

**\*\*\* NOTICE OF PUBLIC MEETING \*\*\***

**INFORMATION TECHNOLOGY ADVISORY BOARD**

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**LOCATION:**  
**State Public Works Division**  
**515 E. Musser Street**  
**1<sup>st</sup> Floor Conference Room**  
**Carson City, Nevada 89701**

**VIDEOCONFERENCED TO:**  
**Grant Sawyer Building**  
**555 E. Washington Avenue**  
**Room 1400**  
**Las Vegas, Nevada 89101**

**DATE AND TIME OF MEETING:** March 06, 2023, 3:00 p.m. (Pacific Time)

**DATE OF AGENDA PUBLICATION:** February 28, 2023<sup>1</sup>

**DATE OF FIRST AMENDED AGENDA PUBLICATION:** March 01, 2023 before 9:00 am

Below is an agenda of all items to be considered. Items on the agenda may be taken out of the order presented, items may be combined for consideration by the public body; and items may be pulled or removed from the agenda at any time at the discretion of the Chairperson.

**AGENDA**

1. CALL TO ORDER and ROLL CALL
2. PUBLIC COMMENTS (*for discussion only*) – Public comment is encouraged to be submitted in advance so that it may be included in meeting materials and given attention and though it will not be read into the record, they are encouraged to be accessible to screen reader devices. Please provide your name in any comment for record keeping purposes. No action 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. Public comments may be related to topics on the agenda or matters related to other topics in accordance with NRS 241.020(3)(3). Public comments will be limited to 3 minutes per person because of time considerations. Comments will not be restricted based on viewpoint. The Chair may, at their discretion, hold this agenda item open in order to receive public comments under other agenda items. Note: this guidance applies for all periods of public comment as may be referenced further in the agenda.
3. NEW MEMBER INTRODUCTION: The Board has received five new members since their last meeting and there will be a brief introduction from each member. (for discussion only) – Chair Jeramie Brown
4. NOMINATION AND ELECTION OF CHAIR AND VICE CHAIR: Per NRS 242.122(3), “At the first regular meeting of each calendar year, the members of the Board shall elect a Chair by majority vote.” (*for possible action*)

5. APPROVAL OF MINUTES: A discussion and vote related to approval of draft minutes related to the Information Technology Advisory Board (“ITAB”) meeting on October 26, 2022 (*for possible action*) – Chair
6. BYLAWS: A return discussion to determine the board’s interest in written bylaws, including presentation of a discussion draft (*for possible action*) – DAG
7. PRIORITIES FOR ITAB IN 2023: A discussion regarding the board’s priorities in alignment with the duties and powers outlined in NRS 242.124 and consideration of the applicability of Governor’s Executive Order 2023-003<sup>2</sup> (*for possible action*) – Chair
8. ENTERPRISE INFORMATION TECHNOLOGY SERVICES (EITS) DIVISION LEGISLATIVE UPDATE: An opportunity to hear updates on the legislative process for EITS and receiving an update on the two letters sent to the Governor’s Office. (*for possible action*) – State Chief Information Officer and EITS Administrator Timothy Galluzi
9. REPORT ON GOVERNOR’S RECOMMENDED BUDGET: A discussion regarding Gov Rec and what was covered for EITS. (*for possible action*) – State Chief Information Officer and EITS Administrator Timothy Galluzi
10. NEVADA ADMINISTRATIVE CODE (NAC) 242: Presentation regarding Executive Order 2023-003 and possible regulations for removal under NAC Chapter 242. (*for information only*) – EITS Chief of Policy and Communications JoVon Sotak
11. PUBLIC COMMENTS (*for discussion only*) – No action 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. Public comments will be limited to 3 minutes per person because of time considerations. Comments will not be restricted based on viewpoint. The Chair may, at its discretion, hold this agenda item open in order to receive public comments under other agenda items.

## 12. ADJOURNMENT

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Meeting materials are available online at [it.nv.gov/Governance/ITAB/Meetings/Meetings/](https://it.nv.gov/Governance/ITAB/Meetings/Meetings/) and by e-mail request to [eitsadministration@admin.nv.gov](mailto:eitsadministration@admin.nv.gov) or via telephonic request to (775) 684-5800.

