



# State of Nevada MERIT AWARD BOARD



**“Good Government, Great Employees”**

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

Brian Sandoval  
*Governor*

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**MERIT AWARD BOARD  
March 15th, 2018 – 9:30 AM**

**Nevada State Library, Archives & Public Records  
100 North Stewart Street Board Room, 1<sup>st</sup> floor  
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:**

Shannon Litz, Governor's Office  
Rachel Baker, Division of Human Resource Management  
Lynette Aaron, Governor's Finance Office  
Gordon Mildan, Department of Public Safety, Representative, American Federation of State, County, and Municipal Employees (AFSCME)

**Members**

**Absent:**

Harry Schiffmann, University of Nevada Las Vegas, Representative  
American Federation of State, County, and Municipal Employees (AFSCME)

**I. CALL TO ORDER –**

Rachel Baker called the meeting to order. Also present were, Shannon Litz, with the Governor's Office, Lynette Aaron, with the Governor's Finance Office, and Gordon Mildén, Department of Public Safety and AFSCME.

**II. ADOPTION OF MINUTES FOR DECEMBER 12, 2017– FOR POSSIBLE ACTION**

Rachel Baker asked if there were to be any changes to be made to the minutes of the December 12, 2017 meeting. There were none.

MOTION: Moved for approval of adoption of minutes for December 12th, 2017 Meeting.  
BY: Gordon Mildén  
SECOND: Lynette Aaron  
VOTE: The vote was unanimous in favor of the motion.

**III. NEW BUSINESS—FOR POSSIBLE ACTION**

**A. Approval of Board Chair**  
**B. Approval of Board Treasurer**

- A. Rachel Baker noted that while it is the history of the Board for the Chairperson to be from the Governor's Office the statutes don't specifically state that the person has to be from the Governor's Office.

MOTION: Approve Shannon Litz as the Board Chair.  
BY: Rachel Baker  
SECOND: Lynette Aaron.  
VOTE: The vote was unanimous in favor of the motion.

- B. Rachel Baker noted that while it is the history of the Board for the Board Treasurer to come from the Governor's Office of Finance, the statute does not specifically state that this has to be the case.

MOTION: Approve Lynette Aaron as the Board Treasurer.  
BY: Rachel Baker  
SECOND: Gordon Mildén  
VOTE: The vote was unanimous in favor of the motion.

#### IV. EMPLOYEE SUGGESTIONS — FOR POSSIBLE ACTION

A. Rick Gimlin and Tina Padovano

B. Michelle Ruiz

C. Omar Bass

D. Jeremy Bunker

E. Michael Xavier

##### A. Rick Gimlin and Tina Padovan

**Chairperson Litz:** Started with the first suggestion on the Agenda, from Rick Gimlin and Tina Padovano with the Department of Taxation. She stated the suggestion regarded researching and collecting unclaimed Nevada property located in other states. In the submission, the employees stated a position could be created, or each agency could have someone assigned to doing that research. Through their own research, the employees stated they found about \$50,000 for the Department of Taxation in other states, and this review could increase income and prevent waste through the collection of those assets. The suggestion had been sent to the Treasurer's Office by the Board for their review and response was subsequently rejected. As stated in the original suggestion, it was thought that each agency could assign someone to review that unclaimed abandoned property since the individual agency would know where to look for that information. No representatives were present to comment. **Gordon Milden:** asked-if there was an office for collecting unclaimed property and were the employees asking to eliminate a department and have each agency do that on their own **Rachel Baker:** answered the unclaimed Property Division in the Nevada State Treasurer's Office only saw to abandoned property in Nevada and the suggestion was to collect from other states by having one position in each State Agency that would assign the duty to research within those states with whom they conducted business. **Chairperson Litz:** agreed and stated this was her interpretation as well. **Gordon Milden:** added it made sense if each agency knew to where their money was going and from where it was coming. He also stated that the suggestion implied that each agency should assign someone to go out and collect their abandoned property. **Lynette Aaron:** answered, it was her understanding as it related to the situation and suggested tabling the suggestion until the Board could obtain more since the Treasurer's Office stated that per their NRS, they could not pursue collections on the unclaimed property within other states. However, suggested that other agencies try to search for those unclaimed properties as it related to their agencies, with their own personnel.

MOTION: Table suggestion until more information is obtained on agency authority.  
BY: Gordon Milden  
SECOND: Lynette Aaron  
VOTE: The vote was unanimous in favor of the motion.

## **B. Michelle Ruiz**

**Chairperson Litz:** Introduced Ms. Michelle Ruiz's suggestion from the Department of Motor Vehicles. The suggestion regarded adding forms to their system so when making appointments, the customer can save time by having everything already complete when they come in their appointment. Chair Litz continued by stating that Ms. Ruiz suggested having a barcode to access that information through the DMV system. The suggestion had been reviewed by the Department of Motor Vehicles, and they stated that while it was a good suggestion, the Department was working on a system modernization project currently and that would be part of that design. Therefore, the suggestion would not be put into practice. **Gordon Milden:** noted it was a good idea. **Rachel Baker:** noted that according to NRS 285.050, Section 2A, the suggestion should not be currently under active consideration by the State Agency affected.

