



NEVADA STATE BOARD OF DENTAL EXAMINERS  
 6010 S Rainbow Boulevard, Suite A-1  
 Las Vegas, Nevada 89118  
 (702) 486-7044



Telephone Conferencing for this meeting is available at the Nevada State Board of Dental Examiners located at 6010 South Rainbow Blvd, Suite A-1, Las Vegas, Nevada 89118.

**Budget & Finance Committee Meeting**  
**Thursday, May 7, 2015**  
**6:30 PM**

Meeting

**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. Timothy Pinther ----- PRESENT  
 Dr. Byron Blasco ----- PRESENT  
 Mrs. Wark ----- PRESENT  
 Ms. Guillen ----- PRESENT

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

Others Present: Dr. Miller as a public member.

**2. Public Comment:** (Public Comment is limited to five (5) minutes for each individual) Dr. Jade Miller.

<p>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).</p>
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**\*3. New Business:** (For Possible Action)

**\*(a) Discussion and Review of Employees Performance and Compensation –NRS 631.190** (For Possible Action)  
 Pursuant to NRS 241.030(a), the board may, by motion, enter into closed session to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.

Mrs. Hummel indicated to the Board that there were a couple of policies and procedures for them to consider, such as employee performance and compensation review. She noted to the board that she was speaking about the employees as a whole and not one employee in particular. She stated that if they were so inclined, they could to grant a merit increase/bonuses, and cost-of-living increase (maximum of 3%). Mrs. Wark asked if Mrs. Hummel

could explain or advise them of her opinion regarding the differences between merit increases versus bonuses, furthermore, what the downside would be for a merit increase as opposed to a bonus. Mrs. Hummel explained that if an employee has gone well above and beyond they would be receive an increase in pay based on merit,; she stated that there could be an employee that performs at a minimum which they could choose to not grant such an employee a merit increase. She added that a bonus would not be based on merit. Her recommendation would be to implement that the Executive Director be able to make a recommendation for merits increases or bonuses based on their employee review. She stated that the employee reviews were usually given the first week of June.

Dr. Blasco stated that any kind of merit increase would be based on how an employee performs and how much they go above and beyond, rather than for an employee that does what they are paid to show up and do. Mrs. Wark inquired if a merit increase would be easier for them to budget for. Mrs. Hummel stated to the Board that the of a cost-of-living increase hold a legal maximum of 3%, where a merit increase would be at the discretion of the recommendation of the Executive Director upon completing her employee reviews in June, which would get approved in June at the Board meeting and would become a part of the next fiscal year budget. She also noted that she would need to know if they would be granting a bonus for the holiday so that she can budget for it.

Ms. Guillen stated that she liked that the ED would be the one determining when the merit raises are given because she is the one that sees the employees perform on a daily basis.

MOTION: Mrs. Wark made the motion to adopt the cost of living index with a maximum of 3% increase annually. Motion seconded by Ms. Guillen. All were in favor.

MOTION: Dr. Pinther made the motion that upon the evaluation of staff by the Executive Director, that she recommend to the Board a merit increase, if any, based on her employee review. Motion seconded by Ms. Guillen. All were in favor.

MOTION: Mrs. Wark made the motion to recommend that the Board provide annual holiday bonuses to staff not exceed a maximum of three thousand dollars (\$3000), which is to be equally disbursed amongst staff. Motion seconded by Dr. Pinther. All were in favor.

**\* (b) Discussion and Review of Executive Director's Performance, Compensation and Employment Contract  
NRS 631.190 (For Possible Action)**

Pursuant to NRS 241.030(a), the board may, by motion, enter into closed session to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.

MOTION: Ms. Guillen made the motion to go into a closed session. Motion seconded by Mrs. Wark.

A motion and a second were made to return to open session 7:10 pm.

MOTION: Mrs. Wark made the motion to recommend to the Board that they increase the Executive Director's compensation to a base salary of \$120,000.00. Motion seconded by Ms. Guillen. All were in favor.

**\* (c) Discussion and Review of Budgeting Methods, to include, reserve accounts-NRS 631.190  
(For Possible Action)**

Dr. Blasco stated that after having reviewed the Boards financial information he would like to increase the Boards reserves. Mrs. Hummel stated that she would recommend that they set a minimum number amount on the reserves. Mrs. Hummel explained how the funds in the reserves help unanticipated expenses such as litigation and unforeseen expenses that aren't already budgeted for. She recommended that they start with \$300,000 in reserves, and therefore, would like to set a goal total of \$1.2 million. She added that at the end of June they will have \$925,000 in reserves. Mrs. Shaffer-Kugel commented to the committee that should AB 89 pass, it would potentially allow for more applicants which would lead to a revenue increase for the Board. Dr. Blasco indicated that the Board has had a good amount of income, which he would like Mrs. Hummel and Mrs. Shaffer-Kugel to do some research at the different entities that would allow the Board to get a much higher return rate in interest on their money. Mrs. Hummel indicated that she would look into it.

MOTION: Mrs. Wark made the motion to recommend to the Board to seek to have a reserve of \$1.2 million. Motion was seconded by Ms. Guillen. All were in favor.

4. Public Comment: (Public Comment is limited to Five (5) minutes for each individual) No comments.

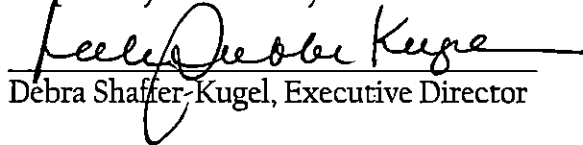
Note: No vote may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)

\*5. Adjournment (For Possible Action)

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

Meeting Adjourned at 7:19 pm.

Respectfully submitted by:

  
Debra Shaffer-Kugel, Executive Director