

DRAFT

**Finance Committee Meeting Minutes
Nevada Board of Wildlife Commissioners**

Meeting Location: Nevada Department of Wildlife
1100 Valley Road
Reno, Nevada 89512

Committee Members: Commissioners Charles Howell (chair), Daryl Capurro, and Thomas Cavin

Thursday, August 12, 2010 – 1:00 p.m.

1. Call to Order & Roll Call – Chairman Howell

Chairman Howell called the meeting to order at 1:21 p.m.

Roll Call: Commissioners Howell, Capurro, and Cavin present. Commissioners Lent and Shrum, Patrick Cates (NDOW), Gil Yanuck (Carson CAB), and Dave Hansen (public) also present.

2. Approval of Minutes – Action

Motion to approve minutes from the May 12, 2010 meeting as drafted by Commissioner Capurro, seconded by Commissioner Cavin. Motion approved unanimously.

3. Member Items

Chairman Howell stated only the CAB and Commission portions of the budget would be reviewed today and asked Deputy Director Cates for an update and when the full budget would be available for review. Mr. Cates discussed the timing of the budgeting process. Final numbers for the base fiscal year were only recently made available. Half of NDOW's fee revenue was outstanding and unreconciled until last week. The earliest a full presentation on the completed NDOW budget would be after it's submission to the Budget Office on September 1. Discussion ensued as to the best time to have a meeting prior to the next Commission meeting in September.

4. Public Comment Period

Commissioner Lent: NDOW and the Commission is in violation of NRS by not allowing review of the budget by the Commission before it is submitted to the Budget Office. This has happened year after year. Either they (NDOW) have to submit it to the committee and Commission

before September 1 or they have to get a waiver from the deadline to submit it to the Budget Office.

Chairman Howell asked Mr. Cates to respond to Commissioner Lent's concerns. Mr. Cates confirmed NDOW has not historically been able to meet that deadline due to the timing issues discussed under member items. Chairman Howell commented the statute needs to be changed. Mr. Cates agreed. Mr. Cates indicated he was not aware of any agency getting a waiver from the September 1 statutory deadline to submit budgets to the Budget Office.

Commissioner Capurro stated agencies do not make the September 1 deadline. He indicated there should be some dispensation for agencies which have boards who must review budgets. He indicated we should not be violating statute year after year.

Commissioner Cavin asked Mr. Cates if there were any alternatives for review after the September 1 deadline.

Mr. Cates stated the budget system is shut down on September 1 at midnight and agencies are locked out from that point forward so all agencies submit on time, complete or not. Between September 1 and the end of December is the "Gov Rec" phase. Adjustments are made, costs are questions. Adjustments requested by the agency or the Commission may be considered at the discretion of the Budget Office.

Chairman Howell asked Mr. Cates to send correspondence to the Budget Office asking for an extension of the deadline and to copy all of the committee members.

5. Report on Changes in NDOW Personnel - Informational

Chairman Howell noted 45 changes in a six month period. Mr. Cates discussed the large number of retirements and that 25% of the workforce is eligible to retire in the next few years. Furloughs and the economy have taken it's toll and many people have moved on.

Chairman Howell noted some positions will continue to be held vacant. He indicated the Commission doesn't have authority over this, but it looks like most of these positions should be eliminated permanently.

Mr. Cates indicated that is being looked at in the budgeting process. He explained the process and issues of timing and funding sources. He indicated Director Mayer is committed to eliminating vacant positions before layoffs, but that was under consideration. He also stated Director Mayer's priority is to keep the resource divisions whole.

Commissioner Capurro asked for clarification on which positions were federally funded. There may be reasons to keep a position and it doesn't all save state money. He also indicated it was difficult to get a position added back and it is better in some instances to keep a position vacant than to eliminate it entirely.

Commissioner Cavin noted the grade level of the Game Wardens seemed higher than of the Biologists.

Mr. Cates indicated there was some history there whereby the two groups used to be combined in one classification but were split years ago. At some point the wardens received a grade increase based on comparisons with other law enforcement personnel in the state.

Commissioner Capurro indicated several sessions ago the wardens went separately to the Legislature to request a higher grade than recommended by the department.

Commissioner Lent concurred with Commissioner Capurro and said the overtime of Game Wardens should also be looked at by the committee. Chairman Howell requested that information for the September meeting.

Mr. Yanuck indicated that part of the testimony during the Legislature was based on the loss of law enforcement personnel to other agencies due to the pay differential. He also spoke to the dangers faced by game wardens in the field.

6. Report on NDOW Out of State Travel - Informational

Chairman Howell asked about how much cave diving there was in Nevada. A biologist went to Florida for cave diving training and safety evaluation. Mr. Cates indicated he would have to research the purpose of that travel.

Chairman Howell stated we would have the traveler who went last year train the guy this year instead of sending another person. Mr. Cates indicated it was not all training. He indicated a lot of it is for regional coordination of wildlife management. Reductions were already made for non-essential travel as part of the Special Session of the Legislature.

Commissioner Lent noted the Deputy Attorney General's travel for the wild horse issue. He asked to see how much it costs the DAG to travel to Alaska. Mr. Cates indicated the cost of that trip was split between NDOW and the AG. A discussion ensued regarding the wild horse issue.

7. Commission and County Advisory Board FY 2012-2013 Executive Budget Request – Action

Mr. Cates explained the support material to the committee. He explained the FY11 amounts were already voted on by the Commission. He explained a work program budget adjustment is pending the September Interim Finance Committee of the Legislature to bring the CABs up to what the Commission approved. That change was straight forward as it is based on the Commission's statutory authority to approve CAB budgets.

