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## How To Contact The Board

### Southern Nevada

2310 Corporate Circle, Suite 200

Henderson, NV 89074

Phone: (702) 486-1100

Fax: (702) 486-1190

E-Mail: [mflordia@nscb.state.nv.us](mailto:mflordia@nscb.state.nv.us)

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9670 Gateway Drive, Suite 100

Reno, NV 89521

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### Hours of Operation

Monday - Friday

8 a.m. to 5 p.m.

# Completing An Annual Budget Takes The Guess Work Out

By Mary Marriott

January has already come and gone. Where is the time going?

Think about what you can do in these next 11 months. Think about all the things you did in the last 11 months. Now think about what you could have done with some planning.

I encourage you to take the time to complete your annual budget. If you have a plan and a tool (your budget) to measure your results, you will know where you are much faster. You will know if you should stay on course or if you need to make adjustments.

Here are five basic steps to creating a budget:

- **Look at last year's numbers for each category where you spent money.** You will be able to get what you need from your Profit and Loss for 2010.
- **Identify what your total monthly expenses averaged per month last year.** Make a list of each expense: rent, payroll, utilities, office supplies, auto



expense...you get the idea. You have to know how much it costs to keep your doors open in order to be able to set a sales goal. Make any adjustments that may be different for 2011 versus 2010.

- **Set your sales goal for each month.** You may have a seasonal business, so be realistic for each month depending on how you generate your sales.
- **Once the sales goal is set, determine how you are going to generate the sales.** This step is often skipped and contributes

*(See Annual Budget, Page 3)*

## Small Business Tax Credit

By Joy K. Gardner

If you are an employer with less than 25 full-time equivalent employees, you may qualify for the "Small Business Health Care Tax Credit" for 2010. A section of the Patient Protection and Affordable Care Act (PPACA) was designed to urge the small employer to provide health care to their employees. The tax credit has a maximum limit of 35

percent of employer paid premiums in 2010. This will increase to 50 percent of employer paid premiums in 2014.

The **eligibility rules** are below for your reference:

- **Providing health care coverage.** A qualifying employer must cover at least 50 percent of the cost of health care cov-

*(See Tax Credit, Page 3)*

# Across The Board

January 1-31, 2011

## Investigations Division

### Compliance Investigations

<i>Investigations Conducted</i> .....	177
<i>Investigations Closed</i> .....	192
<i>Licenses Revoked</i> .....	8
<i>Fines Assessed</i> .....	\$31,550
<i>Investigative Costs Assessed</i> .....	\$22,975
<i>Recovery Fund Claims Awarded</i> .....	\$33,457

### Criminal Investigations

<i>Investigations Conducted</i> .....	95
<i>Investigations Closed</i> .....	73
<i>Felony Cases Filed</i> .....	0
<i>Criminal Complaints Filed with District Attorney</i> .....	27
<i>Citations Issued</i> .....	14
<i>Convictions</i> .....	7
<i>Restitution Ordered by Court</i> .....	0
<i>Fines Assessed by Court</i> .....	\$1,660

## Licensing Division

<i>New License Applications Received</i> .....	95
<i>New Licenses Issued</i> .....	76
<i>License Change Applications Received</i> .....	238
<i>Licensed Nevada Contractors</i> .....	16,153

*The Contractors' Billboard is published by the Nevada State Contractors Board as a service to licensed contractors to promote a better understanding of Nevada contracting law and to provide information of interest to all construction professionals. This information is believed to be accurate at the time of publication. The Contractors Board and the State of Nevada assume no responsibility for any damage that arises from any action that is based on information found in this publication.*

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Brian Sandoval, Governor

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Kevin E. Burke, Chairman  
Thomas "Jim" Alexander  
Donald L. Drake  
Nathaniel "Nat" Hodgson III  
William "Bruce" King  
Stephen P. Quinn  
Guy M. Wells

Margi Grein, Executive Officer

### Mission Statement

The Nevada State Contractors Board is committed to promote the integrity and professionalism of the construction industry in Nevada.

The Nevada State Contractors Board has the responsibility to promote quality construction by Nevada licensed contractors through a regulatory licensing system designed to protect the health, welfare and safety of the public.

