

**STATE OF NEVADA
PERSONNEL COMMISSION**

Held at the Nevada State Library and Archives Building, 100 N. Carson Street, Room 110, Carson City; and via video conference in Las Vegas at the Grant Sawyer Building, 555 E. Washington Avenue, Room 1400.

**MEETING MINUTES
March 3, 2023**

COMMISSIONERS PRESENT:

Ms. Katherine Fox, Chairperson
Ms. Patricia Hurley, Commissioner
Ms. Susana McCurdy, Alternate Commissioner
Mr. Andreas Spurlock, Commissioner
Ms. Angela Scurry, Alternate Commissioner
Mr. Rick McCann, Commissioner
Ms. Christine Santiago, Alternate Commissioner

STAFF PRESENT:

Ms. Mandee Bowsmith, Administrator, DHRM
Ms. Beverly Ghan, Deputy Administrator, DHRM
Ms. Kristen Anderson, DHRM
Ms. Heather Dapice, DHRM
Ms. Carrie Hughes, DHRM

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

Chairperson Fox: It is approximately 9:00 AM on Friday, March 3, 2023, and I'm calling to order this meeting of the Personnel Commission.

Chairperson Fox: I'll begin with the roll call. Let the record indicate that Susana McCurdy is sitting in for Commissioner Mark Olson.

Chairperson Fox: Before continuing with the agenda, I'd like to introduce Mandee Bowsmith, who is now the Division of Human Resource Management Administrator.

Mandee Bowsmith: I have over 24 years now of government human resources experience. I started my career at the city of Las Vegas as a temporary file clerk and was there for 15 years. My labor relations experience brought me back to Reno. I became the Labor Relations Program Manager at the city of Reno and became the Director of Human Resources at the City of Reno. Thank you very much for the lovely welcome.

Chairperson Fox: Let the record also indicate that we have two alternates here in the audience in the south, Angela Scurry and Chris Santiago.

II. PUBLIC COMMENT

Chairperson Fox: Is there anyone in the south wishing to come forward for public comment? Seeing and hearing none, is there anyone in the north wishing to come forward?

III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

- A. Held June 24, 2022
- B. Held August 09, 2022
- C. Held August 26, 2022

Kristen Anderson: The minutes were not received from the transcription company in enough time to allow the Commissioners to review and have comment. They will be on the next June agenda.

Chairperson Fox: We will table that item at this time.

IV. DHRM PRESENTATION - DIRECTOR JACK ROBB AND ADMINISTRATOR MANDEE BOWSMITH

Mandee Smith: Unfortunately Director Robb couldn't be with us today so I will be giving you some information on what we're presenting today. In the fall of 2022, the DHRM presented a work program to the interim finance committee requesting the ability to bring on a third party consultant to help us with an analysis of NAC and NRS 284. We were able to bring on the Simmons Group to really take a look at our processes, our statutes, our regulations, what we are doing now, and what we should be doing to bring ourselves into 2023 in terms of human resources, processes, and systems. We knew that we would have to make some regulatory updates and we wanted to make sure that we weren't not seeing the forest for the trees when we were trying to make those regulation updates. All of us that have been working in the human resources field within the state of Nevada need to update and innovate not only our process, but our job classifications, our classification program as a whole, and our compensation program. We need to take another look at what our state philosophy for paid classified employees should look like. We are supposed to be getting some final recommendations on March 10, when Simmons will be presenting to leadership, and then in conjunction with this, Executive Order 2023-002 has directed the Department of Administration and the Division of Human Resource Management to conduct feedback workshops with department leadership stakeholders in the HR program to really get an idea of the struggles with recruitment and retention. On the 27th of January, Director Robb assembled a group of about 22 to give us an idea of the struggles they face of things that they would like to see change with respect to NRS 284 and NAC 284, and the feedback we got was monumental. We took the feedback and put together proposed changes to the statute, so proposed changes to NRS 284 in hopes that if these changes are approved by the legislature, it will allow us to open up the Human Resources

program here at the state, allowing appointing authorities a little bit more authority in terms of processes within their respective departments and divisions, as well as allowing for the DHRM to become more of an oversight audit functionary where we have human resources business partners assigned to departments and divisions to help navigate these stakes and to help us push out consistent training for not only the SAP system, but also for best practice processes that we want to implement across the state. We will present to this body the findings from Simmons group in conjunction with what we have workshopped with that group under Executive Order 2 so that you are aware of what we're doing and of any regulatory changes that may have to come before this body.

