



State of Nevada MERIT AWARD BOARD



“Good Government, Great Employees”

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

Brian Sandoval
Governor



**MERIT AWARD BOARD
June 14, 2016 – 10:00 a.m.**

**Nevada State Library, Archives & Public Records
100 North Stewart Street, Room C
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
(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
Rachel Baker – Representative, Division of Human Resource Management
Harry Schiffman – Representative, American Federation of State, County and Municipal Employees (AFSCME)

I. CALL TO ORDER –

Chairperson Rosa Mendez: Called the meeting to order and asked for introductions.

**II. ADOPTION OF MINUTES FOR FEBRUARY 9, 2016 AND
FEBRUARY 18, 2016 – FOR POSSIBLE ACTION**

Member Young made note of changes to the minutes of February 9, 2016. Page 3, second paragraph, 'change' should be 'chance' where Neil Lake is speaking.

MOTION: Moved for approval of adoption of minutes for February 9, 2016 Meeting with noted changes.
BY: Chairperson Mendez
SECOND: Harry Schiffman
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez noted there were some technological difficulties that made the meeting minutes difficult to produce. She made note of changes to the minutes of February 18, 2016. On No. 3, under General Business on second page, 8-9 lines down in large paragraph, the margin needs to be cleared. Also, on Page 4, the font size needs to be formatted to be in line with rest of document. She asked Mr. Schiffman if he remembered seconding the motion about the subcommittee package. Mr. Schiffman did not remember. Chairperson Mendez noted she would keep it under Neil since there was no recollection.

MOTION: Moved for approval of adoption of minutes for February 18, 2016
BY: Chairperson Mendez
SECOND: Melanie Young
VOTE: The vote was unanimous in favor of the motion

III. GENERAL BUSINESS

- A. Introduction of Board's new member**
- B. Approval of past meeting minutes**
- C. NRS 285 Update**
- D. IFC Year-End Report**
- E. Other Business**

Chairperson Mendez: Noted that A and B have already been looked at. They are completed.

Chairperson Mendez: Moved to C noting that this has been ongoing. She stated the Department of administration accepted the request to submit changes to the process. She noted a lot of the changes discussed were made and the document before them showed those changes. **Melanie Young:**

Noted that she didn't have anything else to add and that it was going through the process. She believes it is due to the Legislative Council Bureau in July.

Chairperson Mendez: Asked to be kept updated on any changes.

Chairperson Mendez: Moved to D noting that this report is required by NRS. She noted that the log they have is missing some new responses but that will be updated. This report is required to be sent to the IFC after July 1st. She asked Ms. Baker if there were any updates. **Rachel Baker:** Noted there was nothing new received.

MOTION: Approve the IFC Year-End Report with amended changes and updates as needed for submittal after July 1st.
BY: Chairperson Mendez
SECOND: Harry Schiffman
VOTE: The vote was unanimous in favor of the motion

Chairperson Mendez: Moved to E and took a moment to thank Rachel Baker. She noted Ms. Baker is learning the process quickly and welcoming it.

Chairperson Mendez: Started with the first suggestion on the Agenda, Shelley Shannon with Medicaid Fraud Control Unit. She noted staff is still looking at this suggestion and are obtaining more information. They are trying to verify her cost estimates. **Harry Schiffman:** Stated that it seemed as if it was an option to print the certificate or not but what Shelley is saying is that they have to print it in order to get credit for it. **Chairperson Mendez:** Agreed and noted, if you didn't need to print it out, why would you. She also noted that she wasn't sure if this was across the Board, but felt that the agency should have its own way to process how they want to handle it. She further noted an update would be forthcoming.

Chairperson Mendez: Moved to Haaland McIntire who is from the Treasurer's Office, Cash Management Division. Staff is working to get more information on this suggestion. The agency requested more time to look at cost savings to see about implementation. She further noted an update would be forthcoming as it was still with the agency.

Chairperson Mendez: Moved to Curtis Palmer who is with DPS. DPS approves and likes the suggestion. It has been forwarded to DHRM for their review and review of senior staff. An update will be forthcoming.

Chairperson Mendez: Moved to Brandi Johnson with DHHS. She noted the agency appears to be in support of the suggestion, however they did not support it for a couple of reasons. The first reason is, the staff and the agency believes that this particular suggestion is part of her work scope and responsibility at the time. Also, that they did not agree with the estimate, the cost estimates that she provided under her suggestion. Also, a further development, the employee is no longer with the state and hasn't been with the state for months. Staff was reminded under the NRS, a former employee is permitted to receive award if they're still employed by the state when the suggestion is submitted. However, that's not the reason why they're letting us know they're rejecting it. It is because the agency staff are noting that this was part of her scope of work and her classification at that time and they could not verify her cost estimate. That is why they rejected this particular suggestion.

Chairperson Mendez: Moved to Susan Dreiske from Central Services. She stated, DMV is not adopting the suggestion, they rejected it. Based on the application for a suggestion is also applicable to other areas and DMV as a whole is looking at doing their own undertaking for a department wide initiative to look at all the cost savings opportunities, which is already covered under this particular suggestion. It included her suggestion as part of their initiative. The agency is already reviewing that. There's also some programming costs that the agency referred to that is related to the suggestion, which is also covered under their Department wide initiative to review processes. Those are the two reasons they're rejecting that suggestion. **Harry Schiffman:** Asked, was this part of their review before she suggested it or did the suggestion predate their review?

Chairperson Mendez: Stated, no. She added, what they were doing, they had already put the initiative together. According to DMV Director's Office, they had already come up with a concept to look at all cost savings measures. Her particular area is within that, that's why they decided not to recommend adoption. **Melanie Young:** Asked, did they indicate in their letter that it's a part of her job? She does work for DMV Central Services as a service tech, where it talks about she actually does these responses. That could be a part

of her position. **Chairperson Mendez:** Stated that they did not specifically note that. She will follow-up with them to find out.

Chairperson Mendez: Stated she had other updates for the Board. Heather Mitchell is an outstanding suggestion from the last meeting. They're just waiting to get final confirmation from the agency regarding her process. She noted there was another one rejected regarding the use of cellular phones but it's already a part of the State Manual.

Chairperson Mendez: Informed the Board that she received notification from the Sunset Subcommittee. She reminded everyone about the background and noted she testified and everything went well, had some questions to answer. She was just contacted the other day. They're asking her to return and attend their June 16th meeting at 9:00 AM. The Sunset Subcommittee has put together its recommendations regarding numerous boards, ours is just one of them. Recommendations would include reorganization, deletion, merging with another board. She was not made privy of any specific information, she was just told again, to report and be available. She will report back to the Board once that meeting is over, to let everybody know what their recommendations were.

IV. 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.

V. ADJOURNMENT

MOTION:	Moved that the Merit Award Board meeting be adjourned
BY:	Chairperson Mendez
SECOND:	Melanie Young
VOTE:	The vote was unanimous in favor of the motion