Website:

[www.nscb.state.nv.us](http://www.nscb.state.nv.us)

Art Nadler, Editor  
Ranya Botros, Editorial Assistant  
Phone: (702) 486-1139

## Annual Budget ...

(Continued from Page 1)

to blowing the budget. A company will set a budget, it looks good on paper, but no plan of action is created. Ask yourself, "How am I going to get the jobs I need to make my sales goal?" Do you have advertising in your budget? If you don't, you better add it. In today's business climate, we tend to think a company has gone out of business if we haven't seen the owner or representative at a networking event or any form of advertising. **YOU HAVE TO LET YOUR CONSUMERS KNOW YOU ARE OPEN FOR BUSINESS.**

- **Review the budget to determine if you will be profitable, meaning make more money than you spend.** Do your sales goals exceed your expenses? If not, start trimming the expenses. I'm sure everyone

has cut as much as they think they can, but sharpen your pencil again. Can you move to a smaller or cheaper facility? Can you sub out some of your work? Can you generate another income stream that you haven't thought of before? It's time to think outside the box and not sit by and weather the storm. Nevada, especially Las Vegas, has been in the perfect storm for three years! Time to step out of it, regroup and figure out what is going to work to keep your business thriving, not just surviving. The days of old are gone and will not return anytime soon. **What are you going to do different this year?**

Here is the beauty of numbers and a budget. They aren't emotional, opinionated, bias or subjective. They tell you like it

is. And when it comes to your business, you want something to tell you what is really going on. With your budget and accurate bookkeeping, you will be better equipped to run your business this year.

*Mary Marriott is the owner of Just Ask Mary, a bookkeeping and business management company. She has spent the majority of her career either owning businesses or working with the owners of other businesses to help them run more efficiently and effectively. She can be reached at: [mary@justaskmary.com](mailto:mary@justaskmary.com) or (702) 221-2236.*

## Tax Credit ...

(Continued from Page 1)

erage for some of its workers based on the single rate.

- **Firm Size.** A qualifying employer must have less than the equivalent of 25 full-time workers (for example, an employer with fewer than 50 half-time workers may be eligible).

- **Average Annual Wage.** A qualifying employer must pay average annual wages below \$50,000.

- **Both taxable (for profit) and tax-exempt firms qualify.**

Amount of credit:

- **Maximum Amount.** The credit is worth up to 35 percent of a small business' premium cost in 2010. On Jan.1, 2014, this increases to 50 percent (35 percent for tax-exempt employers).

- **Phase-out.** The credit phases out gradually for firms with average wages between

\$25,000 and \$50,000 and for firms with the equivalent of between 10 and 25 full time workers.

*Joy K. Gardner is a Reno, NV, employee benefits manager with Comstock Insurance Agencies, Inc. She can be reached at: [jgardner@comstockins.com](mailto:jgardner@comstockins.com) or (775) 853-9424, Ext. 216.*

## Nevada LP-Gas Board Reduces Fees

**By Eric C. Smith, Chief Inspector  
Nevada LP-Gas Board**

The Nevada LP-Gas Board is funded with fees collected from suppliers, distributors and servicers of LP-Gas and LP-Gas systems within the state of Nevada. The Board does NOT receive funds from the state general fund and has NOT raised fees to the industry it regulates for more than eight years.

The LP-Gas Board recently updated it's regulations to simplify licensing requirements and reduce costs associated with becoming licensed. Previously to obtain a Class 3A license, (businesses engaged in the installation or repair of LP-Gas vapor piping, appliances or venting) it would cost an owner \$445 and he/she would have to complete three separate applications.

Under newly adopted regulations, the fee is reduced to \$205 and an owner only

has to complete one application to obtain a license. This amounts to a 55 percent reduction in fees and a 67 percent reduction in paperwork.

*For more information on the LP-Gas Board and it licensing requirements, call: (775) 687-4890 or visit: [www.lpg.nv.gov](http://www.lpg.nv.gov)*

# Here's What's Happening at the Board

## Four Unlicensed Contractors Added To 10 Most Wanted

### Jose Luis

**Deltoro-Vargas, dba Deltoro Handyman, Concrete Landscaping Specialties and Jose Landscaping and Concrete,** has been

added to the Nevada State Contractors Board's Ten Most Wanted in Southern Nevada. A felony warrant *for using a false license* has been issued on him by Las Vegas Justice Court. Deltoro-Vargas also has a misdemeanor charge filed against him for *contracting without a license*.

