

**STATE OF NEVADA
HUMAN RESOURCES
COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Stewart Street, Room 110, Carson City; and via video conference in Las Vegas at the Eureka Building, 7251 Amigo Street, Room 120.

**MEETING MINUTES
June 28, 2024**

COMMISSIONERS PRESENT:

Mr. Rick McCann, Commissioner
Ms. Patricia Hurley, Commissioner
Mr. Andreas Spurlock, Commissioner
Ms. Angela Scurry, Commissioner
Mr. Armen Asherian, Alternate Commissioner
Ms. Christine Santiago, Alternate Commissioner

STAFF PRESENT:

Ms. Michelle Garton, Deputy Administrator, DHRM
Mr. Brian O'Callaghan, Deputy Administrator, DHRM
Ms. Heather Dapice, Supervisory HR Analyst, DHRM

I. CALL TO ORDER, WELCOME, ROLL CALL, ANNOUNCEMENTS

Commissioner McCann: I'd like to call the Human Resources Commission meeting for Friday, September 22, 2023, to order. We'll do the roll call.

II. PUBLIC COMMENT

Commissioner McCann: No vote or action may be taken upon a matter raised under public comment until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Is there any public comment? Not hearing and seeing anyone, we will move on to Item III.

III. PROHIBITIONS AND PENALTIES: DISCUSSION AND APPROVAL OR DENIAL OF SPECIFIC ACTIVITIES CONSIDERED INCONSISTENT, INCOMPATIBLE, OR IN CONFLICT WITH EMPLOYEE'S DUTIES AND THE PROCESS OF PROGRESSIVE DISCIPLINE

A. Secretary of State's Office

Commissioner McCann: Do we have someone who want to address this particular item.

Michelle Garton: Representative Rachel Baker, Human Resource Analyst for the Division of the Human Resource Management Consultation, Accountability, and Regulations Unit, will present this item.

Rachel Baker: In accordance with NAC 284.742, an agency shall identify specific activities considered inconsistent, incompatible, or in conflict with employees' duties, and identify the penalties for such activities. Prohibitions and penalties for the Secretary of State's office have been revised and are being presented for the Commission's review and approval. The last version of the Secretary of State's prohibitions and penalties were approved in 2009 and is substantially different than the current format. For this reason, the document required substantial changes, and the items submitted have been reviewed by the Division as a new document, and therefore there are no strikethroughs or indicated additions. The items outlined in the document are consistent with those already approved by the Commission. Representatives from the agency are available to answer any questions.

The motion passes unanimously.

MOTION: Moved to approve Prohibitions and Penalties for the Secretary of State's office.
BY: Commissioner Scurry
SECOND: Commissioner Santiago
VOTE: The vote was unanimous in favor of the motion

IV. POSSIBLE DECISION TO ENTER INTO A NEW CONTRACT WITH THE HEARINGS DIVISION OR POSSIBLE RECRUITMENT OF INDEPENDENT HEARING OFFICERS

Commissioner McCann: We have Michelle Garton, Deputy Administrator for DHRM, here to present this item.

Michelle Garton: The Division today is requesting the approval to enter into an interlocal contract with the Hearings Division. The Division has been working with the Hearings Division to hear personnel appeals as well as whistleblower appeals for over a decade. The current contract had been renewed once for a four-year period. Today the Division is requesting a new, start-fresh contract for a period of one year, further assessing the direction to proceed during this year. The Division at this point doesn't have the facilities or the administrative staff to support independent hearing officers, but that directive is one the Commission may choose to give. The only difference in this inter-local contract with the agreement of the Hearings Division is to allow for travel by hearing officers north and south.

Commissioner Spurlock: If there has been enough satisfaction with the current setup and there has been four-year terms, why are we only doing the one-year term?

Michelle Garton: There have been staffing issues all throughout the State. The Division is completely satisfied with the performance of the Hearings Division. This was just the agreement of time allowed to ask for.

Commissioner McCann: Would this also have anything to do with any constraints on the current budget that has already been passed for this or that we're working within?

Michelle Garton: The budget year that starts on Monday, July 1st, Fiscal Year 25, has been budgeted for during the last session. That is a finite number of dollars, and nothing has changed. The Division does know from experience that it can afford this additional travel through the allocation in that category.

Commissioner McCann: Any additional questions or comments or discussion? Not hearing or seeing anything in the south or the north, I'll ask for a motion from a Commissioner to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve a new contract with the Hearings Division.
BY: Commissioner Spurlock
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion

V. DISCUSSION AND APPROVAL OF ADDITION OF PROPOSED CLASS SPECIFICATION MAINTENANCE REVIEW OF CLASSES RECOMMENDED FOR REVISIONS AND ABOLISHMENT

A. Medical & Health Related Services

1. Subgroup: Nursing Services, Institutional Nursing

A. 10.364 Licensed Practical Nurse Series

Heather Dapice: Consultation with academic experts from agencies that utilize this series did determine that series in class concepts for each level in the series were consistent with current expectations and require no change at this time. However, minor changes were made to the entry level and full performance knowledge, skills, and abilities within the normal qualifications at every level to maintain consistency with verbiage, formatting, and structure.

Commissioner McCann: Any questions or discussions on this matter? Not having seen or heard anything from the south or the north, I will ask for a motion to approve this agenda item.

The motion passes unanimously.

MOTION: Moved to approve.
BY: Commissioner Asherian
SECOND: Commissioner Scurry
VOTE: The vote was unanimous in favor of the motion

VI. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING HUMAN RESOURCES COMMISSOIN APPROVAL PER NRS 284.160

Posting: #24-24

09.475 Water System Manager/Operator/Worker Series

Posting: #25-24

06.231 Professional Engineering Specialist

Posting: #26-24

02.421 AG Legal Secretary Series

Posting: #28-24

12.152 Workforce Services Representative Series

Posting: #29-24

06.343 GIS Analyst Series
Posting: #30-24
01.401 Weights & Measures Inspector Series

Commissioner McCann: This item is an informational item. This is reports of uncontested classification changes not requiring the Human Resources Commission's approval per NRS 284.160. I always want to make sure that when there are reclassifications, does it ever result in leaving someone out? Does there become an issue with reclassifications becoming a negative for an employee?

Heather Dapice: Except through an NPD-19 process and a Legislative request in the budget, any changes done to a class specification encompasses everybody in that series and it is made sure that everyone meets the qualifications before it is done.

Micheal Baltz: HR Officer with DETR. Specific to the Workforce Services Representative series, there is language that references the Workforce Investment Act, which has been changed to the Workforce Innovation and Opportunity Act.

Heather Dapice: That was brought to our attention and has been considered a minor change not requiring Commission approval. We will make that change.

VII. DISCUSSION OF DATES FOR UPCOMING MEETING

Commissioner McCann: Moving on to item number VII, discussion of dates for an upcoming meeting.

Michelle Garton: The Division just submitted a slew of regulations for pre-adoption review, so the Legislative Council Bureau, Legal Division, will be working on that. The later in September the meeting could be held the better to give them enough time. September 27th and December 13th was put up for discussion.

Commissioner Spurlock: I may be out of town on the 27th but will advise as soon as possible but the December date is fine.

Commissioner McCann: So, the next meeting of the Human Resources Commission will be September 27th and December 13th, and any conflicts will be worked on in the meantime. Any further discussion?

VIII. COMMISSION COMMENTS

Commissioner McCann: No Commissioner comments from the north or the south.

IX. PUBLIC COMMENT

Commissioner McCann: No vote or action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Is there any public comment at this time? None heard or seen.

X. Adjournment

Commissioner McCann: This meeting is adjourned.