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
February 9, 2016 – 10:30 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
(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
Angelica Gonzalez – Representative, Division of Human Resource Management (DHRM) and Secretary to the Merit Award Board
Neil Lake – Representative, American Federation of State, County and Municipal Employees (AFSCME)
Harry Schiffman – Representative, American Federation of State, County and Municipal Employees (AFSCME)

I. CALL TO ORDER –

Chairperson Rosa Mendez: Called the meeting to order. She completed a roll call for the members.

II. ADOPTION OF MINUTES FOR JUNE 2, 2015 – FOR POSSIBLE ACTION

MOTION:	Moved for approval of adoption of minutes for June 2, 2015 Meeting.
BY:	Chairperson Mendez
SECOND:	Neil Lake
VOTE:	The vote was unanimous in favor of the motion

III. GENERAL BUSINESS

a. Suggestions

i. Employee Suggestion Discussion – Department of Health and Human Services

ii. Employee Suggestion Discussion – Purchasing Division

b. Revised NRS 285 – Suggestions/Changes

Chairperson Mendez: Noted the first suggestion is from Department of Health and Human Services, Heather Mitchell. Discussion ensued about Heather Mitchell's background and her position as it relates to the form. **Neil Lake:** Asked if the suggestion had to be implemented in order to receive an award. **Chairperson Mendez:** Confirmed this. **Harry Schiffman:** Asked if they would be able to award based on savings basis from DHHS being that it appears they've decided to implement. **Angelica Gonzalez**: Stated that she would need to look into this further to establish if there is enough information to make an award. **Melanie Young:** Agreed that more information was necessary.

MOTION:	Hold suggestion pending more information
BY:	Chairperson Mendez
SECOND:	Harry Schiffman
VOTE:	The vote was unanimous in favor of the motion

Chairperson Mendez: Noted the second suggestion is from Mr. Peluci, regarding the Division of Unclaimed Property. **Melanie Young:** Noted his suggestion was having agencies provide a stipend for cell phone use instead of actually providing them with cell phones is already included in the State Administrative Manual, Section 1616 under Cellular Phones, that a stipend paid to an employee for the use of their personal device, instead of providing them with another cell phone and that it actually is dependent on each department to include in their policy if they want to use that as a method for

reimbursing the employee. This was approved by the Board of Examiners in May 2014. Therefore, the suggestion had already been implemented.

Neil Lake: Noted that it sounds like the suggestion was in the middle of being approved. The Purchasing Division should have a change to give more information.

MOTION:	Hold suggestion pending more information
BY:	Neil Lake
SECOND:	Chairperson Mendez
VOTE:	The vote was unanimous in favor of the motion

Chairperson Mendez: Explained that for Item B, NRS 285, she took all the comments discussed and attempted to make changes to the existing NRS 285 regarding what has been discussed.

Angelica Gonzalez: Asked that they go item by item. **Chairperson Mendez:** Agreed and started with 285-005, Definitions. The Board agreed that the term Adoption means the implementation of an employee's suggestion.

Chairperson Mendez: Described 285.030, No. 5 regarding the limits of legislative appropriations. It notes the Board may spend up to $1,000 and she changed to $1,100. **Melanie Young:** Stated that the limitation be removed because if it needs to be changed, it takes a change in the law. She suggested that remove the 'up to' and possibly put "expending", to leave it up to the Board. **Chairperson Mendez:** Stated that it was agreed to remove the specific amount and reword it so that there is no limitation on the budget.

Chairperson Mendez: Discussed the possibility of the Chair missing a Board Meeting and what would occur in their absence. **Neil Lake:** Noted that if the Chair is not present, the remaining Board Members would elect a Chair for that particular meeting.

Chairperson Mendez: Described 285.050 (2)(a) regarding the term Under Active Consideration by the State Agency. Discussion ensued. The Board agreed to take "currently" out and then discuss at a later point.

Chairperson Mendez: Described the next Item, C, which is not with in the State Employee's Authority or Responsibility. She noted it can be unclear on the employee's scope of work or responsibility under their classification. She asked if this needed to be reworked or left alone. **Harry Schiffman:** Noted that the Board could be removed from the responsibility of verifying job classifications and it could be determined by HR. **Angelica Gonzalez:** Asked about the appeals process and when HR got involved. It was noted that it was always verified by the Agency's word. The Board's consensus was to leave it as written.

Chairperson Mendez: Moved to No. 3 and noted she recommends changing "makes" to "submits". She further described it and noted that H states a suggestion can only be

made once to the Board. Discussion ensued about how technology changes might hinder this.

Chairperson Mendez: Moved to No. 3 and noted she recommends a clarified to include same before calendar year. **Angelica Gonzalez:** Noted the wording and asked, what is the tie in to calendar year and a better explanation of 'calendar year' is necessary. The Board's consensus is to make wording consistent throughout paragraph.

Chairperson Mendez: Moved to No. 5 and noted there was discussion about changing or adding something regarding the involvement of the Governor's Office of Finance. It was noted this was not necessary.

Chairperson Mendez: Moved to 285.060 and noted the discussion about the word "delay" and what was an acceptable delay and also mentioned changing the 30 days to 60 or 90 days. **Angelica Gonzalez:** Noted she does not believe 30 days is enough time. **Neil Lake:** Agreed. **Harry Schiffman:** Noted he does not want to leave it open ended. Suggested that wording allow an extra 30 days, after the original 30 days, but not to leave it open ended. **Neil Lake:** Noted that it says, shall report his/her findings and recommendations, which could be changed to reflect that they can do one or the other but are not obligated to do both. **Chairperson Mendez:** Noted that this flows to Number 2, Section B with regards to the cost savings.

Chairperson Mendez: Moved to No. 285.070. regarding the realization of the actual savings. Asked if there was anything to add that would address the concern of proof of savings that were realized. **Melanie Young:** Noted that this could take time, for an Agency to realize the cost savings. The Board agreed to discuss at a later point.

Chairperson Mendez: Moved to No. 5 on the last page. **Angelica Gonzalez:** Noted that on No. 4, awards for suggestions can be paid from money other than the State General Fund. **Melanie Young:** Noted it was the Highway Fund through the Department of Transportation. **Angelica Gonzalez:** Noted this was something that needed to be looked into.

Chairperson Mendez: Noted that No. 4 needs to be looked at. No. 8 needs to be looked at regarding the money and that's why there's notes on No. 5. **Neil Lake:** Agreed that it would be good to look at all options.

Chairperson Mendez: Noted that Staff would work with this and clean it up a bit. They will find out more information and come back to get further recommendations and suggestions.

IV. OTHER BUSINESS

Chairperson Mendez: Noted there was a request from the Sunset Subcommittee for the Board to provide some information to the Sunset Committee regarding structure, organization, purpose, mission and the legislative pieces that drive the Board; what we're responsible for doing and what's been done in the past. A draft was done and sent out for Board recommendations. Any changes or recommendations are needed by the end of the month.

Chairperson Mendez: Noted that there has been discussion about the coordination with Agencies regarding the process. If there are any recommendations for this process, and improving the follow-up with Agencies, please share.

V. 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.

VI. ADJOURNMENT

MOTION:	Moved that the Merit Award Board meeting be adjourned
BY:	Neil Lake
SECOND:	Harry Schiffman
VOTE:	The vote was unanimous in favor of the motion