Deltoro-Vargas allegedly entered into several contracts with homeowners in excess of \$2,000 each. He was paid money up front, did some work and never came back to finish repairs. The alleged unlicensed contractor mainly contracts for concrete patio or landscaping jobs.

**Uona Taumalolo, Lucas Hunter Schopper and Javier Rodriguez** have been added to the NSCB's Ten Most Wanted in Northern Nevada.

**Taumalolo, aka Lolo,** was cited and placed on the Ten Most Wanted in 2008 for *advertising without a license* and *contracting without a license*, after submitting a bid to an undercover NSCB investigator to do concrete work. Taumalolo failed to appear in court, and a warrant from Justice Court of Reno Township was issued on him.

The alleged unlicensed contractor apparently didn't learn his lesson and recently submitted a bid in excess of \$1,000 to a NSCB investigator for the installation of a concrete patio. A felony



**Deltoro-Vargas**

warrant for *contracting without a license* has been issued on him from Justice Court of Reno Township.

**Schopper,** a former licensed contractor, dba Bella Terra Professional Landscaping Services, LLC., had his license revoked by the Board in October 2009. He recently provided a \$1,450 bid for the installation of a countertop.

He had been advertising his services on Craigslist under the advertisement: "Huge Countertop Sale! No Demolition to Your Countertops Save Big \$\$\$." A misdemeanor warrant has been issued on him from Justice Court of Reno Township for contracting without a license.

Justice Court of Reno Township recently issued a misdemeanor warrant on **Javier Rodriguez** for *contracting without a license*. He provided a \$3,850 bid to an undercover NSCB investigator for the installation of pavers, wood floors and some painting. Rodriguez is alleged to be an illegal alien. If the public has information on Rodriguez, they are urged to call the "Unlicensed Contractor Hotline" at: (775) 850-7838.

The Special Investigations Unit of the Nevada State Contractors Board is hard at work tracking and citing offenders and informing the public of their rights and responsibilities. To assist in prosecuting illegal contracting, the Nevada State Contractors Board launched an online "Ten Most Wanted" page. Individuals list-



**Schopper**



**Rodriguez**

ed on the Ten Most Wanted website pages are those who have outstanding arrest warrants for unlicensed contracting activity.

Contractors and members of the public can go online at: [www.nscb.state.nv.us](http://www.nscb.state.nv.us) and click "Ten Most Wanted" to review suspects' profiles. The website includes contact numbers to provide information about the individuals profiled.

**The person(s) listed on the Nevada State Contractors Board's Ten Most Wanted website and in press releases *have not been* convicted of the charges and are presumed innocent.**

### Help Fight Unlicensed Contracting In Nevada

The Nevada State Contractors Board is asking contractors to become involved in helping to protect their neighborhoods from unlicensed contractors by volunteering their homes for one-day use by undercover NSCB investigators for sting operations.

To learn more on how you can help stop illegal unlicensed contractors from targeting your neighborhood, contact:

- Southern Nevada - Kenny Peppley, Supervisor of Criminal Investigations, (702) 486-1100, Ext. 1144.
- Northern Nevada (Carson City, Fallon, Elko and other outlying areas) – Fred Schoenfeldt, Investigations Supervisor, (775) 688-1141, Ext. 7884.



(See *What's Happening*, Page 6)

## Board Disciplinary Actions: January 1-31, 2011

The Nevada State Contractors Board adjudicated the following cases from Jan. 1-31, 2011.

**Stone Center of Nevada, LLC.**, license numbers 57673 and 70676 (Install Terazzo & Marble and Tiling), based out of Reno, NV, was found in violation of Nevada Revised Statute 624 for failure to obtain the discharge of a lien; failure to pay money due for materials or services; failure to include the Residential Recovery Fund information on a contract or proposal; failure to include the monetary license limit or license number on a contract or proposal; failure to keep in force a bond or cash deposit; for the partnership, corporation, firm or association participating in a prohibited act; and failure to establish financial responsibility. The licensee was fined \$9,200; ordered to pay investigative costs and make the complainants whole. License number 70676 is currently suspended for having no bond.

**Aztecs Concrete, LLC.**, license number 69359A (Concrete Contracting), based out of Reno, NV, was found in violation of Nevada Revised Statute 624 for aiding or abetting an unlicensed person and failure to establish financial responsibility. The licensee was fined \$100, ordered to pay investigative costs and provide a current financial statement.