Chairperson Fox: Commissioners, questions for the Division? At what point in the process with the Division be interacting with employees, labor groups to get an understanding of their concerns or what they want to see in terms of change to state processes?

Mandee Bowsmith: Once we are assured that we're going to get some positive votes from the legislature and that our proposed changes to NRS 284 will pass, we will be able to start asking for employee feedback groups to occur, workshops to occur on both concepts and suggested language for new regulations and changes that departments and divisions would like to see, as well as the labor organizations we work with. We anticipate that will happen June or July at the earliest.

Chairperson Fox: And when do you estimate that you will have proposed legislative language provided to the legislature?

Mandee Bowsmith: It's my understanding that the proposed changes to NRS 284 are being included in one of the five bills coming out of the Governor's Office and that those bills should drop any time now.

Chairperson Fox: So once the bill drops, then interested parties would be able to get a sense of those changes to NRS 284?

Mandee Bowsmith: Yes, ma'am, and we will be happy to send out an email to this body letting them know that the bill has dropped.

Chairperson Fox: And my last concern: that as the Division and the state affects change, that we all be mindful that change can be difficult on all the affected parties and that my opinion is that a Big Bang theory of change is often riddled with issues in terms of implementation. My hope is that the state and the Division have a project plan for implementing the changes, and also the SHRM model, and I believe the IPMA model in terms of human resource management has done a really good job about the three roles that HR professionals play in terms of implementing change. I think that those concepts for the Division are going to be important as the Division jumps into what is really some heavy lifting.

Mandee Bowsmith: We absolutely will be building a project plan that will contemplate how we phase in certain changes in incremental changes because we need time to train and get folks accustomed to the new process and the ability to ensure that our new HRIS is able to accomplish what we are proposing that it does. We will develop that project plan in conjunction with the Simmons Group.

V. DISCUSSION AND APPROVAL OF ADDITION OF CLASSES FOR PRE-EMPLOYMENT SCREENING FOR CONTROLLED SUBSTANCES

A. The Nevada Cannabis Compliance Board requests the addition of the following classes to the list approved for pre-employment screening for controlled substances:

1. Classes requested for approval of pre-employment screening for controlled substances.

a. 10.543 Cannabis Program Inspector Trainee

b. 10.544 Cannabis Program Inspector III

Carrie Hughes: The Nevada Cannabis Compliance Board is requesting the admission of the requirement of pre-employment screening for controlled substances for the classes listed in Agenda Item 5. As a basis for their request, the Board has indicated that incumbents in the Cannabis Program Inspector III class are responsible for monitoring cannabis facilities. Incumbents in the Cannabis Program Inspector Trainee class receive training in performing the

duties of the Cannabis Program Inspector Series and may progress to the next level in the series, which is currently approved for pre-employment screening for controlled substances. Please note that the Commission has previously approved pre-employment screening for controlled substances for the other classes in the Cannabis program Inspector Class series. Thank you for your consideration of this request, and a representative of the Board has been requested to be present to answer any questions you may have.

Chairperson Fox: Commissioners, do you have questions? Is there any public comment? Seeing and hearing none, I move that the Commission approve the addition of classes for pre-employment screen for Controlled Substances IV, Cannabis Program Inspector Trainee, and Cannabis Program Inspector III.

The motion passes unanimously.

MOTION: Moved to approve the addition of classes for pre-employment screening for Controlled Substances IV, Cannabis Program Inspector Trainee, and Cannabis Program Inspector III.
BY: Chairperson Fox
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion

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

- A. Law Enforcement Support Service**
 - 1. Subgroup: Investigations & Inspections**
 - a. 11.350 Deputy Administrator, Equal Rights Commission**
 - b. 11.367 Uninsured Employer Claims Coordinator**
- B. Social Services & Rehabilitation**
 - 1. Group Institutional Supervision & Correction**
 - a. 12.517 Correctional Assistant**
 - b. 12.583 Institutional Chaplain**

Heather Dapice: I'm here to present for your approval the abolishment of class specification 11.350, Deputy Administrator Equal Rights Commission; and 11.367, Uninsured Employer Claims Coordinator. As part of the biannual class specification maintenance review process and consultation with subject matter experts, it was determined that these classes are no longer being utilized and are not expected to be used in the future, and there it is recommended that these classes be abolished at this date. Moving onto item 6B, 1a and b, as part of the biannual class specification maintenance review process and consultation with subject matter experts from the Department of Corrections, it was determined that no changes to 12.517, Correctional Assistants and 12.583, Institutional Chaplain are required at this time.

Chairperson Fox: Questions for the Division from the Commissioners?

