



STATE OF NEVADA

## BOARD OF DISPENSING OPTICIANS

4600 Kietzke Lane, Suite B-116, Reno, NV 89502 • Telephone 775 / 688-3766 • Fax 775 / 688-3767

Email: [nvbdo@govmail.state.nv.us](mailto:nvbdo@govmail.state.nv.us) • Website: [nvbdo.nv.gov](http://nvbdo.nv.gov)

### **Minutes of Emergency Public Meeting via Teleconference**

Nevada Board of Dispensing Opticians

Wednesday January 21, 2015, 6:00 p.m.

NVBDO Executive Office

4600 Kietzke Lane, Suite B-116; Reno, NV 89502

#### **Members Present**

Joshua Wasson, President

Tamara Sternod, Vice President

Marilyn Brainard, Treasurer

Marsha Costuros, Secretary

Corinne Sedran, Executive Director

#### 1. Call to order

Joshua Wasson called the meeting to order at 6:01 p.m. Wasson noted board member Daniel Harris was not in attendance because he had resigned his seat at the previous meeting.

#### 2. Public comment

Wasson asked whether the governor's office had contacted the board office regarding the open seat on the board. Sedran stated she had sent Harris' resignation to the board's attorney to ensure they followed the proper procedure.

#### 3. Discussion/Decision on Lease for Office Space Prepared by Leasing Department; Issues/Delays Encountered in Execution of Lease (for possible action).

Sedran stated she had written a letter and timeline detailing the issues the board had encountered trying to work with state Leasing Services on leasing new office space. Sedran first contacted Leasing Services at the beginning of November 2014. Leasing negotiations have taken months on the side of Leasing Services and the process has been an impediment to the efficient running of the board office, especially now that renewals are underway. She does not believe she was accurately advised by Leasing Services on the process of obtaining the lease; the process was made longer and more difficult than necessary. Also, Leasing Services drafted a lease for a three-year term with a rent increase of \$100 per month after the first year on its own initiative.

Neither the owner of the office space, nor the board, requested the lease extend beyond one year or that the rent increase after the first year. Leasing Services was not representing the interests of the board when it negotiated those terms. Sedran does not believe the terms are unreasonable, however, she does not agree with the way the contract was executed considering the board will be bound by terms it did not take any part in setting. Sedran has now been notified by Leasing Services there will be further delays and the lease may not be executed until March, meaning the board will not be able to move its office until April.

Sedran asked the board to empower her to take whatever actions necessary, within the cost limits set by the board, to get the lease executed and the board moved into its new space by March. She does not believe the move will take place in March relying solely on Leasing Services to complete the process. Marilyn Brainard agreed Sedran should seek legal counsel to aid her in the execution of the lease. The board should have been consulted on the terms of the lease and given time to review the final contract before the executive director was asked to execute it. She has already contacted the Governor's Office and the Leasing Department seeking help expediting the lease and has been unsuccessful.

Brainard asked how the cost of the new office space compares with the current market rate. Sedran has not made a market-rate comparison, however, she has discussed the rate with several other executive directors and the cost is lower, in most cases, than what other boards are spending for similar space. Brainard stated she would be happy to review the board's financials with any board member who may have concerns about the board's ability to afford the new space. Sternod asked whether Brainard had reviewed the board's budget to learn how the cost of the lease would affect the board's overall financial condition. Sedran stated the board had reviewed its yearly budget at the December 2014 meeting and had looked at the impact of the increased rent. The impact for FY 2014-15 will be minimal and the proposed increase to the Apprentice Renewal Fee for 2016 should cover the difference in 2016. Brainard stated the board's budget is a living document that can be altered as circumstances dictate.

Brainard asked whether the lease could be altered at this point to return to a one-year term. Sedran stated Leasing Services had already delivered the lease to the owner of the space and he had signed it, believing he was agreeing to a three-year term. This was done before the document was delivered to the board office; Sedran was unaware of the terms when the contract was executed by the owner. Sedran does not believe it would be fair to the owner to renegotiate for a one-year term at this point, considering he has already kept the space unoccupied for three months on the board's behalf, four by the time the board will move in, and has been uncompensated for that time. He was unaware the board had not seen the terms of the lease when he signed the contract. Brainard stated she is in favor of empowering Sedran to take the steps necessary to execute the lease and get the board moved to its new location, including seeking legal advice on the matter. Sternod moved to so empower Sedran, provided she does not commit the board to terms in excess of the \$800 per month rate included

in the lease. If terms do exceed that amount, Sedran should consult with a board member before proceeding. Marsha Costuros seconded the motion. The vote was unanimous.

4. Discussion/Decision on Handling of PERS Enrollment/Payment (for possible action).

Sedran suggested the board table this item until its next board meeting to give her time to obtain the necessary legal advice. She would like to present the board with all its options before proceeding and does not believe this is an “emergency” item upon which the board must take immediate action. Opting out of the PERS system may require a restructuring of the executive director position and would entail costs of which the board should be aware. Brainard agreed the board should review its options thoroughly before making a decision on this issue. Brainard moved to transfer this item to the following meeting’s agenda and empower Sedran to obtain the legal counsel necessary to properly advise the board. Costuros seconded the motion. The vote was unanimous.

5. Public Comment

There was no public comment

6. Adjournment

Wasson adjourned the meeting at 6:36 p.m.