*Notice of this meeting was posted before 9:00 a.m. at least three working days prior to the meeting pursuant to NRS 241.020, in the following locations:*

- Nevada State Library and Archives, 100 N Stewart Street, Carson City, NV 89701<sup>3</sup>
- And the following web locations:
  - <https://it.nv.gov/Governance/ITAB/Meetings/Meetings/>
  - <https://www.notice.nv.gov><sup>4</sup>

The appearance of the phrase “for possible action” immediately following an agenda item denotes items on which the Board may take action.

We are pleased to make reasonable accommodations for members of the public with a disability who wish to participate. If accommodated arrangements for the meeting are necessary, please notify the IT Advisory Board staff (775) 684-5800 or you may email your request to [eitsadministration@admin.nv.gov](mailto:eitsadministration@admin.nv.gov) as soon as possible and ideally at least one full working day prior to the time of the meeting.

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<sup>1</sup> Agenda amended February 28, 2023 to reflect first agenda online posting date (corrected from February 27).

<sup>2</sup> First amended agenda reflects addition of the phrase “and consideration of the applicability of Governor’s Executive Order 2023-003” to agenda item 7.

<sup>3</sup> First amended agenda reflects removal of the extra posting location at the State Public Works Division.

<sup>4</sup> First amended agenda reflects the change from http to https related to notice.nv.gov.

# Agenda Item #5

# INFORMATION TECHNOLOGY ADVISORY BOARD

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**DATE AND TIME:** October 26, 2022, 1:00 p.m.

**LOCATIONS:** Nevada State Library & Archives Grant Sawyer Building  
100 N Stewart Street 555 E. Washington Avenue  
Room 110 Room 1400  
Carson City, Nevada 89701 Las Vegas, Nevada 89101

## MINUTES

### 1. OPEN MEETING LAW TRAINING (for discussion only) – SDAG Homa Woodrum

Open meeting law training was presented by SDAG Homa Woodrum before the meeting was called to order, to await reaching a quorum. She went over the different options of having meetings in person vs. remote participation and what the requirements would be for the board regarding those options for the public's participation.

### 2. CALL TO ORDER and ROLL CALL

Chair Jeramie Brown called the meeting to order at 1:37pm and then did roll call.

#### **Members Present**

- Chair Jeramie Brown – In Person
- Vice Chair Laura Freed - Virtual
- Senator Moises Denis - Virtual
- Mr. Hillery Pichon - Virtual
- Assemblywoman Teresa Benitez-Thompson - Virtual
- Deputy Administrator Sandra Ruybalid - Virtual

### 3. PUBLIC COMMENTS (*for discussion only*)

State Chief Information Officer (CIO)/EITS Administrator Timothy Galluzi recognized Mr. Les Ottolenghi (who relocated out state), Assemblywoman Teresa Benitez-Thompson, and Senator Moises Denis for their service to the State of Nevada and ITAB.

### 4. APPROVAL OF MINUTES (*for possible action*) – Chair Jeramie Brown

Vice Chair Laura Freed moved to approve the August 10, 2022 minutes. Senator Moises Denis seconded the motion. The motion passed.

5. LEGISLATIVE RECOMMENDATIONS (*for possible action*) – SDAG Homa Woodrum

SDAG Homa Woodrum provided Legislative history on the board and included proposed changes while keeping the spirit of the board. These changes would include more flexibility with a quorum as well as adjusting the budgetary language to allow more support from the board.

CIO/EITS Administrator Timothy Galluzi explained that with the current way the NRS is written, if the board had recommendations after the approval of the budget it would have to go back to the Legislature but it would be more appropriate to have the board submit recommendations within the six months leading up to agency submit. With the information provided Chair Brown motioned to draft a letter of support for changes to NRS 242 consistent with meeting materials provided, Assemblywoman Benitez-Thompson seconded the motion. The motion passed.

