



State of Nevada MERIT AWARD BOARD



“Good Government, Great Employees”

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

MERIT AWARD BOARD
August 12, 2016 – 10:00 a.m.

Blasdel Building
209 E. Musser Street
1st floor, Room 105 Carson City, NV 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
(pending Board approval)

Merit Award Board

Members

Present:

Rosa Mendez - Chairperson and Representative, Governor's Office
Melanie Young – Representative, Governor's Finance Office, Budget Division
Harry Schiffman – Representative, American Federation of State, County and Municipal Employees (AFSCME)
Neil Lake – Representative, UNLV
Rachel Baker – Representative, Department of Administration, Division of Human Resource Management.

Others

Present:

Robert Shaw– State Employee, Department of Business and Industry, Housing Division

I. CALL TO ORDER –

Chairperson Rosa Mendez: Called the meeting to order. Introduced Mr. Robert Shaw, Department of Industry and Housing Division, and asked for introductions.

II. ADOPTION OF MINUTES FOR JUNE 14, 2016– FOR POSSIBLE ACTION

Chairperson Mendez made note of changes to the minutes of June 14, 2016. Page 2, add the word "minutes" behind meeting to read, meeting minutes. Also, on No.3, questioning if there is something that was said that is missing from the minutes where it reads, learning to process quickly and welcoming it.

MOTION: Moved for approval of adoption of minutes for June 14, 2016 Meeting with noted changes.
BY: Chairperson Mendez
SECOND: Neil Lake
VOTE: The vote was unanimous in favor of the motion

**III. GENERAL BUSINESS
A. Proposed Board budget FY 18-19**

Chairperson Mendez moved to General Business and the proposed budget for Fiscal Year 18-19. The item was requested by the Governor's Office regarding revisions advising NRS285 which mandate the Boards and Program. The statute sets limit's and changes were made to the wording. Monetary amount was changed to funds necessary and the Governor's Office then requested clarification from the board. The Governor's Office wanted an estimate from the board on expected annual operation costs. A budget of around \$3,000 was proposed and it addressed expenses such as travel, operating expenses and supplies. The Governor's Office did make that request and we have responded to that request. She further noted an update would be forthcoming.

IV. EMPLOYEE SUGGESTIONS — FOR POSSIBLE ACTION
A. Shellie Shannon
B. Curtis Palmer
C. Brandi Johnson
D. Robert Shaw
E. Carol Sweeney
F. Michael Xavier
G. Heather Mitchell
H. Haaland McIntire

Chairperson Mendez: Started with the first suggestion on the Agenda, Shellie Shannon's suggestion in regards to eliminating printing of training

certificates. According to the agency, all agencies have the option of not only digital certificates but printing them as well. There is no requirement one way or the other. This has been noted by the agency. Consequently, they also noted the two types of users using the training that warrants the certificates, state employees and non-state employees. Non-state employees have to print the certificate. This requirement to print cannot be removed.

MOTION: Reject suggestion from Shellie Shannon based on agency response.
BY: Chairperson Mendez
SECOND: Melanie Young
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved to Curtis Palmer who is with DPS. This was originally reviewed by DPS in regards to temporary service agencies to hire employees versus using an existing hiring process. DPS noted that it needed to be reviewed. The Agency said they will not be implementing or recommending this suggestion. The State already has a system for hiring classified employees in place to address the type of short-term needs employment that we have or need. Suggested system would require legislative changes to regulate and would require additional coordination oversight which would incur more costs. **Melanie Young:** Abstained from vote due to working relationship with Mr. Palmer.

MOTION: Reject the suggestion based on stated response from agency.
BY: Chairperson Mendez
SECOND: Neil Lake
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved to Brandi Johnson with DHHS. This suggestion is related to the State billing Medicaid for targeted case management. The Agency comments and response recommends that this suggestion not be implemented. Ms. Johnson worked with the department's division to expand and facilitate Medicaid coverage to the greatest extent possible, according to her supervisor. The Division of Aging and Disability did not recognize any financial gains from her suggestion. They further reiterated that it was part of her job description at the time. **HarrySchiffman:** asked, we do not have a rebuttal from the employee to that statement because she is no longer working for us or the state? **Chairperson Mendez:** Confirmed and added, the director had asked all divisions to maximize cost benefitsand savings under Medicaid.

MOTION: Reject suggestion based on agency response.
BY: Chairperson Mendez
SECOND: Harry Schiffman

VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved to invited guest, Mr. Robert Shaw. Suggestion in regards to requiring employees to shut down their computers after completing shifts. Asked Mr. Shaw if there is anything else he would like to add. **Robert Shaw:** States that he has been in the IT business for about 30 years and has never seen a hard drive fail because of constant shut-down. He further stated that hard drives fail mostly from heat, and does not recall any that ever had to be warranted due to hard drive failure. Also, if shut down, a missed update will run that update during that time and doesn't interfere with your workload, newer machines now say shut down and install updates. There is no requirement during the course of that installation update to shut down the machine at night. **Chairperson Mendez:** Stated, she would like more information from the agency before making a decision, suggested a follow-up. **Robert Shaw:** Agrees. Stated he is curious as well. **Chairperson Mendez:** Stated that some work later or earlier than others, some work more than 40 hours a week. **Melanie Young:** Recommends for Mr. Shaw to reply back in written format to address the specific concerns and points with the agency. Also, suggests that Mr. Shaw offer to collaborate with the agency. **Speaker Unknown:** Asked how the mandatory shutdown would be implemented? **Robert Shaw:** Stated, I was thinking more on how to implement with your supervisors in the course of simply shutting down the office for the night or locking up the building and turning on the alarm, becoming a process that would make sure everybody's machines were off. **Chairperson Mendez:** Stated, I would recommend that is something you may want to address in your comments, as I suspect it will come up. Again, on enforcement, would you have a supervisor walk the entire area? States, I suggest you look at that as well. **Robert Shaw:** Agrees.