MOTION: Reject suggestion due to the Agency's response.  
BY: Gordon Milden  
SECOND: Rachel Baker  
VOTE: The vote was unanimous in favor of the motion.

## **C. Omar Bass**

**Chairperson Litz:** Introduced the suggestion from Omar Bass with the Department of Corrections. The suggestion regarded the printing and distribution of inmate account statements. The suggestion indicated there was now a kiosk available for inmates to check their own balance on a more regular basis and, therefore, time and money could be saved by not having to print out the information for each inmate. Additionally, the balances were printed when inmates had already changed institutions, so those statements were no longer necessary. Currently, there was an Administrative Regulation which outlined that statements would be printed and sent to inmates each month. The idea was already under active consideration by the Department, and Inmate Services was working with the Director's to revise the Administrative Regulations which were open for comments prior to requiring approval by the Board of Prison Commissioners. Agency representatives were not present for comment. **Rachel Baker:** noted for the record that when the suggestion was first received, it appeared the agency agreed with the suggestion and were going to implement it. Upon further correspondence, it was clarified that it had been implemented already and not due to the employee's suggestion. **Chairperson Litz:** thanked Rachel Baker for the additional information and agreed that clarification from the Department was needed.

MOTION: Reject suggestion due to the Agency's response.

BY: Gordon Milden  
SECOND: Lynette Aaron  
VOTE: The vote was unanimous in favor of the motion.

#### **D. Jeremy Bunker**

**Chairperson Litz:** Moved to the next suggestion, Jeremy Bunker from the Department of Public Safety. This suggestion regarded the new Offender Tracking Information System called OTIS and a commercial offender watch program that was available. Mr. Bunker stated there was a committee helping to track the development of the OTIS Program through EITS, and \$2.5 million had already been spent with more being requested in order complete the program through the Department of Public Safety. The modernization project in progress for DPS included pre-sentence reports, parole probation plans and information, victim information, accounting, calculation of time credits, information on warrants and extraditions. She indicated that Mr. Bunker had taken the time to speak with someone from Offender Watch who provided a quote of approximately \$1 million and that Mr. Bunker felt that would be a considerable savings compared to the OTIS Project currently in progress.

**Chairperson Litz:** The Department of Public Safety reviewed the suggestion and stated the Offender Watch program has a limited functionality compared to the more inclusive program that EITS was currently working on. Included with the response was a list of several functions the Offender Watch program did not include which the new system would. Additionally, they stated that the current project would be delayed by an implementation of a new system since they would need to open a request for information, and a request for proposal to pursue a contract with the vendor. In addition, the Department quoted that Offender Watch was a community watch-tool that monitored sex offender resignation and requirement compliance. It was not a professional law-enforcement offender-supervision tool. No agency representatives were present for comment. **Gordon Milden:** noted since he worked for the Department of Public Safety would be abstaining from voting.

MOTION: Reject the suggestion based on the Agency's rejection that they already have an ongoing modernization project in place, noting that Gordon Milden abstained from voting.  
BY: Rachel Baker  
SECOND: Lynette Aaron  
VOTE: The vote was unanimous in favor of the motion.

#### **E. Michael Xavier**

**Chairperson Litz:** Moved on to Michael Xavier's suggestion from the Department of Conservation and National Resources, which regarded the processing of the travel forms currently done as a hardcopy. It was indicated that employees were responsible for the hardcopy, the time, and the

knowledge of the current per diem, as well as what may be covered with that travel expense. Chair Litz said that Kacey KC, the State Forester, reviewed the suggestion and noted that although it had merit, was uncertain at this point if the Smart21 group was looking at a similar change as part of the upgrade through the fiscal system. **Rachel Baker:** believed the agency was rejecting the suggestion until they could see if it would be part of the new HR and Accounting system that was currently in progress. If it was included for State Agencies in that rollout, it would not be necessary, but if it was not included, they would recommend the employee resubmit his suggestion.

MOTION: Reject decision until it's determined whether or not to be implemented in new system.  
BY: Gordon Milden  
SECOND: Rachel Baker  
VOTE: The vote was unanimous in favor of the motion.

## **V. GENERAL BUSINESS**

### **A. Next meeting date**

**Chairperson Litz:** asked for clarification that meetings should be held every three months. **Rachel Baker:** confirmed and explained that the Board had just previously decided on every quarter. It was determined that for budgetary purposes, the Board have no more than four meetings a fiscal year. This would put the next meeting in June. Tentative dates for the morning of June 21st and June 28th were decided upon, pending a survey of the best date for the Board as the date approached closer.

## **VI. PUBLIC COMMENT & DISCUSSION** – (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 Litz:** noted no members of the public were present.

## **VII. OTHER BUSINESS**

**Rachel Baker:** noted this was a very well-run meeting for all Members being new. **Chairperson Litz:** thanked Rachel Baker for her help in the preparation of the meeting.

## **VIII. ADJOURNMENT**

MOTION: Moved that the Merit Award Board meeting be adjourned.  
BY: Gordon Milden  
SECOND: Rachel Baker  
VOTE: The vote was unanimous in favor of the motion.