**White Pine Fence Co.**, license number 52755 (Fencing & Equipping Playgrounds), based out of McGill, NV, was found in violation of Nevada Revised Statute 624 for failure to pay money due for materials or services; diversion of funds; failure to include the monetary license limit or license number on a contract or proposal; failure to include the Residential Recovery Fund information on a contract or proposal; and failure to establish financial responsibility. The licensee was ordered to pay investigative costs. The license was revoked.

**Lincoln Heating & Air Conditioning**, license number 35711 (Refrigeration & Air Conditioning), based out of Sparks, NV, was found in violation of Nevada Revised Statute 624 for willful disregard of the building laws of the state and failure to establish financial responsibility. The licensee paid an administrative citation.

**Turf Pro, LLC.**, license number 67683 (Landscape Contracting), based out of Reno, NV, was found in violation of Nevada Revised Statute 624 for substandard workmanship; failure to take appropriate corrective action; acting in the capacity of a contractor beyond the scope of the license; entering into a contract with an unlicensed person; and failure to establish financial responsibility. The licensee was fined \$4,700; ordered to pay investigative costs, provide a current financial statement and pay licensed contractors to complete work on the homeowners' residences. The license is suspended.

**Lifeguard Pool Maint, dba Lifeguard Pools**, license number 49357 (Excavating and Grading and Commercial & Residential Pools); **Lifeguard Pool Maint, dba L G P Development**, license number 58172 (Residential & Small Commercial); and **Meridias Realty Group LLC.**, license number 73613 (Residential & Small Commercial), based out of Las Vegas, NV, were found in violation of Nevada Revised Statute 624 for substandard workmanship; failure to keep in force a bond or cash deposit and for the partnership, corporation, firm or association participating in a prohibited act. The licensee was fined \$750 and ordered to pay investigative costs. License number 49357 is suspended.

**Floor Coating Creations, LTD.**, license number 52883 (Painting), based out of North Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for bidding or contracting for a construction contract in excess of the limit placed on the license; substandard workmanship; failure to take appropriate corrective action; acting in the capacity of a contractor beyond the scope of the license; willful disregard of the building laws of the state; and failure to include the monetary license limit or license number on a contract or proposal. The licensee was fined \$2,800; ordered to pay investigative costs and pay \$19,750 in restitution.

**A A Granite & Marble, LLC.**, license number 69628 (Install Terazzo & Marble), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to establish financial responsibility and failure to respond to a written request from the Board. The licensee was fined \$1,000; ordered to pay investigative costs and provide a current compiled financial statement prepared by a certified public accountant. The license remains suspended until a current bond is provided to the Board and a financial statement is provided to the Board.

**Diversified Building Systems, LLC., dba Western Empire Builders**, license number 68394 (Residential & Small Commercial), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to complete a construction project; willful disregard of the building laws of the state; diversion of funds; and failure to establish financial responsibility. The licensee was fined \$3,000 and ordered to pay investigative costs. The license was revoked.

**Ron Hanlon Masonry, LLC.**, license number 64733 (Masonry), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to establish financial responsibility; willful disregard of the safety laws or labor laws of the state; and failure to keep in force a bond or cash deposit. The licensee was fined \$1,500; ordered to pay investigative costs and make full restitution to all damaged parties and reimburse the Board for any monies paid out of the Residential Recovery Fund. The license was revoked.

(See Disciplinary Actions, Page 6)

# Here's What's Happening at the Board

(Continued from Page 4)

## Construction Education Grants Available

The Construction Education Commission, created by the Nevada Legislature in 2001 for the purpose of encouraging programs that meet the mission of improving quality and integrity in the construction industry to attract and retain an educated and skilled workforce, is accepting grant applications until **April 15, 2011**.

**Grant applications are available on the Nevada State Contractors Board website at: [www.nscb.state.nv.us](http://www.nscb.state.nv.us)**

The commission is totally funded

through voluntary contributions and fines levied through the Nevada State Contractors Board disciplinary process. A goal of the program is to increase awareness that a career in the construction trade is a viable profession that offers competitive salaries and high job satisfaction.

The Board has scheduled a **May 12, 2011**, meeting at both NSCB offices located at: 2310 Corporate Circle, Suite 200, Henderson, NV and 9670 Gateway Drive, Suite 100, Reno, NV.