He noted an FY11 adjustment has not been made yet for the decision of the Commission to send members to the summer WAFWA conference. He noted it had not yet been submitted on purpose. There is sensitivity around out of state travel and the costs are variable. Therefore he preferred to let the budget category ride through half the year and see where we are at and then submit a work program for the rest of the year rather than submit one up front based only on out of state travel.

Commissioner Capurro expressed concern NDOW would not be able to pay the FY11 WAFWA expenses if we haven't submitted a work program for it. Mr. Cates explained all the Commission expenses are in one category – out of state, in state, and supplies. The costs are variable. Less may be spent on Commission meetings and no work program may be necessary. Or they could cost more and we may need to ask for even more money. Therefore it was preferable to see how we look at the end of the calendar year and plan accordingly.

Commissioner Capurro indicated concern there would not be funding to send a commissioner to the winter WAFWA conference. Mr. Cates indicated historically only one or two commissioners went on out of state travel each year. He said based on that he wasn't expecting any more out of state travel this year. Mr. Cates indicated it was his understanding the winter meetings were really business meetings and did not have a lot of conference sessions as at the summer meetings. He suggested Commissioner Raine attended a winter meeting last year and may be able to speak to that. Commissioner Capurro indicated it was important to send at least two commissioners to the summer meetings.

Commissioner Lent indicated the Commission has participated in the winter meetings as well. Commissioner Lent indicated an additional meeting with Utah is planned. Two or three additional meetings should be planned. He also said there should be a miscellaneous category for commissioner's personal costs for copy paper reimbursement.

Mr. Cates offered to produce reports of actual Commission expenditures periodically for the committee's review, perhaps quarterly.

Commissioner Capurro requested to see the budgeted amount for the prior 10 years, not just the actual amounts. Chairman Howell noted the costs vary a lot from year to year.

Chairman Howell suggested that video conference meetings should be considered for Commission meetings to reduce travel costs of the CABs. Commissioner Capurro suggested we consider using LCB's facilities for both commissioners and CABs to participate in meetings.

Mr. Yanuck stated video conferencing works pretty well. However, the travel to meetings is important to allow CAB members and commissioners to interact, not just hear presentations. That could not be done with video conferencing. Chairman Howell indicated the CABs already have made their reports and that is all the Commission needs to hear. Mr. Yanuck said the concept was good to save money and was possible.

Commissioner Cavin noted the time involved for NDOW staff to travel to meetings. NDOW personnel have to spend two full days out of the office and it's not very productive. Travel is incidental to staff time. Allowing NDOW staff to participate through video conference would be another benefit.

Commissioner Capurro indicated before his retirement, his employer spent \$50,000 on a video conference system. That cost could be recovered quickly if this was done in both Reno and Las Vegas. It would be beneficial for NDOW productivity beyond just the Commission meetings.

Mr. Cates indicated we are all in agreement on the benefits of video conferencing. LCB does have equipment, but they will bump you and you cannot get rooms during sessions and they charge. NDOW is very interested in getting the capability to support Commission meetings, but it is very expensive. We have reviewed many configurations. We have some infrastructure issues we are trying to address first – namely our bandwidth at our locations. We installed a second T1 line at our Elko office last month to address bandwidth problems there just for normal work. At the Reno office we have significant connectivity issues. We have been working with the Department of Information Technology to install a microwave connection for the last six months. After assuring us for months this would be installed in the spring, they told us just last week their tower is full and this is not an option for us. We are now considering other options. However, we do currently have some video conferencing capability using webcams. It is not very robust but we have used it for committees and internal meetings. But it's capabilities are very limited and would not support a full commission meeting.

Mr. Cates presented the support material for the FY12-13 budget requests. He indicated the proposed budget for the Commission was basically flat compared to FY10. The budget for the CABs was brought up to what the Commission approved for FY11, which is adjusted

annually based on Commission approval. The last page represents the estimated costs for WAFWA conferences in FY12 and FY13, including amounts to increase the budget to cover those projected costs. This covers two commission members going to the summer conference.

Chairman Howell indicated we need to cover the cost of an extra meeting in FY11. Mr. Cates referred to his prior comments that we would monitor the current, FY11, expenditures and true it up later in the year. Mr. Cates explained that FY12-13 is based on FY10 actual expenses.

Commissioner Capurro proposed at least two members should go to the summer meeting and at least one to the winter meeting. Commissioner Cavin spoke in support of that proposal.

Commissioner Capurro moved to augment the FY12 and FY13 Commission expenses for out of state travel by \$2,413 each fiscal year and to adopt the M150 adjustments shown on page three of the handout to the budget as proposed. This would allow two commissioners to attend the summer meeting and one to attend the winter meeting. Motion was seconded by Commissioner Cavin and approved unanimously.

A discussion ensued regarding the ten year history of CAB expenditures as presented on page one of the handout. Commissioner Cavin expressed concerns about the variable amounts and how much it increased in the last five years. Mr. Cates explained it is due to the counties carrying forward funds from prior years. This last year all of the counties seem to have run out of balance forward money at the same time. Therefore the report shows NDOW payments to counties, not the counties true costs year to year.

Mr. Yanuck spoke to the difficulties of CAB budgeting in the current system due to timing and inconsistency. He spoke to software he developed and shared with the other CABs as a standard tool to assist in budgeting. The current procedure is inconsistent. Mr. Cates concurred and complimented Mr. Yanuck's software and indicated that would be used in standard procedures for all the CABs. He further indicated the Commission needs to schedule their meetings far enough in advance to facilitate CAB budgeting.

Commissioner Lent also indicated the CABs attendance varies. Some percent attendance factor should be considered in determining their budgets.

8. Future Committee Meeting - Chairman Howell - Action

Chairman Howell moved and committee approved holding next meeting on September 23 at 1:00 p.m.

9. **Adjournment – Chairman Howell**

Meeting adjourned at 3:22 p.m.