



NEVADA STATE BOARD OF DENTAL EXAMINERS  
 6010 S Rainbow Boulevard, Suite A-1  
 Las Vegas, Nevada 89118  
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Video Conferencing available for this meeting at the Nevada State Board of Medical Examiners located at 1105 Terminal Way, Suite 301, Reno, NV 89502

MINUTES  
 Friday, December 12, 2014  
 8:16 a.m.

BUDGET & FINANCE COMMITTEE

(Chair: Dr. J Stephen Sill, Dr. Timothy Pinther, Theresa Guillen, RDH, and Mrs. Lisa Wark)

Please Note: The Nevada State Board of Dental Examiners may 1) address agenda items out of sequence to accommodate persons appearing before the Board or to aid the efficiency or effectiveness of the meeting; 2) combine items for consideration by the public body; 3) pull or remove items from the agenda at any time. The Board may convene in closed session to consider the character, alleged misconduct, professional competence or physical or mental health of a person. See NRS 241.030. Prior to the commencement and conclusion of a contested case or a quasi judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. See NRS 233B.126.

At the discretion of the Chair, public comment is welcomed by the Board, but will be heard only when that item is reached and will be limited to five minutes per person. A public comment time will also be available as the last item on the agenda. The Chair may allow additional time to be given a speaker as time allows and in his/her sole discretion. Once all items on the agenda are completed the meeting will adjourn.

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*Asterisks (\*) denote items on which the Board may take action.  
 Action by the Board on an item may be to approve, deny, amend, or table.*

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1. Call to Order, roll call, and establish quorum

Dr. Sill called the meeting to order and Mrs. Shaffer-Kugel conducted the following roll call:

Dr. J Stephen Sill -----PRESENT  
 Dr. Timothy Pinther -----PRESENT  
 Mrs. Theresa Guillen-----PRESENT  
 Mrs. Lisa Wark -----PRESENT

Others Present: John Hunt, Board Legal Counsel; Debra Shaffer-Kugel, Executive Director.

Public Attendees: Stacie Hummel, Hummel & Associates; Elyse Monroy, Ferrari Public Affairs; Annette Linicicome, NDHA.

2. Public Comment: No comments were made.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

\*3. Review and Discussion of Statement of Revenues, Expenses, and Fund Balance, and Recommendations of Bonus/Increase for Staff (For Possible Action)

**\*(a) Review and Discussion of Statement of Revenues, Expenses and Fund Balance July through September 2014 (For Possible Action)**

Dr. Sill inquired on the miscellaneous expenses listed in the financial statements. Mrs. Hummel reminded him that this expense was for the door the Board approved to replace for Dr. Roberts. Mr. Hunt explained what happened to Dr. Roberts, a DSO's, door due to a patient's discontent with his findings while visiting his office. Dr. Sill indicated that if, feasible, they could categorize it as a DSO expense. It was mentioned that they could potentially add in other expenses such as ct-scans and FedEx shipments. Dr. Sill commented that, perhaps they could require that all licensees provide an email address so that future notices and newsletter could be sent via email, which would save on the costs for postage. Mrs. Shaffer indicated that currently it is a task being worked on with the licensing system. She noted, however, that currently there was nothing in the regulations that granted them the authority to require an email address. Nevertheless, she could work on a possible regulation change in July. Dr. Sill commented to Mrs. Hummel that they have the reimbursement of the cases listed as an expense, but inquired if it should be listed as income. Mrs. Hummel commented to Dr. Sill that it is a contra-account. It is an income with brackets, meaning that it is a credit, and is, therefore, an income. Dr. Sill noted to Mrs. Hummel that he would like to be able to determine how much funds are available to allow for bonuses.

Mrs. Hummel pulled the audit report and indicated that the fund balance was \$842,000, but that they increased their reserves by \$182,000. She noted that they were rather conservative when making the budget, and that she expects the revenue will come in higher at the end of this fiscal year. She confidently stated to the Committee that whatever the Board decides for bonuses that there will be no issue with covering it.

**\*(b) Committee Recommendations for Bonus/Increase for Staff Members (For Possible Action)**

Dr. Pinther asked to clarify if they were to discuss giving a bonus versus an increase in pay. Mrs. Shaffer indicated that she wasn't sure which one the Board wanted to discuss so she placed both for possible discussion. Mr. Hunt mentioned to the committee that the Executive order issued by Governor was regarding the freeze on raises was lifted, and therefore they could discuss both if they choose to. Mrs. Wark commented that she only did her research on bonuses, and that her thought was to give Mrs. Shaffer-Kugel a \$5,000 bonus and a \$400 to each staff member. Dr. Sill inquired how long it had been since the office staff had received a raise. Mrs. Shaffer-Kugel indicated that when there was an all around change in office duties the staff received a small increase in pay.

Dr. Sill suggested a one-time bonus based on a percentage, which wouldn't tie future Board to an increase based salary. He suggested an across-the-board 2% bonus for all the employees. Mr. Hunt advised the committee that he of other salaries paid to the Executive Directors of other state boards. He added further that if they were not inclined to grant a raise, that the bonus should probably be a substantial one. Mrs. Wark commented that the recommended \$5,000 bonus for Mrs. Shaffer was over 20%, but that she was recommending a \$400 bonus for other staff. Dr. Sill indicated that they could eventually reconvene and look at other boards to ensure they're being competitive with salaries for all staff. Mrs. Shaffer-Kugel noted to the committee that a salary increase would incur an increase to staff's PERS/PEBS, which would be incurred by the Board; however, that with a bonus, they will not incur higher costs.

Dr. Sill commented that they wanted to use the Holiday Bonus to recognize staff. He suggested a year-end salary bonus equal to 3% to all employees.

MOTION: Dr. Sill made the motion to recommend to the Board a bonus of 3% (net salary) for all staff. Discussion: The committee inquired on what the salaries were for each employee. Mrs. Hummel addressed the salaries of each employee as outlined in the Board's budget:

Mrs. Shaffer-Kugel asked for clarification for the period in which the bonuses covered. Mrs. Hummel noted to the Committee that the last time bonuses were given was in 2008. Mrs. Guillen commented that 3% did not reflect the Board's appreciation. Dr. Sill was in favor of Mrs. Wark suggestion of giving a \$5000 to Mrs. Shaffer-Kugel and 3% to all other staff members. Mrs. Hummel indicated that the 'actual' they are referring to in discussing funds available for bonuses is nowhere near where they will be at the end of the fiscal year. She stated further that they are expecting funds that will go to reserves again; unless, however, they were to anticipate looking at

additional bonuses in the future. Dr. Pinther commented that they could give Mrs. Shaffer-Kugel a \$10,000 bonus and still be able to afford a 3% salary bonus for the other staff. Dr. Sill withdrew his original motion.

MOTION: Dr. Sill made the motion to recommend a \$10,000.00 bonus for the Executive Director and a 6% salary bonus to staff. The motion was seconded by Mrs. Wark. All were in favor.

4. Public Comment: No comments were made.

Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

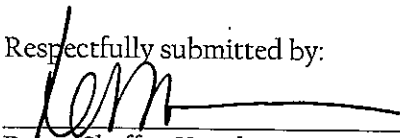
5. Announcements: No announcements were made.

\*6. Adjournment (For Possible Action)

MOTION: Mrs. Wark made the motion to adjourn. Motion was seconded by Mrs. Guillen. All were in favor.

Meeting Adjourned at 9:08 am.

Respectfully submitted by:

  
Debra Shaffer-Kugel, Executive Director