

**STATE OF NEVADA**  
**PERSONNEL COMMISSION**  
**MEETING MINUTES**

**Friday, March 4, 2016**

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Held in Carson City at the Legislative Counsel Bureau, 401 S. Carson Street, Room 3138, Carson City, Nevada 89701; and via video conference in Las Vegas at the Grant Sawyer State Building, Room 4401, 555 East Washington Avenue.

**COMMISSIONERS PRESENT**

**IN CARSON CITY:** Katherine Fox, Chair  
David Read, Commissioner

**STAFF PRESENT IN CARSON CITY:**

Peter Long, Interim Administrator, DHRM  
Tawny Polito, Executive Assistant, DHRM  
Jennifer Chisel, Deputy Attorney General  
Rachel Baker, Supervisory Personnel Analyst, DHRM  
Denise Woo-Seymour, Personnel Analyst, DHRM  
Katie Holmberg, Personnel Analyst, DHRM

**COMMISSIONERS PRESENT**

**IN LAS VEGAS:** David Sanchez, Commissioner  
Andreas Spurlock, Commissioner  
Gary Mauger, Commissioner

**STAFF PRESENT IN**

**LAS VEGAS:** Heather Dapice, Supervisory Personnel Analyst, DHRM

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

**Commissioner Sanchez:** Opened the meeting at 9:16a.m. He started by taking roll. There were no announcements. A quorum was established.

**II. PUBLIC COMMENT NOTICE:** Read into record by **Commissioner Sanchez**

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.

**Commissioner Sanchez:** Asked if there were any public comments. There were none.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS** **Action Item**

**A. December 4, 2015**

**MOTION:** Motion to approve the minutes of the meeting dated December 4, 2015.

BY: Commissioner Read  
SECOND: Commissioner Spurlock  
VOTE: Motion passed unanimously

**B. September 25, 2015**

MOTION: Motion to approve the minutes of the meeting dated September 25, 2015.  
BY: Commissioner Spurlock  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously.

**Chairperson Fox:** Arrived for the meeting.

**IV. DISCUSSION AND APPROVAL OR DENIAL OF PROPOSED REGULATIONS  
CHANGES TO NEVADA ADMINISTRATIVE CODE, CHAPTER 284 Action  
Item**

A. LCB File No. R076-15

Sec. 1. New Removal of ineligible grievance from procedure.

Sec. 2. NAC 284.658 "Grievance" defined.

Sec. 3. NAC 284.678 Submission, form and contents of grievance; informal discussions.

Sec. 4. NAC 284.6955 Hearing before Employee- Management Committee: Procedure.

Sec. 5. NAC 284.6957 Hearing before Employee- Management Committee:  
Continuance; Abeyance.

**Denise Woo-Seymour:** Explained, LCB File number R076-15 includes changes related to the formal grievance process. Page 28 of your PC binder, the amendment in Section One of this LCB file adds a new section to Chapter 284 of the Nevada Administrative Code. This new section provides if the Division of Human Resource Management determines that a request for the adjustment of a grievance is not eligible for the procedure, the Division will remove the request. This is an effort to direct an employee to the correct venue at the earliest possible point and avoid the expectation that the issue is being handled when the employee is not actually eligible to file a grievance, or when it is in the wrong venue.

For example, because the grievance process is available only to permanent, classified employees, a request for the adjustment of a grievance would be removed from the process, if it is filed by a probationary employee, or an employee in the unclassified, or non-classified service. Subsection 2 of NAC 284.658 defines what a grievance is not, and includes issues such as classification appeals, which are heard by the Personnel Commission, catastrophic leave appeals heard by the Committee on Catastrophic Leave, and an appeal of a suspension, demotion, or termination which is heard by a Hearing Officer.

Grievances filed that relate to these issues, would also be removed. The new language explains that in addition to the removal of the grievance from the process, the Division must notify the employee that the grievance has been removed and the reason for the determination. Also, the Division must inform the employee of the proper procedure for resolving his or her concern and advise the employee that she or he has the right to appeal the determination directly to the Employee-Management Committee.

The issues that do not fall within the grievance process also have deadlines, some as short as five days and it's very important to inform the employees of the proper procedure to follow at the earliest possible moment.

