying. Written comments are limited to 2 pages. Written comments may be submitted electronically by email at [dcastillo@finance.nv.gov](mailto:dcastillo@finance.nv.gov). 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 Denice Castillo 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 [dcastillo@finance.nv.gov](mailto:dcastillo@finance.nv.gov). Supporting materials for this meeting are available at 209 East Musser Street, Suite 200, Carson City, Nevada 89701 or by contacting Denice Castillo at (775) 684-0223 or by email at [dcastillo@finance.nv.gov](mailto:dcastillo@finance.nv.gov).

### Public Meeting Notice and Agenda Posted at the Following Locations:

1. Blasdel Building, 209 East Musser Street, Suite 200, Carson City, Nevada 89701
2. Internet: <https://notice.nv.gov>
3. Internet: [https://budget.nv.gov/Meetings/Board\\_of\\_Examiners/2023/2023BOE/](https://budget.nv.gov/Meetings/Board_of_Examiners/2023/2023BOE/)