## Residential Recovery Fund

The Nevada State Contractors Board's Residential Recovery Fund Committee awarded nine homeowners a total of \$40,149.11 from the Recovery Fund on Jan. 27 and Feb. 9, 2011.

Contractors are required by law (NRS 624.400 – 624.560) to provide information to a homeowner regarding the Residential Recovery Fund upon establishment of a residential contract with the homeowner.

It offers protection to Nevada owners of single-family residences who conduct business with licensed contractors for the performance of any construction, remodeling, repair or improvement. An owner must occupy the residence to qualify.

## Board Disciplinary Actions: January 1-31, 2011

(Continued from Page 5)

**Dallas Bailey Development, Inc.**, license number 42403A (Residential & Small Commercial), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to establish financial responsibility. The licensee is in bankruptcy. The license was revoked.

**Celestial Solar Systems**, license number 54678 (Solar Contracting), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for willful disregard of the building laws of the state and failure to establish financial responsibility. The licensee was fined \$1,500; ordered to pay investigative costs and make full restitution to all damaged parties and reimburse the Board for any monies paid out of the Residential Recovery Fund. The license was revoked.

**Dayan E. Brown, dba Browns Linemarking Service**, license number 54310 (Sealing & Striping of Asphaltic Surfaces), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to comply with a written citation and failure to keep in force a bond or cash deposit. The licensee was fined \$750; ordered to pay investigative costs and make full restitution to all damaged parties and reimburse the Board for any monies paid out of the Residential Recovery Fund. The license was revoked.

**Valentino Gutierrez, dba Trinity Masonry**, license number 57464 (Masonry), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to establish financial responsibility; failure to respond to a written request from the Board; willful disregard of the laws of the state regarding industrial insurance; and failure to comply with a written request from the Board. The licensee was fined \$2,000; ordered to

pay investigative costs and make full restitution to all damaged parties and reimburse the Board for any monies paid out of the Residential Recovery Fund. The license was revoked.

**Red Rock Fire Protection**, license number 64604A (Automatic Fire Sprinklers), based out of Las Vegas, NV, was found in violation of Nevada Revised Statute 624 for failure to comply with the terms of a construction contract, thereby causing material injury to another; failure to respond to a written request from the Board; willful disregard of the safety laws or labor laws of the state; failure to keep in force a bond or cash deposit; and failure to establish financial responsibility. The licensee was fined \$4,250; ordered to pay investigative costs and make full restitution to all damaged parties and reimburse the Board for any monies paid out of the Residential Recovery Fund. The license was revoked.

**\*\*The Business Review Program is one in which a contractor's business practices and regulatory compliance is examined by NSCB investigative staff. The program is a part of NSCB's proactive investigative efforts.**

***The Nevada State Contractors Board is committed to protecting the public's health, safety, and welfare through licensing and regulation of the construction industry. Under Nevada Revised Statutes, a licensee is subject to disciplinary action by the Board for failure to comply with the requirements of the laws or regulations governing contractors. Violations may result in Board action against the contractor's license. The State Contractors Board has the power to regulate contractors and discipline licensees who violate NRS 624. Disciplinary action may consist of a fine of up to \$10,000 per offense, order corrective action, suspension, revocation or other action.***

## Criminal Cases Prosecuted: January 1-31, 2011

**Code:**

IC = Investigative Costs

F = Fine

R = Restitution

PB = Plea Bargain

*\* By Nevada law, the Nevada State Contractors Board has the authority to issue citations and pursue prosecution of individuals for violations ranging from contracting without a license to fraud. The following are the convictions and penalties imposed by the courts.*

Southern Nevada			
Rodriguez, Willy	PB; IC	Santamaria, Pedro	PB; IC
Slepokourov, Boris	PB; IC		
Northern Nevada			
Sample, Kevin T.	Comm. Service	Sutton, Michael Myung	\$305 F; IC
Hernandez, Anthony Rey	\$115 F; IC	Miller, Michael William	\$650 F; IC

### Administrative Citations Paid January 1-31, 2011

*(Investigative Costs Also Assessed)*

Contractor	Lic. No.	Fine
Loveerde Builders, Inc.	49877	\$3,000.00
H & L Custom Builders	58190	\$2,000.00
G & B Fence	32452	\$500.00
Stratus Construction, Inc	22988	\$1,000.00

### UNLV Offers Free Fall Prevention Class

UNLV's Construction Management Program, in conjunction with the School of Nursing, is offering construction workers a free OSHA-approved Fall Prevention Training class from **8 a.m. to 1 p.m., Feb. 19, 2011**, at the MPE Building, located at Harmon and Swenson Streets on the UNLV campus.