**Chairperson Fox:** Asked if there were questions from the Commissioners.

**Commissioner Mauger:** Asked for a history on where this is stemming from and wanted clarification on whether these were things already being done that needed to be streamlined. He questioned whether this is something being done currently but is being streamlined to identify the fact that exempt employees do not have grievance rights and they're going to have to go straight to the Committee if they don't agree.

**Denise Woo-Seymour:** Explained, they receive enough grievances that unfortunately, go through the process, and actually the employee is the only one that is allowed to withdraw that grievance, but in the meantime, while they may be in the wrong venue, or not eligible to file a grievance, then they may miss deadlines in the venues where it would be appropriately reviewed, such as I think it's sexual harassment allegations, there's a very short timeline to file allegations. She further explained, it's also for the employee that is not eligible to file their issue, to make sure they're in the correct venue, and to know that their issue is being addressed as expediently as possible. At this point, if there is a grievance in the wrong venue, it may go through all the steps, all the way up to, before the EMC, and then have wasted time for the employee and effort for the employee, when it should be in another venue.

**Commissioner Mauger:** Asked, currently they're going through the step procedure and now you're changing it to streamline it, because they're nonexempt and not eligible for that. He noted, he's trying to determine whether they're already receiving it, and now you're taking it away.

**Denise Woo-Seymour:** Stated, it's not being taken away. Only classified permanent employees are eligible so non-classified, and unclassified employees are at-will employees. They are not eligible to become permanent, so they may address their issues in a less formal process, such as maybe a meeting with their chain-of-command, through management, or mediation is also available to them. At this point they may go through each step of the grievance process and have response from each level of management, even including Division of HR Management advising that they should be addressing their issues in another venue, but at this time, that person is the only eligible to withdraw the grievance.

**Commissioner Mauger:** Asked, the Committee that makes the final decision on this, that's final and binding on them or can that employee go beyond that say go to court?

**Denise Woo-Seymour:** Stated, they could, if they decide to pursue it further.

**Commissioner Mauger:** Asked, the savings on that, wouldn't it be more expensive if they had to go to Court, instead of having a procedure that would identify with that and whatever the decision of the hearing also would be, it would be binding. He continued, there could be a situation where they have to go get an attorney to fight what they feel is something they've been aggrieved and that becomes a money situation. So I'm just trying to get this clarified as to what your thinking is on this.

**Peter Long:** Added, bottom line what we're trying to do is what was mentioned at the beginning. We're trying to streamline the process. We're not taking any rights away from employees that had them before. We're clarifying that employees who don't have them, can file the grievance, they would be advised if they didn't have the right, but then rather than going through each step, whether to their supervisor, or their manager, the director of their department, and ultimately the Employee-Management Committee, if they disagree that this isn't the appropriate venue, or that they are still a qualifying employee, they would go straight to the Employee-Management Committee, who would then make that determination of whether

they were qualifying or not, or whether it was the appropriate venue. So it's streamlining it for the employee, as far as being able to do something after the Employee-Management Committee makes a determination they have now and have always had the right for judicial review, so this wouldn't change that, and it's not our belief that this would either decrease or increase that ultimate review process.

**Chairperson Fox:** Asked if there were additional questions from the Commissioners.

**Kimberley King:** Introduced herself as, Human Resource Manager for NDOT. She noted, NDOT would support this language, it would actually probably reduce work load for both department and give employees clear direction on where they should be filing their appeal. She thinks that this is a good change in the language.

**Denise Woo-Seymour:** Continued with proposed changes. She explained, on page 29 of the PC binder. Section two of LCB file number R076-15 clarifies that the grievance process is available to classified employees who have attained permanent status. This is consistent with how this section has been historically administered. Also, because the new section being added to NAC 284 will need to be referenced and NAC 284.658, the phrase in section one of this regulation has been added to this regulation. If adopted by the Personnel Commission, a number will be assigned to the new section by the Legislative Counsel Bureau, which will be included here upon codification.

Page 30. The next section of this LCB file is a housekeeping item that will create consistency in the language. The term "event leading to the grievance" is already used in this regulation. And the term "event date" is used in the Nevada Employee Action and Timekeeping System (NEATS). When an employee files a grievance electronically, thus using "event", rather than the word "origin" throughout NAC 284.678 is more appropriate.

Page 32. Section four of LCB file number R076-15 makes a number of changes to NAC 284.6955 that will reduce administrative burden, reduce time and expense related to certain aspects of the Employee-Management Committee, and establish regulations regarding the issuance and enforcement of subpoenas. The first change is to require that packets of documents be sent to the clerk of the Committee, rather than the Chair, which is current practice.