6. PLANNING STAGES OF ENHANCEMENTS (*for discussion only*) – State Chief Information Officer and EITS Administrator Timothy Galluzi

CIO/EITS Administrator Timothy Galluzi gave an overview of the EITS divisions process for enhancements. He stated that EITS started at the pre strategic level by holding strategic planning workshops where they developed their vision, mission, and priorities. Next the Unit Chiefs started looking at where the gaps and needs were. They made sure that every one of the gaps and needs were investment points to one of the strategic priorities. Later, they collected the technology investment notifications (TINs) from all the executive branch agencies that were looking to invest in technology during this upcoming budget build. During this process the Chiefs were looking for capacity issues and if there were trends that were moving in one direction or the next throughout the executive branch which allowed EITS to respond to certain needs. For example, if there's a massive push for cloud, EITS needs to ensure that they have the security tools necessary to protect the state of Nevada's data as it's moving into that cloud environment. They also wanted to ensure that they were investing in technologies, services and platforms that enable greater resiliency. With getting through the pandemic they seen how much resiliency really mattered with keeping state governments moving forward and taking things such as Office 365 and Microsoft Teams to the next level. After looking at all of this they effectively put together a list of enhancements, did white papers and submitted them up to the department for review. After the departmental level review, they were submitted to the Governor's Finance Office for further processing.

7. EITS RESOURCES (*for possible action*) – Chair Jeramie Brown

Interim Division of Human Resource Management Administrator Mandee Bowsmith discussed how the state is looking to address compensation, recruitment, retention, and internal training. She stated that the state of Nevada has contracted with a consulting Group called Simmons Group out of Las Vegas. This group has been asked to come in and help with identifying (from a third-party perspective), barriers to entry with respect to NC284, how they can update, innovate, and modernize their processes with respect to the state personnel system and creating a way to

bring employees into an open competitive environment. She also covered the EITS vacancy rate which is at 21.47%. She shared information on her screen which was updated on the ITAB website posting as additional meeting materials within the required time provided by Open Meeting Law. With the information provided by Mandee Bowsmith, Senator Denis Moises motioned for the board to create a letter of support to the Governor's office for changes to compensation regarding IT positions. Vice Chair Laura Freed seconded this motion. The motion passed.

SDAG Woodrum let Chair Brown know that he has the option to write the letters as Chair and then include the copies in the agenda packet at the next quarterly meeting showing the letter that did go out and this would allow the letters to be sent in a timely manner while the board works on gaining a quorum for future meetings.

8. PUBLIC COMMENTS (*for discussion only*)

Senator Moises Denis and Assemblywoman Teresa Benitez-Thompson thanked the board and stated that it has been an honor to serve on the board.

9. ADJOURNMENT

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# Agenda Item #6



## Information Technology Board [Proposed] Bylaws

### **Article 1 – Name**

- 1.1 The name of this group shall be the Information Technology Advisory Board (“ITAB”).

### **Article 2 – Authority**

- 2.1 The ITAB in its current form was created by Nevada Revised Statutes 242.122 to advise the Enterprise Information Technology Services Division related to certain policies and plans related to information technology.

### **Article 3 – Purpose and Function**

- 3.1 The duties and powers of the ITAB are outlined in NRS 242.124.

### **Article 4 – Membership**

- 4.1 The membership of the ITAB is outlined in NRS 242.122.

- 4.2 Representation

- 4.2.1 Voting Members: All members appointed under NRS 242.122 are voting members.

- 4.2.2 Non-Voting Members: There is no provision in statute for non-voting members of the ITAB.

- 4.3 Terms and Termination of Service

- 4.3.1 Each member appointed by the Governor under NRS 242.122(f) serves for a term of 4 years from the date of their appointment with no more than 2 consecutive terms of service. These members may not continue to serve if they cease to be a resident of the State of Nevada and are obligated to communicate a change in permanent residence within the State to the Chair and Enterprise Information Technology Services assigned staff.

- 4.3.2 Members appointed pursuant to NRS 242.122(1)(a)-(e) do not have term limits so long as the qualification of their position or designation continues without replacement by alternate appointee through the referenced appointing authority.

- 4.3.3 Members shall communicate in writing to their respective appointing authority of any resignation (by choice or change in circumstance/qualification) and copy or otherwise share such correspondence to the ITAB Chair and board staff.