To reserve a place in class, call: (702) 895-3572.

**A free OSHA 10 training class is also offered to all construction workers who complete the Fall Prevention Training class.**

## UNR Professional Development Courses

*The following professional development courses are being offered by Extended Studies at the University of Nevada, Reno, Redfield Campus, 18600 Wedge Pkwy. in South Reno unless noted otherwise.*

*For information and to register, call: (775) 784-4062 or 1-800-233-8928. To register online, visit and search by course/program title: <http://www.extendedstudies.unr.edu> For an at-a-glance calendar of Spring/Summer 2011 classes, visit: <http://www.extendedstudies.unr.edu/prodevcertificates.htm>*

The following courses are scheduled for March-April 2011:

**March 1 and 4, 2011 - "Microsoft Access Basics"** - This two-session computer skills course covers basic essentials of database creation and management using Microsoft Access 2007. Tuesday and Friday, 8:30 a.m. to 3:30 p.m. Cost: \$200, includes parking.

**March 1-10, 2011 - "Beginning Illustrator"** - This six-session graphics professional course offers instruction in the basic navigation and functionality of Adobe Illustrator and provides an opportunity to produce beginner work for a portfolio. Tuesday-Thursday, 6 to 9 p.m. Cost: \$349, includes parking.

**March 3-4, 2011 - "Effective Communication Skills**

**in the Workplace"** - This two-session supervisory management course will help you develop the listening and questioning skills you need to facilitate effective interpersonal, written and oral communication. Thursday-Friday, 9 a.m. to 4 p.m. Cost: \$325, includes parking, lunch each day and 12 PHR/SPHR recertification hours.

**March 8, 2011 - "Employee Orientations: From Design to Implementation"** - This one-session professional development course provides tools to design and implement a fun and informative orientation program best suited to your organization's needs. Tuesday, 9 a.m. to 4 p.m. Cost: \$195, includes parking, lunch and 6 PHR/SPHR recertification hours.

**March 8 and 11, 2011 - "Microsoft Access Intermediate"** - This two-session computer skills course covers intermediate topics in database creation and management using Microsoft Access 2007. Tuesday and Friday, 8:30 a.m. to 3:30 p.m. Cost: \$200, includes parking.

**March 8, 15 and 22, 2011 - "NEW-Social Media Tools: Foundations for Inbound Marketing"** - This three-session Social Media Marketing Certificate course will help you establish, develop and connect the foundational tools of inbound marketing - accounts on Twitter, Facebook,

*(See UNR Professional Development, Page 8)*

## UNR Professional Development ...

*(Continued from Page 7)*

LinkedIn and Google - to draw more people to your brand. Tuesday evenings, 6 to 9 p.m. Cost: \$299 by Feb. 25 (\$399 after Feb. 25); includes course materials, refreshment breaks and parking.

**March 11, 2011 - "The Rules Have Changed: Is Your HR Department in Compliance?"** - This advanced one-session senior HR professional development course examines the most recent changes to employment law and demonstrates processes to assist your organization in administering these new regulations Friday, 9 a.m. to 4 p.m. Cost: \$250 includes parking, lunch and 6 PHR/SPHR recertification hours.

**March 15 and 22, 2011 - "Accounting for Non-Accountants"** - This two-session professional development course examines basic accounting concepts and processes to help participants understand the accounting cycle and make informed financial decisions. Tuesdays, 6 to 9 p.m. Cost: \$235, includes parking.

**March 16, 2011 - "Human Resources Training and Development"** - This one-session human resources course examines adult learning, training needs assessment, the design and use of developmental interventions, training effectiveness and the organizational impacts of legal and ethical issues. Wednesday, 9 a.m. to 4 p.m. at the University's Continuing Education Building, 1041 N. Virginia St., Reno. Cost: \$210, includes parking, lunch and 6 PHR/SPHR recertification hours.

**March 18, 2011 - "Building Morale and Managing Motivation"** - This one-session professional development course examines how to manage your energy for increased productivity and explores how morale and motivation relate to job expectations, workplace activities and evaluation. Friday, 9 a.m. to 4 p.m. at the University's Continuing Education Building, 1041 N. Virginia St., Reno. Cost: \$195, includes parking and lunch.