Due to open meeting law requirements, additional packets are necessary in order to have a copy available for the public at each hearing location. Changing the due date of packets of documents which include a list of witnesses to 15 working days prior to a scheduled hearing will reduce confusion, because request for subpoenas, if necessary, are also due 15 days prior to a scheduled hearing.

The next amendment in this section creates flexibility by allowing a member of the Committee that's designated by the Chair to reschedule a hearing in the event an employee or the employer fails to comply with subsection one of this regulation, which is providing the packets to the hearing members.

Next on page 33, a new subsection was added to NAC 284.6955 related to subpoenas for documents containing confidential information. Because hearings are typically conducted via video conference, requiring two copies of the original document submitted under seal, will allow a copy to be available to the Committee in the North and South.

Only one copy of the redacted copy is necessary because the number of Committee members serving is not always the same, and the EMC clerk will prepare the correct number of documents for each hearing.

The next change allows the Committee to take testimony from an individual by phone or a video conference from a location that has not been included on the agenda. This increases the ability of an individual to

testify, and will reduce potential travel costs.

And the final amendment clarifies that the member of the Committee acting as the Chair of a hearing will recognize a member to ask a question. Sometimes the elected Chair of the Committee does not act as the Chair of a hearing, and one of the co-vice chairs or another member of the Committee acts in that capacity.

Page 34. Finally, section five of this LCB file creates regulations allowing a grievance to be placed into abeyance and includes a method to make such a request. There are situations when placing a grievance into abeyance could be appropriate, such as when the grievant will be away from the office for an approved extended period of time, or when the outcome of an ongoing investigation may affect a grievance.

The second amendment to NAC 284.6957 allows the Chair or a member of the Committee designated by the Chair to grant a request for a continuance, or to have a grievance placed into abeyance, no longer requiring that the Committee perform that function. Allowing the Chair or a member of the Committee designated by the Chair to grant such request expedite decisions regarding developing issues.

**Chairperson Fox:** Asked, in Section Five where you talk about something being held in abeyance, the grievance to be placed in abeyance, which would be very different than postponing the hearing of a grievance, because perhaps not all the interested parties are available. Is there language in the regulation that discusses postponing or rescheduling a grievance to a later date?

**Denise Woo-Seymour:** Stated, she believes there is. She can't quote that regulation, but yes there is.

**Chairperson Fox:** Asked, but it would be two very different kinds of mechanisms and reasons why something would be postponed versus have an abeyance. **Denise Woo-Seymour:** Confirmed.

**Chairperson Fox:** Asked if there were additional questions from the Commissioners. Noted, the regulation changes really provide better communication to an employee regarding what does not meet definition of a grievance, or it is before the wrong party to hear your concern. She is encouraged by the language changes, because I think it can get confusing for employees to navigate those situations.

**MOTION:** Approval of changes to Nevada Administrative Code, Chapter 284, LCB File Number R076-15, that provides new information regarding an eligible grievance, defining a grievance, submission of forms, and contents, hearing before the Employee-Management Committee that procedure, and hearing before Employee-Management Committee continuance and abeyance.

**BY:** Chairperson Fox

**SECOND:** Commissioners Read

**VOTE:** Motion passed unanimously.

## **V. DISCUSSION AND APPROVAL OR DENIAL OF CLASS SPECIFICATION MAINTENANCE REVIEW**

**Action Item**

- A. Clerical & Related Services
  - 1. Subgroup: Administrative Support
    - a. 2.222 Clerical Trainee
  - 2. Subgroup: Supply Maintenance
    - a. 2.811 Supply Technician Series

**Katie Holmberg:** She presented Item 5A, 1A, the Clerical Training Class Specification. The class was reviewed by various departments and agency human resources' staff, and it was determined that minor

revisions be made to the class concept to better reflect common duties performed by clerical trainees. The minimum qualifications and knowledge skills and abilities are consistent with current expectations. We respectfully request your approval of this class specification effective today.

