



State of Nevada  
**MERIT AWARD BOARD**  
 “Good Government, Great Employees”



**MERIT AWARD BOARD SUGGESTION LOG**

The following table is a summary of the types of suggestions submitted to the Merit Award Board. Review the table to see if your suggestion has been previously presented to the Board for approval. Bolded/shaded entries have been approved for award.

Suggestion Description	Agency
Overpaid SNAP benefits	Department of Health and Human Services (DHHS)
<b>Digitalizing marriage and divorce records</b>	<b>DHHS</b>
Preferred State Vendors	Department of Administration - Purchasing Division
Process of serving legal paperwork	Department of Public Safety (DPS)
Essential Functions and people with disabilities	Department of Human Resource Management (DHRM)
Direct deposit notices in paper	Nevada State Controller's Office
Journal Voucher/Billing Claims	Nevada State Controller's Office
DMV Kiosks customer service	Department of Motor Vehicles (DMV)
<b>Public Assistance to incarcerated persons (#19)</b>	<b>DHHS</b>
Printed material on state stationery	Legislative Council Bureau (LCB)
Certified Mailings vs Electronic Certified Mailings	Department of Administration - Budget Division
Travel/eliminate the use of travel agents and associated costs	Department of Administration - Purchasing Division
Notice of Decisions	DHHS
Paper usage - recycling used paper	DHHS
Process of limited purchase orders and purchase orders	College of Southern Nevada (CSN)
Transferring cost of drug analysis cups to defendants	DPS
Video conferencing equipment	Nevada Department of Transportation (NDOT)
Billing codes for testing	DHHS
<b>Welfare and Medicare benefits for incarcerated individuals (#9)</b>	<b>DHHS</b>
Hand blowers in State agency bathrooms	Nevada State Public Works Division (NSPWD)

<b>Suggestion Description</b>	<b>Agency</b>
Creating electronic forms and using features in Adobe Acrobat	Department of Conservation & Natural Resources (DCNR)
Tire Recycling Program	DCNR
NEATS Training	DHRM
Policy distribution and gathering of acknowledgements	Department of Administration
Home storage of State vehicles	NDOT
Payee/Budgeting for clients	DHHS
Clinical Internships	DHHS
Driver Authorization Card (DAC) overcrowding	DMV
Supervisor Trucks	NDOT
Scan all releases of Info. (ROI)	DHHS
Automation of NPD-15 Employee Appraisal and Dev Report	DHRM
Purchase of Oracle database licenses	Department of Administration - Enterprise IT Services (EITS)
Re-structuring of mental health team	DHHS
Deferring cost of service	DHHS
A vending machine at DMV containing items for placing license plates	DMV
Create a centralized organization for consumer fraud	Office of the Attorney General (AG)
Annual Renewal Notices	Secretary of State's Office (SOS)
Increasing tourist travel to Nevada	Department of Tourism & Cultural Affairs (DTCA)
Ink Usage/read article about it	Department of Employment, Training & Rehabilitation (DETR)
Payment methods to authorize Credit Card and Debit Card payments	Department of Taxation
Recover data to generate accurate invoices	Department of Agriculture
Using super-market gift cards or debit cards to purchase food	DHHS
Caseload Size	DHHS
Universal Energy Charge	Public Utilities Commission (PUC)
TANF Program limits	DHHS
Streamlining and improving accuracy of information into the supervision of probationers	DPS
Nvision Biometric Screenings	Nevada Public Employees' Benefits Program (PEBP)

Suggestion Description	Agency
Centralization of library processes for NSHE	DHHS
Declining PEBP coverage	PEBP
Replacing paper towels with reusable cloth towel dispensers	DHHS
Take home cars in a 24-hr duty post	DPS
Date Stamps	AG
Travel: use of the travel module in NEAT's that is used by NDOT and Administration	DHHS
Creation and use of new NVBERS Survivor Beneficiary Form in lieu of existing form	DHHS
Risk Management Required Training	Nevada Department of Administration – Risk Management Division
NRS 482.255 Vehicle Registration	DMV
Outdated Eligibility Claim Requirements	DETR
Adding an additional telephone line for claim status and adjudication contact	DETR
EWS employer search results, selected employer information	DHHS
Closing Benefits	DHHS
2 <sup>nd</sup> 30-day pending applications	DHHS
Longevity of two-lane paved road	NDOT
Assisted Living Housing Unit for senior inmates	Department of Corrections (NDOC)
Compilation of Voter Registration Statistics	DHHS
Professional Translation Services contract for state agencies	Department of Administration – Division of Purchasing
PEBP cancel/discontinue	PEBP
Streamlining the photo upload process and reducing time and cost	DPS
Shorten wait times, make Q-tees more effective	DMV
Travel Requests	Colleen Cripps
Trivia game application for smartphone device users to help study	DPS
Grant Funding process	Department of Education (DOE)
Email addresses specific to position rather than employee	Enterprise IT Services (EITS)
Vehicle Maintenance	Fleet Services
HOA and CAM work processes	Department of Business and Industry (B & I)

