



**Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust**  
201 S. Roop Street, Suite 102  
Carson City, NV 89701-4779  
Toll Free Phone (877) 883-7665  
Telephone (775) 885-7475  
Facsimile (775) 883-7398

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**Minutes of Meeting of the  
Audit Committee of  
Nevada Public Agency Insurance Pool and  
Public Agency Compensation Trust  
Date: October 20, 2014  
Time: 11:00 A.M.  
Place: 201 S. Roop St., Suite 102  
Carson City, NV 89701 and  
Conference Call: 1-800-593-9034; Passcode: 15042**

**AGENDA**

**1. Roll**

Members Present: Cash Minor, Josh Foli, Gerry Eick

Others Present: Michael Bertrand, Deb Connally, Melissa Mack, Doug Smith, Wayne Carlson

A quorum being present, Chair Cash Minor called the meeting to order.

**2. Public comment**

Chair Minor opened the public comment period and hearing none, closed the period.

**3. Action Item: Approval of Minutes of Meeting of November 20, 2013**

Josh Foli noted some typographical errors. On motion and second to approve the minutes with the typographical errors corrected, the motion carried.

**4. Action Item: Acceptance of Auditor's Report and Recommendations  
Regarding Public Agency Compensation Trust**

Michael Bertrand presented the financial statement highlights and reviewed the management letter recommendations. Gerry Eick asked which month under item 4 had a variance that was corrected in the following month. Mr. Bertrand responded that he would let Mr. Eick know later.

Mr. Eick also asked whether a policy had been adopted in response to item 5 about remote processing. Wayne Carlson commented that immediately after Mr. Bertrand inquired he and Debra Connally worked out that she would upload all downloaded files daily to the server to be sure that the server file was the only official file. Melissa Mack would be trained further on the location of those files normally worked on by Debra Connally.

Mr. Eick then asked about item 6 stale dated checks reconciliation. Ms. Connally explained that now that she was doing daily reconciliations remotely, this problem should be resolved. Wayne



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Carlson noted that with regard to the unclaimed property laws, insurance organizations have an annual calendar year filing requirement and that governmental agencies have a fiscal year requirement. He has established procedures to assure that the proper evaluation of potential items and notifications are calendared by him and by Melissa Mack to file the required reports accurately and timely.

On motion and second to accept the auditor's report and recommendations, the motion carried.

**5. Action Item: Acceptance of Audit: Public Agency Compensation Trust**

On motion and second to accept the audit, the motion carried.

**6. Public comment**

Chair Minor opened the public comment period and hearing none, closed the period.

**7. Action Item: Adjournment**

On motion and second to adjourn, the meeting adjourned at 11:30 a.m.

**The Agenda was posted at the following locations:**

**N.P.A.I.P.; P.A.C.T.**  
201 S. Roop Street, Suite 102  
Carson City, NV 89701

**Eureka County Courthouse**  
10 S. Main Street  
Eureka, NV 89316

**Carson City Courthouse**  
885 E. Musser Street  
Carson City, NV 89701

**Churchill County Courthouse**  
155 North Taylor Street  
Fallon, NV 89406