**Chairperson Fox:** Asked, if the changes were in red. **Ms. Holmberg** confirmed.

**Heather Dapice:** She presented Item 5A, 2A, Supply Technician Series. In consultation with subject matter experts from multiple agencies, modifications made to the series concept to account for changes and verbiage used and duties performed. As a result of these adjustments minor changes were made to the class concept of the Supply Technician III, and Supply Assistant levels. Also, minor changes and minimal qualifications were required to represent these modifications, as well as to maintain consistency and structure and format.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

MOTION: Approval of changes to Item 5A, the Clerical and Related Services Group.  
BY: Commissioner Mauger  
SECOND: Commissioner Sanchez  
VOTE: Motion passed unanimously.

- B. Fiscal Management & Staff Services
  - 1. Subgroup: Financial
    - a. 7.140 Accountant Technician Series
  - 2. Subgroup: Public Information
    - a. 7.818 Retail Storekeeper Series

**Rachel Baker:** She presented Item 5B, 1A, Account and Technician Series. In conjunction with the biannual class specification maintenance review project, this series was reviewed by subject matter experts in the various agencies utilizing the classes. Based on input received and agreed upon, Human Resource Management recommends revisions be made to update the duty statements outlined in both the series and class concepts to reflect updated class titles, and to describe duties performed within the Nevada System of Higher Education (NSHE).

Additionally, the knowledge, skills and abilities of the classes were revised to expand and clarify the relevant acceptable knowledge, skill and/or ability required to be able to perform the duties outlined. And revisions were made to formatting, to maintain consistency with other class specifications. Furthermore, the number of credits required for each level were reduced in order to better reflect the accounting knowledge required at each level. It was felt that these reductions would greatly assist in recruiting efforts, especially at the II and the III levels.

Human Resource Management was assisted by subject matter experts who offered suggestions throughout the process and the changes are supported. We respectfully request your approval of this class specification effective today.

**Heather Dapice:** She presented Item 5B, 2A. In collaboration with subject matter experts from multiple agencies, it is recommended to add new language for the Nevada System of Higher Education (NSHE) to approve duties an incumbent may perform in a University retail environment. Also, language was added to account for changes in verbiage as well as changes in point of sale and e-commerce related duties. Minor revisions were made to the minimum qualifications to account for these changes. Also, changes were made to both the entry level and full performance knowledge, skills, and abilities to maintain consistency with formatting structure.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

**Janine Nelson, HR Manager Business Center North, Nevada System of Higher Education (NSHE):** Introduced herself and noted, a lot of NSHE activity on these specs and if I don't get an opportunity to say thank you, I'm just going to say it now.

**Commissioner Sanchez:** Noted, he's an employee of NSHE as an adjunct psychology instructor at the College of Southern Nevada, but doesn't feel there is a conflict.

**Chairperson Fox:** Noted, she's encouraged by the fact that you added a change to the minimum qualifications because there were some issues where they can apply for accountant instead of accounting technician. Good work there.

**MOTION:** Approval for the Fiscal and Management Staff series subgroup, Financial, Accountant, Technician series, and the subgroup Public Information, Retail Storekeeper series.

**BY:** Chairperson Fox

**SECOND:** Commissioner Read

**VOTE:** Motion passed unanimously.

- C. Medical, Health & Related Services
  - 1. Subgroup: Health Related Services
    - a. 10.229 Mid-Level Medical Practitioner
    - b. 10.231 Health Information Series
  - 2. Subgroup: Laboratory Services
    - a. 10.729 Laboratory Assistant Series
    - b. 10.726 Laboratory Technician Series
    - c. 10.769 Staff Research Associate Series

**Rachel Baker:** Introduced herself and noted, she will present the midlevel medical practitioner, Item 5C, 1A. In conjunction with subject matter experts from the Department of Corrections and the Division of Public and Behavioral Health, Human Resource Management recommends changes be made to the duty statement to update those duties performed by incumbents in this class. As such, the knowledge, skills and abilities were revised accordingly. The special requirements in education and experience were updated to reflect the professional title change within Chapter 632 of the Nevada Revised Statutes and Administrative Code from advanced practitioner of nursing to advanced practice registered nurse.

Additionally, it was distinguished in the special requirements that physician's assistants are licensed by the Board of Medical Examiners, whereas the advanced practice registered nurse is licensed by the State Board of Nursing. Human Resource Management was assisted by subject matter experts who offered suggestions throughout the process, and the changes are supported. They respectfully request your approval of this classification effective today.

