



Brian Sandoval
Governor

State of Nevada MERIT AWARD BOARD

“Good Government, Great Employees”

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204



STATE OF NEVADA
MERIT AWARD BOARD
June 13, 2014 – 10:00 a.m.

Blasdel Building, 209 E. Musser Street,
1st Floor, Room 105
Carson City, Nevada 89701

And

Grant Sawyer State Building
555 East Washington Avenue
Room 1400
Las Vegas, Nevada 89101

The sites will be connected by videoconference. The public is invited to attend at either location.

MINUTES OF MEETING

Merit Award Board

Members

Present: Chairperson Mendez - Chairperson and Representative, Governor's Office
Angelica Gonzalez – Representative, Division of Human Resource Management (DHRM) and Secretary to the Merit Award Board
Lesley Henrie – Representative, Dept. of Administration, Budget Division
Harry Schiffman – Representative, American Federation of State, County and Municipal Employees (AFSCME)

Members

Absent: Neil Lake – Representative, American Federation of State, County and Municipal Employees (AFSCME)

I. CALL TO ORDER – Chairperson Mendez – She called the meeting to order at 10:00 a.m.

II. GENERAL BUSINESS

A. Discussion of Employee Suggestions: William Strong (DHHS), Theron Huntamer (DHHS) and Brandon Harmon (Agriculture)

William Strong (DHHS)

Chairperson Mendez: Stated that she had an early discussion with William Strong that morning. She clarified that the addendum talks about Mr. Strong and an employee of the Department of Public Safety.

Angelica Gonzalez: Asked if it was Mr. Geraldo that William Strong mentioned in his suggestion. **Chairperson Mendez:** Explained William Strong worked with a representative from Public Safety and EEOC but not regarding the suggestion implementations. She stated William Strong was the only one who actually did the work. **Chairperson Mendez:** Stated Mr. Geraldo submitted a suggestion. **Harry Schiffman:** Asked if Mr. Geraldo worked with William Strong at any time. **Chairperson Mendez:** Responded she didn't think so. She asked if the board had a situation where a suggestion was jointly submitted to the board at the same time. **Angelica Gonzalez:** Responded no. **Lesley Henrie:** Responded it's possible but she's not aware that one has happened. **Chairperson Mendez:** Stated she sent an updated spreadsheet through December 2013 for William Strong. She stated that if the board needed additional data, William Strong would provide it. She explained it maxes at 25,000. **Angelica Gonzalez:** explained it is only for two fiscal years. It is not ongoing. **Chairperson Mendez:** asked if the board recommended William Strong for approval. **Lesley Henrie:** Responded that Mr. Geraldo suggested the actual process to provide data to DHHS of the folks that are incarcerated in November 2013 but already started doing it in April 2013. She further provided that William Strong suggested that the process be implemented electronically. She asked is it a valid submission since it was already enacted, and does it get disqualified. **Chairperson Mendez:** Stated William Strong and Mr. Geraldo go into the suggestion together and both should be recognized. She asked then do they split the reward. **Lesley Henrie:** Stated that when looking at the savings for Mr. Geraldo's process verses Mr. Strong's savings of staff time in doing it electronically. **Harry Schiffman:** Stated William Strong's suggestion is the same as Mr. Geraldo's. **Chairperson Mendez:** Stated Mr. Geraldo probably submitted his suggestion after William Strong submitted his to make sure his work being recognized. She suggested the award be split between the two. **Angelica Gonzalez:** Stated there was no precedent for that, that this would be the first. **Lesley Henrie:** Stated that both deserve credit. She also stated that it would come down to a cost savings analyst in determining what the board is giving credit for costs saved from welfare benefits or time saved or both. **Chairperson Mendez:** Stated that data presented is that actual monetary savings from benefits. **Lesley Henrie:** Stated that if the board considers it as a group effort then they should determine what data to award them on. **Harry Schiffman:** Asked if you look at one or the other, how do you determine who gets the award. **Lesley Henrie:** Asked should the board approve the cost analysis is correct and so therefore it's good to go or is it the agency's discretion to do that? **Chairperson Mendez:** Responded that the board should verify the savings. **Angelica Gonzalez:** Explained a situation with an employee from the Department of Motor Vehicles. She stated the board needs to get accurate numbers from the agency before it can be formally approved. **Chairperson Mendez:** Asked Ms. Gonzalez if she would put a memo together. **Angelica Gonzalez:** Responded she will draft a memo but it should come from the Chairperson. **Chairperson Mendez:** Stated she would send it.

