

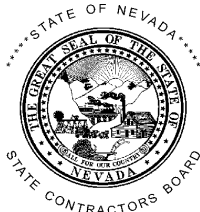
KENNY C. GUINN
Governor

State Of Nevada

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MEMBERS
Michael Zech, Chairman
Douglas W. Carson
Margaret Cavin
David W. Clark
Jerry Higgins
Dennis K. Johnson
Randy Schaefer



STATE CONTRACTORS' BOARD

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MINUTES OF THE MEETING DECEMBER 5, 2001

The meeting of the State Contractors' Board was called to order by Chairman Michael Zech at 9:00 a.m., Wednesday, December 5, 2001. [Exhibit A](#) is the Meeting Agenda.

BOARD MEMBERS PRESENT:

Mr. Mike Zech, Chairman
Mr. Doug Carson
Ms. Margaret Cavin
Mr. David Clark
Mr. Dennis Johnson
Mr. Randy Schaefer

STAFF MEMBERS PRESENT:

Ms. Margi Grein, Executive Officer
Ms. Nancy Mathias, Licensing Administrator
Mr. George Lyford, Director of Special Investigations (Arrived at 10:00 a.m.)
Mr. Chris Denning, Interim Director of Investigations
Mr. Bart Thurgood, Human Resource Manager

OTHERS PRESENT:

None

Ms. Grein stated that Frank Torres had posted the agenda in compliance with the open meeting law on Thursday, November 29, 2001 at the Washoe County Court House, Washoe County Library, and Reno City Hall, both offices of the Board, and the Board's internet website.

The meeting was held for the purpose of conducting a strategic planning session and to review the progress of last years action plans.

Ms. Grein provided an overall summary report on the status of each action plan from last year. Statistical data was provided on the reduction in the number of pending cases and processing times in both the Licensing and Investigation Departments. Forms have been modified and procedures drafted. Additionally, the Public Relations Department had created and modified a number of brochures and publications. A speakers bureau had been created and representatives were attending luncheons and association meetings. The customer survey program was being expanded to include licensees as well as consumers. The individual responsible for completing the action plans on financial forecasting, and compensation and benefit comparison did not complete the project. Ms. Grein provided a budget comparison that she had prepared.

The following goals and objectives were identified for 2002:

Public Relations:

A program to include Board Member participation in addition to staff at association luncheons and meetings will be established.

It was suggested that the effectiveness of television commercials be evaluated and modifications made as needed. Radio advertisements are to be added to the public information campaign.

Ms. Grein reported that the National Association of Contractor Licensing Agencies, of which she is president, plans to participate in the AGC conference to be held in Las Vegas in March 2002. It was suggested that the Board coordinate a construction leaders summit at the same time.

In addition to the disciplinary action press release that is issued following each meeting, periodic news articles addressing issues relevant to the construction industry would be released.

It was suggested that a "Hot Line" be established for reporting pool related issues and obtaining consumer information.

Technology:

New action plans will include networking Board Members and providing information for meetings on electronic media; Research and planning for the purchase of a new licensing and enforcement database application; and Planning for future meetings to be conducted using videoconferencing technology.

Licensing:

The action plan to streamline the license classifications was only partially completed during 2001 and will be carried over into 2002. Dennis Johnson, Margaret Cavin and Dave Clark will serve on the classification committee. Additional action plans for 2002 will include establishing programs to streamline the license renewal process and bonding process.

Ongoing case management will include monthly statistical reporting to the Board to include aging reports.

Board Meetings:

The Board expressed a willingness to increase the length of the meeting if necessary to deal with caseload and executive session matters as needed. Executive session items not addressed during the morning, will be carried over and discussed at the end of the day.

Ms Grein was asked to establish a training session relating to disciplinary hearing procedures, and to address procedural issues with legal staff.

Enforcement:

In addition to the "hot line" and public information programs for residential pools and spas, staff was instructed to meet with the building departments and coordinate a program to ensure compliance with new laws and regulations.

Ms. Grein reported that the administrative citation regulations had been adopted, and suggested that the Enforcement Advisory Committee be permitted to use this process when appropriate. The Board agreed and requested that a report of all actions be provided at each Board meeting.

Ongoing case management will include monthly statistical reporting to the Board to include aging reports.

Legislative Matters:

Construction Defect legislation was identified as a possible challenge to the agency. It was determined that each Board Member should contact their respective professional organizations regarding possible future legislation which may have an affect on the Board. Additionally, legislative matters should be calendared for discussion during each executive session.

Ms. Grein was instructed to begin recruiting lobbyists for the next Legislative Session and schedule candidate interview with the Board. The lobbyist's duties would be outlined to provide a clear understanding of responsibility.

Legal Services:

It was determined that an in-house legal department be established for preparation of hearings and prosecution of disciplinary cases. Ms. Grein was instructed to solicit candidate résumé's and begin interviews.

Ms. Grein was also instructed to solicit bids from outside counsel to represent the Board and handle litigation matters.

Human Resources:

Mr. Thurgood was instructed to establish a department outline and organizational chart to be reviewed and discussed on 12/18/01. Attorneys were to be interviewed which could possibly be used for legal representation in human resource matters. Final recommendations are to be presented to the Board.

The compensation and benefit package comparison, which had not been completed by the accounting manager during 2001, was reassigned to the Human Resource Department.

Financial Forecasting:

Since the financial forecasting action plan was not completed, the item was carried over into the 2002 strategic plan year.

Action Plans will be developed by staff in order to meet the established goals.

PUBLIC COMMENT

No one from the general public was present to speak for or against any items on the agenda.

There being no further business to come before the Board, the meeting was adjourned by Chairman Zech at 1:55 p.m.

Respectfully Submitted,

Nancy Mathias, Licensing Administrator

APPROVED:

Margi Grein, Executive Officer

Michael W. Zech, Chairman