**Heather Dapice:** Presented the recommendation for changes to the class specification for the Health Information series. Item 5C, 1B. In consultation with subject matter experts from multiple agencies, it is recommended to add a trainee level to the series to account for difficulties in recruitment and to allow for progression from within each agency.

Also, the education and experience section was amended to remove the requirements for certain certifications and substitute a Bachelor's Degree at the Health Information Coordinator II level and

an Associate's Degree at the Health Information Coordinator I. The need for certification as either a registered Health Information Administrator, or registered Health Information Technician was moved to special requirements, as only certain agencies require this certification. In addition, minor revisions were made to the minimal qualifications to allow for experience in a more varied medical environment. Also, changes were made to both the entry level and full performance knowledge, skills, and abilities to maintain consistency with formatting structure.

Moving on to Item 5C, 2A, Laboratory Assistant. In consultation with subject matter experts from NSHE, Business Center North, and the Department of Agriculture, it is recommended to add new language for NSHE to include duties an incumbent may perform in a University Animal Care facility. Representative duties were added under the series and class concepts for each level. This change also resulted in additions to both the special requirements and informational notes to account for NSHE specific requirements.

**Rachel Baker:** Presented Items 5C, 2B and C, Laboratory Technician Series and the Staff Research Series. In conjunction with subject matter experts from the Nevada System of Higher Education and the Departments of Health and Human Services and Corrections, Human Resource Management recommends the series and class concepts be revised to update and accurately describe duties performed by incumbents in these classes. A description of representative duties performed by incumbents within NSHE was also added. In order for someone to legally draw blood at an accredited clinical laboratory, which is a laboratory that serves the general public, a person would need to hold a laboratory assistant license or higher. This is distinguishable from the one who perform the phlebotomy duties in a physician's office laboratory and must hold an office laboratory assistant's license. It is therefore recommended that a special requirement that some positions need either a laboratory assistant or an office laboratory assistant be added. Both licenses are offered by the Division of Public and Behavioral Health. Examples of accredited clinical laboratories include Dini-Townsend Hospital, Renown Health, Carson Tahoe Regional Center, et cetera. And additionally, minor changes were made to the knowledge, skills, and/or abilities to maintain formatting with other class specifications.

Item 5B, 2C the staff research associate series, working with subject matter experts from NSHE, Human Resource Management recommends revisions be made to the series and class concepts to update and describe the duties performed by incumbents in these classes. The minimum qualifications have been revised in order to expand and clarify the type of relevant and acceptable experience required and again the knowledge, skills and abilities were modified in order to accommodate the formatting now used.

It is further recommended that a special requirement and informational notes be revised to reflect that incumbents working in an animal care facility are considered to be essential personnel, and therefore may be required to work weekends, holidays and report to work during campus closures.

Additionally, that some positions require an incumbent to travel and possess a valid driver's license. Human Resource Management was assisted by subject matter experts and offered - who offered suggestions throughout the process, and the changes are supported. They respectfully request approval of these class specifications.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

**Commissioner Spurlock:** Asked Ms. Baker, on the midlevel medical practitioner, he wanted to ensure that it was something that was changed in NRS, but that NRS change to change the wording to advance practice registered nurse, was this a reflection of an industry standard.



**Ms. Baker:** Confirmed.

**Commissioner Sanchez:** Noted, he's glad to see that there's an update to the DSM-5 from the DSM-4, but in looking at the ICD-10 it's his understanding that there's work right now going on with an ICD-11, if that does occur in the future, then will that change be made and brought before the Commission?

**Ms. Baker:** Confirmed.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

MOTION: Approval of 5C, Medical, Health and Related Services, Sections 1A, 1B, 2A, 2B, 2C.  
BY: Commissioner Read  
SECOND: Chairperson Fox/Sanchez  
VOTE: Motion passed unanimously.

## **VI. DISCUSSION OF REQUEST BY SUNSET SUBCOMMITTEE OF THE LEGISLATIVE COMMISSION; APPROVAL OF RESPONSE**

**Action Item**

**Peter Long:** Explained that the Sunset Subcommittee of the Legislative Commission has selected the Personnel Commission for review along with other boards and committees for which the Department of Administration provides support. We have put together a letter for review and response to a set of standardized questions, a summary of the FY16/17 operating budget, a statement setting forth the incoming expenses of the Commission for at least three years, the most recent legislative audit, or other audit of the Commission, any reports required to be filed with the Legislative and Executive Branch over the past three years, copies of the minutes of the immediately preceding six meetings of the Commission and a copy of the organizational chart showing the governing structure of the Commission and its staff.

