

Nevada State Board of Dental Examiners



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February 6, 2017

Catherine Brekken, CPA
Division of Internal Audits
Governor's Finance Office
209 E Musser Street, Room 302
Carson City, Nevada 89701

Dear Ms. Brekken.

Enclosed is an update to the Corrective Action Plan regarding recommendation numbers 8 and 9 which are fully implemented to include a written summary of the Employment Committee Meeting and Board Meeting held on January 20, 2017.

Upon review, should you have additional questions or need further assistance, please do not hesitate to contact me at (702) 486-7044 or by email at dashafer@nsbde.nv.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lemm", with a long horizontal flourish extending to the right.

Debra Shaffer-Kugel, Executive Director
Nevada State Board of Dental Examiners

Cc: Legislative Auditors
Department of Administration
Bryon Blasco, DMD, Board President

Corrective Action Plan
Recommendation Update-02/06/2017

Recommendation #8-Accepted

Prepare contracts that accurately reflect the maximum amount expected to be paid to contractor.

Corrective Action Plan-Fully Implemented

The Board prepared and submitted an amended to contract to the State Board of Examiners for Morris, Polich & Purdy, LLP. The contract was returned due to the Board electing to hire a staff general counsel. So, the amendment to the contract is a moot point with the hiring of general counsel.

Recommendation #9-Accepted

Review, at a public Board meeting, the merits of contracting with outside counsel versus hiring General Counsel to meet the majority of the Board's legal needs

Corrective Action Plan-Fully Implemented

On December 1, 2016, the Nevada State Board of Dental Examiners created an Employment Committee to examine applicants and make recommendations to the Board for the general counsel staff position. On January 20, 2017, the Employment Committee held a meeting to review and discuss the 23 resumes submitted. The Employment Committee has narrowed down the application pool to six applicants and will conduct interviews with the six applicants on March 10, 2017 and make recommendations to the Board on March 24, 2017 to employ a general counsel.

Summary of Employment Committee Meeting and Board Meeting

Employment Committee Meeting 01/20/2017

The Employment Committee held a public meeting on January 20, 2017, to consider the 23 resumes the Committee received for the unclassified position for general counsel. Several of the candidates attended the meeting and Committee Members asked questions of several candidates. The Employment Committee narrowed down the application pool from 23 applicants to 6 applicants. The Committee agreed to conduct interviews on March 10, 2017 at a properly noticed meeting. After the interviews, the Committee will make recommendations to the Board relative to the person(s) to hire for general counsel at the Board's meeting scheduled for March 24, 2017.

Board Meeting 01/20/2017

Agenda Item 4 of the Board Meeting held on January 20, 2017 regarding the recommendations from the Employment Committee was tabled. No action was taken.