Suggestion Description	Agency
Foreign Corp Publications	SOS
Uniform and Tool Allowance reimbursements	NDOT; Department of Wildlife (NDOW); Office of the Military; DPS; NDOC NDOC; Division of Forestry
Government Hotel Rate	Department of Administration – Purchasing Division
EBT Cards	DHHS
Disposable Batteries	DPS
Creating a voluntary furlough program	DHRM
Creating and incentive for employees who have outside health insurance	PEBP
Take home vehicles for sworn personnel	DMV
SNA – Food Stamp Program	DHHS
SNAPET Program	DHHS
OSOS – One Stop Operating System	DETR
Retention of employees and productivity	DHHS
Wage withholdings from State of Nevada employees for Child Support obligations	DHHS
Long waiting time at field offices and promoting online services	DMV
More efficient fire drill, disaster readiness	Department of Veterans Services
Raising the cost of overweight permit issued through NDOT	NDOT
State-issued cell phones	Department of Administration – Purchasing Division
Using tank devices to keep dust down during shoulder maintenance	NDOT
Enforcing a .05% tax on meal on inmates	NDOC
Use of “track changes” function in Word to limit paper usage	DPS
Lowering costs of work assessments	DETR
Implement Wells Fargo remote “Desktop Deposit Service”	DHHS
Internal Lose in SNAP & TANF EBT Cards	DHHS
Faxing documents	DMV
Request for Information letters (RFI)	DHHS
Eliminate printing certificates to get credit for classes taken in NEATS	EITS
Changing the current formatting of eligibility notices to save on costs of purchasing printing supplies	DHHS

<b>Suggestion Description</b>	<b>Agency</b>
Leave Progression Calculation worksheet to help obtain an employee's Leave Progression Date (LPD)	DHHS
A centralized project management office serving all State agencies	Department of Administration (DOA)
Use of old highway patrol cars as decoys on construction projects	NDOT
Voluntary Employee Morale Program	DHHS
Vendor registration fees for State of Nevada programs to be represented at events and exhibitions	DHHS
Emailing receipts for surrendered plates	DMV
Program/process for government offices to exchange/trade unused office supplies	DHHS
NDF's Conservation Camp recruitment issues	DCNR
Creation of a centralized portal for state agencies and their services	DOA
Creating an annual or bi-annual summit for Directors and Administrators of each department	Office of the Governor
Document Time Stamp Machine	DHHS
Going paperless for the Board of Examiners (BOE)	DOA
Case Plans	DHHS
Tribal TANF	DHHS
Improve service for clients and increase productivity by applying online through NOMADS on the website	DHHS
ATT Conference Lines	DOA
Internal Search Engine for Memorandums	DHHS
Harmony Mobile	DHHS
Child Support Online Application	DHHS
Replace landline work desk telephones with cell phones	University of Nevada, Las Vegas (UNLV)
Mentoring program between departments	UNLV
Creating an appeal form to be sent out with disqualification or correspondence	DETR
Changing all state facility lighting systems with motion sensors	DOA
Imposing a handling fee of \$3.00 to \$5.00 for customers requesting mail-out return documents	SOS
Budget expenditures	Governor's Finance Office, Budget Division
Installation of IM Software	DHHS
Edit of Notifications for welfare recipients	DHHS

<b>Suggestion Description</b>	<b>Agency</b>
Improving the efficiency and effectiveness of the Interpretive Service process.	DHHS
Case Guide Tool	DHHS
To assist SNAP, WIC and any other government aid participants with transportation	DHHS
Temporary labels on client folders	DHHS
New Civil Rights categories on forms	DHHS
Robocall system	NDOT
Scanning purchase orders, requisitions, journal vouchers, etc. to a server	NDOW
Requiring State employees to shut down their PC's after completing their shift	B & I
Paperless process – cash receipts, journal vouchers	Controller's Office
(duplicate) voluntary time off	Gaming Control Board (GCB)
Creating the rank of Corporal in the rank structure of the police department	NSHE
Reduce responses from Capitol Police by creating a new dialing system	DMV
Revising forms NPD-45 and NPD-32	DHRM
Document and Verification Processing	DHHS
Prior Authorizations	DHHS
Stopping the ordering of pre-printed letterhead	B & I
Nevada IFTA Tax Return	DMV
DMV study guides	DMV
Re-implementing/Revising requirement for Medicaid recipients and nursing home placements	HHS
Appointments at DMV Motor Carrier Offices	DMV
Continuation of Targeted Case Management to youth and families	HHS
Travel Expense Reimbursement Claim Form	HHS
New hires run through Central Payroll instead of individual agency HR centers	Colorado River Commission (CRC)
Fire drill and disaster readiness	Veterans' Services
Sales Tax Template on Registration and Title Transactions	DMV
Hiring process	EITS
Improve cost allocation tracking by updating Excel Spreadsheets used	DHHS – Welfare and Supportive Services (DWSS)

Suggestion Description	Agency
Targeted Case Management	DHHS
Application process and appointments	DMV
Processing Travel	DCNR
New OTIS and Offender Watch	DPS
Inmate account statements	Corrections
Changing Forensic Specialist to Mental Health Security Technician	DHHS
Making expedited driver's and identification cards available to customers for an expedited fee	DMV
Booking airline flights for youths needing to travel long distances once paroled	DHHS
Reducing mileage, reducing building operational costs and reducing turnover rate by updating Excel Spreadsheets	DHHS
Minimizing the number of monthly shred bins being picked up and charge for by all state agencies	GCB
Lean Six Sigma efficiency and training program	DOA
Recruitment and use of existing lists	DOA
Researching and collecting unclaimed property in other states that is owned by the State of Nevada	Treasurer's Office
Commuter Alert System	NDOT
Elimination of paper, shred bins, and company that scans for Welfare and Ricoh	D-HHS/DWSS
Re-establishing furloughs	DOA
Postal savings for unknow General Delivery Recipients	DHHS/DWSS