#### **4.4 Chair and Vice-Chair**

- 4.4.1** At the first regular meeting of the ITAB each calendar year, the Chair shall be elected from among members by majority vote.
- 4.4.2** The ITAB may elect at its discretion a Vice-Chair.
- 4.4.3** There are not limits on successive years of service by a Chair or Vice-Chair except such limits related to their underlying membership.
- 4.4.4** Duties of the Chair - A Chair shall be the chief executive of the ITAB and have general supervision, direction and control of affairs of the ITAB. They shall preside at all meetings of the ITAB. They shall be the spokesperson of the ITAB in all policy and procedure matters and the signatory to correspondence on the ITAB's behalf. The Chair may be required to meet with the Administrator of Enterprise Information Technology Services as needed for update purposes.
- 4.4.5** Duties of the Vice-Chair – The Vice-Chair, if the ITAB elects to have one, shall serve to support and act as alternate Chair in the event the current Chair is unavailable for a given meeting or activity of the ITAB.
- 4.5** Attendance Requirements – A simple majority of members of the ITAB represents a quorum and as there are no designees permitted by statute to attend in lieu of a named member, attendance is an important component of service on the ITAB. A member who misses three or more consecutive meetings without excuse or permission in writing from the Chair will necessitate communication by the Chair to the applicable appointing authority to request substitution through appointment. Members must notify the Chair and Enterprise Information Technology Administrative staff related to any absence, preferably as much in advance of an upcoming meeting as possible. If the Chair is the applicable member in question, the staff of the ITAB may make such communication to the appointing authority as notice of non-participation.

#### **Article 5 – Voting**

- 5.1** Each appointed member of the ITAB shall have one vote.
- 5.2** A quorum shall consist of attendance by a majority of the membership positions.
- 5.3** A concurrence of at least a majority of the members present of the ITAB at a given meeting (which has established a quorum) shall be required on all action items placed on the agenda.

## **Article 6 – Compensation**

**6.1** Per NRS 242.123(2), ITAB members who are officers or employees of the Executive Department of State Government serve without additional compensation, while other members are entitled to a salary of \$80 for each day or part of a day spent on the business of the board. All members are entitled to receive per diem allowance and travel expenses provided for state officers and employees generally.

**6.1.2** Though allowable by law as indicated in Section 6.1, the ITAB is aware that NRS 242.123(2) is an unfunded provision and funds are not currently available for compensation or expense reimbursement.

## **Article 7 – Staffing**

**7.1** The Enterprise Information Technology Services Division shall provide staff support to prepare agendas, minutes, and schedule/arrange meetings as requested by the Chair of the ITAB and/or required by statute. The Office of the Attorney General's designated counsel for the Enterprise Information Technology Services Division provides counsel to the ITAB.

## **Article 8 – Meetings**

**8.1** The ITAB shall meet at times and places specified by the call of the Chair consistent with NRS 242.123(1) requiring at least one meeting every 3 months.

**8.2** A quorum shall consist of attendance of a majority of the membership positions of the ITAB.

**8.3** Agenda items may be submitted verbally at prior meetings by members of the ITAB or no later than five business days before a given meeting by members as applicable.

**8.4** Meetings will generally follow parliamentary procedure as contained in Robert's Rules of Order insofar as they do not conflict with the Nevada Revised Statutes and these bylaws.

**8.5** Meetings shall be conducted and noticed in accordance with NRS Chapter 241, collectively known as Nevada's Open Meeting Law.

## **Article 9 – Subcommittees**

**9.1** The Chair may appoint a subcommittee or workgroup of the ITAB to study specific issues and report back with recommendations to the ITAB. A majority vote of the ITAB is necessary to approve the composition and object of a given subcommittee. Subcommittees are subject to Nevada's Open Meeting Law.

- 9.2** A subcommittee created by the ITAB shall end upon a pre-determined end date upon its creation or upon completion of its charge if the charge is not updated or modified by the ITAB by majority vote of members present at a meeting where quorum has been established.
- 9.3** Subcommittees may utilize the ITAB's designated support staff (See Article 7) for scheduling, agendas, and minutes but should not require staff to fulfill substantive obligations of the subcommittee's charge from the ITAB.