**March 22, 2011 - "Decisions, Decisions, Decisions: How to Make the Most of it All"** - This one-session professional development course examines and applies contemporary decision-making models to help participants make decisions more likely to create positive outcomes. Tuesday, 9 a.m. to 4 p.m. at the University's Continuing Education Building, 1041 N. Virginia St., Reno. Cost: \$195, includes parking and lunch.

**March 22, 2011 - "Microsoft PowerPoint Basics"** - This one-session computer skills course covers Microsoft PowerPoint 2007 techniques to create high-impact professional presentations and personal projects. Tuesday, 8:30 a.m. to 3:30 p.m. Cost: \$100, includes parking.

**March 24, 2011 - "Workplace Violence: Don't be Blindsided"** - This one-session professional development

course will help you identify the potential for violence in your workplace and will examine security precautions to minimize threats as well as reporting structures for recording incidents indicative of potential problems. Thursday, 9 a.m. to 4 p.m. at the University's Continuing Education Building, 1041 N. Virginia St., Reno. Cost: \$195, includes parking, lunch and 6 PHR/SPHR recertification hours.

**March 29, 2011 - "Microsoft Word Basics"** - This one-session computer skills course covers Microsoft Word 2007 essentials of word processing. Tuesday, 8:30 a.m. to 3:30 p.m. Cost: \$100, includes parking.

**March 31-April 1, 2011 - "Performance Management"** - This two-session supervisory management course provides tools for carrying out the essential steps of performance management including establishing clear expectations, accurately measuring employee performance, creating employee development plans and giving constructive performance feedback. Thursday and Friday, 9 a.m. to 4 p.m. at the University's Continuing Education Building, 1041 N. Virginia St., Reno. Cost: \$325, includes parking, lunch each day and 12 PHR/SPHR recertification hours.

**April 1, 2011 - "Microsoft Excel Basics"** - This one-session computer skills course covers Microsoft Excel 2007 essentials. Friday, 8:30 a.m. to 3:30 p.m. Cost: \$100, includes parking.

**April 5, 2011 - "Microsoft Word Intermediate"** - This one-session computer skills course covers Microsoft Word 2007 advanced formatting techniques. Tuesday, 8:30 a.m. to 3:30 p.m. Cost: \$100, includes parking.

**April 7, 2011 - "Employment, Placement and Practices"** - This one-session human resources course examines planning and development, recruitment policies, testing, employment applications and the legal aspects of affirmative action, equal pay, equal opportunity and hiring veterans and people with disabilities. Thursday, 9 a.m. to 4 p.m. Cost: \$195, includes parking, lunch and 6 PHR/SPHR recertification hours.

**April 8, 2011 - "Talking 'til You're Blue? How to Handle Difficult Conversations"** - This one-session professional development course explores strategies for approaching difficult conversations with confidence and preparation. Friday, 9 a.m. to 4 p.m. Cost: \$225, includes parking, lunch and a book.

**April 8, 2011 - "Microsoft Excel Intermediate"** - This one-session computer skills course covers Microsoft Excel 2007 concepts that build on essentials already mastered in basic courses. Friday, 8:30 a.m. to 3:30 p.m. Cost: \$100, includes parking.

## 2011 Nevada State Contractors Board Meetings

The following 2011 Nevada State Contractors Board meetings will take place at: 2310 Corporate Circle, Suite 200, Henderson, NV 89074 and 9670 Gateway Drive, Suite 100, Reno, NV 89521 beginning at 8:30 a.m.

- January 27, 2011
- February 24, 2011
- March 24, 2011
- April 21, 2011
- May 26, 2011
- June 23, 2011
- July 21, 2011
- August 18, 2011
- September 22, 2011
- October 20, 2011
- November 17, 2011
- December 15, 2011

Agendas can be viewed on the website at: [www.nscb.state.nv.us](http://www.nscb.state.nv.us) under “Agendas & Minutes,” three business days before each meeting. All dates are tentative and subject to change, until a meeting agenda has been officially posted.

- Always make sure your license number and monetary limit are on all contracts or bids.

- If it is not in your written contract, it doesn't exist. Make sure all change orders are in writing and signed by all parties.



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