Commissioner McCann: Kudos for getting rid of some positions that no longer essentially exist. That's a small way of cleaning up the whole process.

Chairperson Fox: Other Commissioners, any comments or questions? Is there any public comment related to this item? Seeing and hearing none, I'll entertain a motion.

The motion passes unanimously.

MOTION: Acceptance of Agenda Item 6, discussion and approval of proposed class specification, maintenance review of class recommendations for revision and abolishment
BY: Commissioner McCann
SECOND: Commissioner Hurley
VOTE: The vote was unanimous in favor of the motion

VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES NOT REQUIRING PERSONNEL COMMISSION APPROVAL PER NRS 284.160

Posting: #10-22
11.406 Assistant Chief Insurance Examiner Series
Posting: #11-22
11.144 Fingerprint/Records Supervisor Series
Posting: #12.-22
11.564 Safety Supervisor, Elevator -- DIR Series
Posting: #13-22
11.529 Safety Supervisor, Boiler -- DIR Series
Posting: #14-22
1.514 Deputy Brand Inspector Series
Posting: #15-22
7.921 IT Professional Series
Posting: #16-22
6.987 Electronics Technician Series
Posting: #17-22
7.776 Fiscal/Business Professional Trainee Series
Posting: #18-22
6.6766 Climate and Energy Specialist
Posting: #19-22
13.141 Park Ranger Series
Posting: #20-22
12.619 Parole & Probation Specialist Series
Posting: #01-23
6.753 Building Construction Inspector Series
Posting: #02-23
11.117 Public Safety Dispatcher Series
Posting: #03-23
9.322 Equipment Mechanic Series
Posting: #04-23
1.805 Forestry Program Manager
Posting: #05-34
6.959 Communications Systems Manager
Posting: #06-23
6.976 Communications Systems Specialist Series

Chairperson Fox: This item is an informational item only requiring no action on the part of the Commission. It's a report of uncontested classification changes not requiring Personnel Commission approval for NRS 284.160.

VII. DISCUSSION OF DATES FOR UPCOMING MEETING

Chairperson Fox: This item is discussion updates for upcoming meeting. I think we are looking at a date in June but we want to make it at the correct time for when the legislature ends and being able to approve some changes NAC if necessary at that time.

Mandee Bowsmith: June 5th is Day 120 of the legislative session, so we are proposing a possibility of Friday June 9 or Friday June 16.

Commissioner Hurley: I am not available on June 16 but I am available on June 9.

Commissioner McCann: June 9 would be a better date.

Chairperson Fox: It looks like June 9 would be a good date. Do you want to do a placeholder for September or wait

until the June meeting?

Mandee Bowsmith: We will be happy to propose September dates by email if that is acceptable to the Commissioners.

Chairperson Fox: That is perfect.

IX. COMMISSION COMMENTS

Chairperson Fox: I was appointed to the Commission sometime in 2001. I have served for a number of governors, and today is my last meeting. I have done this for 21 years. It's time for someone else to sit in this eat. I've enjoyed a wonderful working relationship with the Division, have felt that they have always been responsive, always tried to do the right thing, out-of-box thinking if at all possible. I have a lot of respect for state employees based upon sitting in this chair and some of the things the state employees, particularly the Division, are asked to do and accomplish in a very timely manner. I'm probably moving to Iowa, so I'm leaving Nevada, have lived her since 1979, have loved Nevada, but looking to start a new chapter and be closer to family. Thank you all for the opportunity an dhow you've made me look good in this role, and good luck because I know you have a lot of work ahead of you. Good luck to the Division.

Commissioner McCurdy: I would like to thank Chairperson Fox for the decades of professionalism, dedication, for bringing different perspectives, a wealth of knowledge, and thank you so much for your commitment, and I wish you the best of luck in Iowa.

Commissioner Hurley: I will certainly miss you. You were the one who told me about this Commission, to apply and see if I can get here, so I appreciate everything you've done. Good luck to you and thank you for everything that you've done. I think I've learned a lot underneath you. I wouldn't be in the position I am for Washoe County if it wasn't for you.

Beverly Ghan: It has been an honor to work with you and have you chair the Commission. Your professionalism and your subject matter expert in the areas that we deal with has been awesome for the agency and you've guided us and helped us along so many different areas throughout the years. Thank you so much and we will miss you and good luck to you in the future.

X. PUBLIC COMMENT

Chairperson Fox: 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.

Chairperson Fox: Anyone wishing to come forward for public comment? None heard or seen.

XI. Adjournment

Chairperson Fox: We are adjourned.