MOTION: Move to award William Strong and Mr. Geraldo, jointly, for the suggestion, pending verification of the data that savings qualifications.

BY: Chairman Mendez

SECOND: Angelica Gonzalez
VOTE: The vote was unanimous in favor of the motion

Theron Huntamer (DHHS)

Chairperson Mendez: Stated that other municipalities already have a digital format and theirs don't. She stated Theron Huntamer suggested to make theirs digital so the board can suggest data from the county and there are less hours spent on the input of the data. She stated it would require an expenditure of almost \$400,000 for a state employee to input the records. **Angelica Gonzalez:** Asked if the suggestion was submitted in the 2011 legislature. **Chairperson Mendez:** Answered the bill never made it through. She stated that the board receives a lot of suggestions regarding going from manual processes. She stated that the difference between the suggestions is one dealt with birth and death and the other marriage and divorce. She asked does that warrant consideration. **Lesley Henrie:** Stated the agency is supporting the award. She stated the agency is acknowledging the suggestion is saving the state money. **Chairperson Mendez:** Asked what is logic for not asking for verification on this suggestion versus William Strong's. **Lesley Henrie:** Responded they would need to verify the numbers or actual savings. **Chairperson Mendez:** Stated it's the same case as William Strong's. **Angelica Gonzalez:** Stated that a decision needed to be made. She asked if the same decision as William Strong's should be made. **Chairperson Mendez:** Responded yes.

MOTION: Move to approve Theron Huntamer's suggestion
BY: Chairman Mendez
SECOND: Lesley Henrie
VOTE: The vote was unanimous in favor of the motion

Brandon Harmon, (NDA)

Angelica Gonzalez: Stated Brandon Harmon's suggestion was only run for a couple of months and they do have realized actual savings of \$32,000. **Lesley Henrie:** Asked if there were any considerations based on the statutes that might prevent award. **Chairperson Mendez:** Responded she doesn't believe so. **Lesley Henrie:** Stated that board was concerned at last meeting if it was part of his normal duty and the agency is saying no. **Angelica Gonzalez:** Stated the agency will need to make the first of two equal installments. She stated the second payment must be paid no later than 30 days after the end of the subsequent fiscal year. **Lesley Henrie:** Stated it would be paid approximately August 1.

MOTION: Move to award Brandon Harmon for his suggestion
BY: Chairman Mendez
SECOND: Harry Schiffman
VOTE: The vote was unanimous by motion

III. PUBLIC COMMENT – (Note: No vote or action may be taken upon a matter raised during public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Comments will be limited to five minutes per person and persons making comment will be asked to begin by stating their names for the record.)

Angelica Gonzalez: Noted there was no public comment.

Lesley Henrie: Stated the board has been given the authority to create some regulations to help govern the process. She recommended to put on the next agenda discussion as to what regulations are needed. She stated the board has an issue with the statute itself. She suggested that it needs to

be clarified regarding payments because some agencies are federally funded. **Chairperson Mendez:** Agreed.

Angelica Gonzalez: Stated she called the governor's office. She asked if the board has a legal counsel. **Chairperson Mendez:** Stated it would be under the department that registered the creation of the board, who she believes is the Department of Administration. Stated that clarification is needed. She proposed that a memo be drawn to legal counsel regarding concerns regarding statutes. **Lesley Henrie:** Asked if the item needed to be added to the agenda. **Angelica Gonzalez:** Responded that it should.

Lesley Henrie: Stated there is a merit award program suggestion to the Merit Award Board. She drafted a response and would like the board to take a look at it.

Angelica Gonzalez: Asked whether formal responses can be sent on Chairperson letterhead and if it had to be signed by the Chairperson. **Chairperson Mendez:** Stated it would.

IV. ADJOURNMENT

MOTION: Motion to adjourn
BY: Chairman Mendez
SECOND: Harry Schiffman
VOTE: The vote was unanimous by motion

The meeting was adjourned at 11:00 a.m.