MOTION: This item to be tabled until a follow-up with the agency.
BY: Chairperson Mendez
SECOND: Speaker Unknown
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Advises to provide a written response and discusses contact information with Mr. Shaw. Members also discussed that the minutes will be available and made public the next meeting. Issues experienced with video feed for the meeting and signal is temporarily lost in NNV and then re-established moments later. Robert Shaw thanked everyone for letting him join the meeting before leaving.

Chairperson Mendez: Moved onto Carol Sweeney. Suggestion related to the Nevada agency functioning, and assisting with other agencies by putting in one source for state use. The source, a portal of some kind, would obtain data on how each agency functions and interacts with other state agencies. The source could provide information on a particular required process. The agency

states they are not, and will not be, recommending adoption. The agency states the source is not compatible with current systems and would require central IT service, incurring more cost and would not be effective. The agency says total cost and resources needed to consolidate the website or portal of this magnitude to house all of this information is not possible at this time. **Harry Schiffman:** Asked, is it like a big repository? **Speaker:** Stated, yes, it's like a website. **Chairperson Mendez:** States, thank you for sharing that, it's a huge undertaking and it gets data from all that data, it has to be cost prohibitive.

MOTION: Reject suggestion based on agency's formal response.
BY: Chairperson Mendez
SECOND: Harry Schiffman
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved on to Mr. Michael Xavier. His suggestion deals with conversation task reporting systems. The agency's response is that, it has already been previously considered several years ago and it's revisited each time in their strategic plan updated by the agency. They also note that partial measures toward this were implemented.

MOTION: Reject suggestion based on the agency response and the exemption that is noted.
BY: Chairperson Mendez
SECOND: Melanie Young
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved on to Heather Mitchell. Stated the Board has heard this suggestion before. The agency initially asked for more time due to the formula. The agency is recommending not adopting the suggestion, it cannot be implemented due to a problem with her calculation that cannot be fixed. A single formula cannot be utilized, and resulted in errors in the calculation. The recommendation is that the agency continue with their manual process. Deborah Harris added that the manual calculation process right now is more accurate because her formula is not.

MOTION: Suggestion be rejected based on response from agency.
BY: Chairperson Mendez
SECOND: Speaker Unknown
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved on to Haaland McIntire. Stated, this suggestion has been heard before and it started in the treasurer's office. It was reviewed by an assistant in the treasurer's office and was recommended that the state comptroller's office get involved and provide their findings. **Melanie Young:** Stated, I've reviewed the Merit Award Board's suggestions and the estimated annual cost savings with the budget analyst, for the treasurer's

office, who currently pays the cost to mail the advices out to the employees. In regards to this suggestion, and based on a cursory review, the estimate looks in line with the expenses, so this looks like a valid request for an award.

Chairperson Mendez: asked, so the estimated annual savings are \$11,000?

Melanie Young: Replied, yes. When I read the NRS for cash payment awards, this award or the estimated award exceeds \$5,000, and would have to go to the Interim Finance Committee for approval. Then, based on that, half of the savings would be paid at the end of the fiscal year. When the agency recognizes the savings, the payment would be made at the end of that fiscal year. Half of the payment would be made after June 30 of 2017, that's the end of the state fiscal year. Another payment would be made at the end of the fiscal year on June 30, 2018. By then, the agency should be able to identify the actual savings. **Chairperson Mendez:** asked, if the estimated savings does not meet the board and management criteria, we would just have to work with them on that? **Melanie Young:** Stated, yes. Also, typically there are Interim Finance Committees every two months with the next one being October 25. It is suggested to take the award to the meeting so that the agency knows they need to identify a recognized savings.

MOTION: Forward the suggestion for award for Haaland McIntire on the verification of the recommended cost saving.

BY: Chairperson Mendez

SECOND: Harry Schiffman

VOTE: The vote was unanimous in favor of the motion

V. OTHER BUSINESS

A. Sunset Subcommittee Report

Chairperson Mendez: Moved on to the Sunset Subcommittee Report. She informed the board that she attended the meeting on June 16, and there were no comments or questions. The next meeting will be held on August 23rd, and she will be attending. **Chairperson Mendez:** asks if there are any comments. **Rachel Baker:** Asked, will the letter be implemented? **Chairperson Mendez:** Stated, it's going to start off in Carson City and needs to be approved by the Governor's Office. An update will be forthcoming. Also, waiting on rule from the Governor's Office to bring down and address an employee comment regarding receiving something official from the state thanking them for their time, effort and contribution. Again, an update will be forthcoming.

VI. 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.)

Chairperson Mendez: Asked if there was any public comment and there was none.

VII. ADJOURNMENT

MOTION: Moved that the Merit Award Board meeting be adjourned

BY: Chairperson Mendez

SECOND: Harry Schiffman

VOTE: The vote was unanimous in favor of the motion