This report is attached and basically we are looking for any input or ultimately approval that this be what we provide to the Sunset Subcommittee. There will be a meeting in March or April, Chairperson Fox has agreed to attend.

**Commissioner Sanchez:** Asked if the meeting date was March 15<sup>th</sup>. **Mr. Long:** Confirmed but stated he was not sure on time as it is a stacked agenda. **Commissioner Sanchez:** Noted that he's available to attend. **Mr. Long:** Noted that they will provide the agenda and times as soon as they have more information.

**Chairperson Fox:** Noted, she is going to attend this hearing before the Sunset Committee and is interested in learning from all the Commissioners specifically something they want emphasized, articulated to the Sunset Subcommittee. One of the things that she's paid particular attention to in the last four to five years is the streamlining of processes, and clarification of procedures and information for employees. This commitment to efficiency and better communication with employees is something that has stood out for a while now. There's software implementations to try and expedite whether it's paid employees, or the performance evaluation system. She's never done one of these. She has no sense of how this will or won't go.

**Commissioner Spurlock:** Noted he has thought about this quite a bit. He works in a public agency for his regular job that has a civil service system, and is making some comparisons. He's not real concerned about this kind of a meeting, because the real issue are inactive commissions that haven't met for 10 or 20 years, and we're not anywhere near the same category as those kind of bodies. He does agree. One of the challenges working in a civil service system, and there are similarities here is the streamlining of the

processes.

He added, he thinks no matter what might otherwise be eliminated or be able to streamline, this body will always serve an extremely important purpose, if nothing else as the final stop for an employee in appealing their classification issues, even if we did nothing else, that is critical, and a critical need. What is seen in his work, and it's reflected here, he is curious for staffing, but maybe at some point is sometimes just as an extreme example. If he wanted to just change one word in a classification, in his agency that was covered by civil service, and he only meet twice a month for civil service, and the time from the second meeting of the month, the first meeting of the next month might not be two weeks, it might be three weeks. If he has the most minor disagreements with the department that he's working with, and then certainly the union that he's working with, we're talking about a one-word change that can make something turn into two or three months very, very easily. And it has significant impact on recruitment times and recruitment processes and so on.

He further added, he would just be curious. It's a little different with the State. They tend to look at these classifications on a cyclical basis, so when they do look at them, as you can see from the work that we just voted on, it's very, very thorough, they do a lot at once when they do have to address it. But as an example, Peter Long, or one of his staff, just in theory, even if it was a one-word change from the time it was first brought up by a department to the point where it would ever get here, voted on, and implemented if passed, what kind of minimum timeframes are you talking about? Again, it's an extreme example, but that would be the kind of example that you would use to this Commission to show you know yes, there are some changes that we'd like to see, but only from a streamlining standpoint.

**Commissioner Sanchez:** Noted, we do have some members of this Committee who have had public service experience and would have an open ear to your comments.

**Commissioner Read:** Noted, after hanging around here for quite a long time, he would say that the process made with Hearing Officers is really to be commended. We've made tremendous progress with that. The system today is much better than when I came on several years ago.

**Commissioner Mauger:** Noted, he's relatively new. On behalf of the employees, or employees of the State from a later prospective, he believes the Personnel Commission is extremely needed on their behalf, because it gives them a process to go through to get to whatever end is determined. And without this Commission, the employees of the State of Nevada would suffer.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

**Peter Long:** Asked to address Commissioner Spurlock's question on the minimum turn-around time for a spec revision, and if it's something minimal as you suggested, a word or two, or if you look at Item 8, or Item 7 on our Agenda, report of uncontested classification changes, that's where we would typically deal with something like that. An agency raises a current concern and if it's simple that we can do, we make that change. We post it. But to be honest, and per statute, that posting has to be for 20 working days, it basically works out to be a month. And by the time the request is received by us and we reach back out to the agency, and you know can schedule some subject matter experts to talk and that kind of thing, probably minimally what we're looking at is 60 days for a small spec revision.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public. There was none. She added that if there were additional comments on this or recommendations, email her or Tawny.

**MOTION:** Approval of the report being presented to Sunset Subcommittee of the Legislative Commission.

BY: Chairperson Fox  
SECOND: Commissioner Read  
VOTE: Motion passed unanimously.