### **Article 10 – Amendments**

- 10.1** Proposed amendments to the bylaws shall be submitted in writing to the Chair fourteen days prior to any meeting so that they may be included on the agenda for consideration.
- 10.1.1** Proposed amendments when submitted in writing shall be complete at the time of submission for posting and timely review by members of the ITAB.
- 10.2** The bylaws may be amended by a simple majority vote from voting members in attendance at a given meeting where quorum has been established provided that the amendment has been submitted timely in writing and appropriately noticed on the agenda.

### **Article 11 – Conflicts of Interest**

- 11.1** Members shall be responsible for full disclosure of current or past affiliations which may cause a conflict of interest or the appearance of impropriety related to their actions on a given subject related to the duties of the ITAB. This includes declaration by a given member prior to discussion of any matter that would provide a direct financial benefit for that member or otherwise have the appearance of a conflict of interest.
- 11.2.1** A statement shall be made on the record indicating the abstention of the member from majoring motions or casting a vote before participating in related discussion.

ADOPTED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, two-thousand and twenty-three after a majority vote of the Information Technology Advisory Board on the \_\_\_\_ day of \_\_\_\_\_, two-thousand and twenty-three.

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Chair, The Information Technology Advisory Board

# Agenda Item #8

# Nevada Information Technology Advisory Board

100 North Stewart Street, Suite 100  
Carson City, Nevada 89701

January 2, 2023

***Via First Class mail***

The Honorable Joseph Lombardo  
Governor of Nevada  
101 North Carson St.  
Carson City, NV 89701

**Re: Support for efforts of the Division of Human Resource  
Management**

Dear Governor Lombardo,

As the Chair of the Information Technology Advisory Board (“ITAB”), it is my pleasure to inform you of the board’s unanimous support (via vote at their October 26, 2022 meeting) of the efforts of the Division of Human Resource Management (DHRM) to improve retention and recruiting for crucial information technology (IT) positions statewide. This includes addressing pay inequity and requirements associated with hiring and retention.

According to DHRM, the total compensation for State of Nevada information technology positions is, on average, 25% lower than local government agencies and private companies. That disparity causes every State agency significant difficulty in recruiting and retaining IT employees.

Thank you for your time and consideration.

Sincerely,

DocuSigned by:  


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Jeramie Brown  
Chair, Information Technology  
Advisory Board

# Nevada Information Technology Advisory Board

100 North Stewart Street, Suite 100  
Carson City, Nevada 89701

January 2, 2023

## Letter of Support Regarding Proposed Adjustments in NRS 242 (Assembly Bill 18)

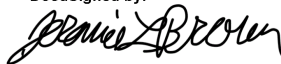
To Whom it May Concern:

The Information Technology Advisory Board (NRS 242.122 and NRS 233F.030) voted at its October 26, 2022 meeting to request the following conceptual adjustments in NRS 242:

NRS 242.122 sets forth the members of the Information Technology Advisory Board. At this time, all board members must be in attendance to establish a quorum because of the number of vacant positions. The board seeks language permitting a quorum to be a simple majority of appointed members rather than available seats (which would include unappointed members). Given that NRS 242.123 requires meetings every three (3) months and two appointed members are sitting legislators under NRS 242.122(1)(a)-(b), it can be challenging to comply with this requirement absent a full slate of appointed members.

NRS 242.124(1)(c) requires that the Board “Review the Division’s proposed budget before its submission to the Budget Division of the Office of Finance created by NRS 223.400.” This requirement would cause the Division to violate the relevant provisions of NRS 353.205, which provides for the confidentiality of the state budget. The Board would appreciate the ability to review and offer feedback on an otherwise publicly available Budget for the Division at such time as it is permissible.

Sincerely,

DocuSigned by:  


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Jeramie Brown

Chair, Information Technology  
Advisory Board

Nevada Information Technology Advisory Board  
100 N. Stewart St., Suite 100  
Carson City, NV 89701

Board Contact: Liz Smith:  
easmith@admin.nv.gov

[EITSAdministration@admin.nv.gov](mailto:EITSAdministration@admin.nv.gov)

[https://it.nv.gov/Governance/ITAB/Information Technology Advisory Board \(ITAB\)/](https://it.nv.gov/Governance/ITAB/Information_Technology_Advisory_Board_(ITAB)/)