

# State Of Nevada

Reply To:



MEMBERS  
Randy Schaefer, Chairman  
Margaret Cavin  
David W. Clark  
Spiridon G. Filios  
Jerry Higgins  
J. Brian Scroggins  
Michael Zech

Fax (775) 688-1271  
Investigations: (775) 688-1150  
[www.nscb.state.nv.us](http://www.nscb.state.nv.us)  
**LAS VEGAS**  
2310 Corporate Circle, Suite 200  
Henderson, Nevada 89074  
(702) 486-1100  
Fax (702) 486-1190  
Investigations: (702) 486-1110

## STATE CONTRACTORS BOARD

### MINUTES OF THE MEETING DECEMBER 15, 2003

#### 1. CALL TO ORDER

Chairman Randall Schaefer called the meeting of the State Contractors Board to order at 8:30 a.m., Monday, December 15, 2003, State Contractors Board, Henderson, Nevada. Exhibit A is the Meeting Agenda.

#### BOARD MEMBERS PRESENT:

Mr. Randy Schaefer - Chairman  
Ms. Margaret Cavin  
Mr. David Clark  
Mr. Spiridon Filios  
Mr. Jerry Higgins  
Mr. Brian Scorggins  
Mr. Michael Zech

#### BOARD MEMBERS ABSENT:

None

#### STAFF MEMBERS PRESENT:

Ms. Margi Grein, Executive Officer  
Ms. Nancy Mathias, Licensing Administrator  
Mr. George Lyford, Director of Investigations

Ms. Grein stated that the agenda had been posted in compliance with the open meeting law on December 9, 2003, at the Sawyer State Building, Clark County Library, and Las Vegas City Hall. The agenda was also posted in both offices of the Board, Henderson and Reno, and on the Board's Internet web site.

Ms. Grein asked that the agenda be amended to include consideration of salary incentives.

**It was moved a seconded to amend the agenda. The motion carried.**

#### **2. STRATEGIC PLANNING**

- a. Review and discuss 2003 accomplishments
- b. Annual review of statistics and trends.

Ms. Grein submitted a written and oral presentation summarizing each department's 2003 strategic plan accomplishments.

Additionally, Ms. Grein provided updates regarding the solicitation of bids for CPA services; the purchase of new database software; office space improvements planned for the Reno office; the effectiveness of last years ad campaign; and involvement in NASCLA activities.

**c. Mission Statement**

The mission statement was reviewed and modified as follows:

The Nevada State Contractors Board is committed to promote the integrity and professionalism ***in the construction*** industry in Nevada,

The Nevada State Contractors Board has the responsibility to promote quality construction by Nevada licensed contractors through a regulatory licensing system designed to protect the health, welfare and safety of the public.

**d. Review and discussion of proposed 2004 priorities**

The following goals were established:

**Licensing Department**

- Revise procedures for issuing licenses. Review NRS and NAC 624 to determine needed changes.
- Delegate authority to staff to issue licenses to qualified applicants.
- Eliminate requirement for CPA prepared compiled statements under certain conditions. Develop a standard NSCB form.
- Establish appropriate criteria for granting examination waivers.
- Develop guidelines to be used by staff to approve licenses, for the review of denials by the Board or a hearing officer, and an appeals process.

**Investigations Department:**

- Establish program for use of administrative citations pursuant to NRS 624.341.
- Establish procedures for pre-hearing conferences
- Develop procedures for processing complex cases when the parties are in litigation.
- Expand cases that can be resolved with settlement conferences.
- Revise and establish fine and penalty matrix.
- Ensure that policies and procedures provide adequate remedies to resolve disputes and protect consumers.
- Develop senior task force, and education program to protect seniors from becoming victims of fraud.

NEVADA STATE CONTRACTORS BOARD MEETING MINUTES OF DECEMBER 15, 2003

- 3 -

**Education**

- Develop and implement voluntary continuing education programs for licensees throughout the state.
- Program of recognition for successful completion of education programs.
- Expand staff training programs.
- Develop a seminar program for consumers.

It was agreed that the number of Board meetings could be decreased with the accomplishment of the established goals.

Ms. Grein advised that staff would work with Board counsel to determine the need for regulation changes in order to facilitate the proposed procedural changes.

**It was moved and seconded to approve the recommended salary incentives for staff. The motion carried.**

**3. PUBLIC COMMENT**

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

**4. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned by Chairman Schaefer at 11:30 a.m.

Respectfully Submitted,

Nancy Mathias, Licensing Administrator

APPROVED:

Margi Grein, Executive Officer

Randall Schaefer, Chairman