## VII. REPORT OF UNCONTESTED CLASSIFICATION CHANGES

**Chairperson Fox** noted that this Agenda Item requires no action from the Commission.

## VIII. DISCUSSION AND ANNOUNCEMENT OF DATES FOR UPCOMING MEETINGS

**Chairperson Fox** stated that the next meeting is certain for June 10, 2016. The following meeting was decided for September 30, 2016.

## IX. PUBLIC COMMENT NOTICE: Read into record by **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:** Noted that Lee-Ann Easton wanted to make comment.

**Lee-Ann Easton:** Introduced herself to the Commission and commented: I would like to publicly thank some very important people. First, I would like to thank Chairwoman Fox and all the Commissioners for being so impressive to work with and voluntarily contributing so much to ensure that the State is fair and consistent in our personal practices and how employees are treated. So thank you all very much. It's truly been my honor and pleasure to work with each of you.

To all the personnel officers and agencies out there, and representatives, you guys really have put a lot of effort and time into our workshops and our regulations, the users of the agencies to run your organizations, we rely on you to review and help us make those changes. And we thank you very, very much. And now to my staff, and this is going to get harder and harder. But I'm not going far, I just want to state that, I'm not going far.

I want to thank my wonderful assistant Tawny Polito, who always kept me organized and on schedule and everything else she did, sorry. I'm really not going very far with this. I didn't expect to be emotional. And of course my Deputies, Peter Long, who is now acting Administrator and Peter I know you're going to do an amazing job. And Shelley Blotter who helped me run the Agency on a day-to-day basis, and just so you know she is not here today due to a family emergency - she told me it was okay to say on record. And to all of our HR staff and Human Resource Management for the hard work and dedication over the last four plus years that I've been here.

When I was hired into this role, I was told I needed to foster a more positive work environment and focus on customer service, while streamlining processes and move the Division in a forward motion - forward direction. I knew I couldn't do that without the help of every single staff member. Well, all I can tell you is they all jumped in, they jumped on board, they're amazing people. Hands down, the best employees I've ever worked with and people.

But a few of the highlights, I just wanted to bring up that they've accomplished, that we've accomplished as a team, but I have to give them credit, because they worked very, very hard to implement all of these - we've streamlined the recruitment and testing process. We took approximately 83 written tests and weeded it down to about 27. We - in four basic categories, we unranked over 68 lists of agencies to review applications and pick the people that are most qualified for their skillset and not just the scores.

We've revised multiple processes and regulations to change the recruitment and testing process and other processes as well. We created a mid-level manager's academy based on climate study results, showing that we needed to train our mid-level managers on how to actually deal with situations and employees to foster a positive work environment. We've streamlined classes, we're moving from a platform training module to a more consultation training to help agencies better manage their training needs. We're in the process of developing a supervisory certification program. We're in the process of creating a Veteran's program. We hired a Veteran's coordinator to create the Veteran's program to bring in more Veterans into our State. We've centralized the employee hearing process to provide more consistency in hearing decisions and which also with the cost savings and to provide more timely responses.

We've automated many processes, including the self service module that we just launched in December, and I want to say thank you to Michael Shannon, he's been our Project Manager on all the automation, he's amazing. We're working very close to rolling out the training on the ESMTs so the agency personnel, officers, and reps can enter directly from their desk. We're automating the work performance standards and evaluation process, the employee's service jackets, we're creating a web-based payroll reconciliation, and projection module.

And we just recently launched HR 1-2-3, which managers and personnel staff can use as a resource to quickly find information on special topics, or specific topics and we included the NRS's and NACs for those topics in an effort to provide convenience and more consistency statewide.

These are only a few of the highlights that we've done over the last four years. I really cannot tell you how amazing our staff is. They'll always have a special place in my heart.

But in closing, I just have thoroughly enjoyed my role as Administrator, but I know without a doubt that it was largely due to my wonderful, hard-working, dedicated staff. So thank you all for making my time as your Administrator very memorable and now as your Deputy Director, I look forward to continuing our great work together. Boy, I'm glad I got through that. [applause] I really didn't expect this to be so emotional for me, but it is, even though I'm not going far. So thank you all very, very much.

**Commissioner Sanchez:** Commented: I've always considered you to be a colleague, et cetera, and I've tried to count on my hands how many directors I've had to say goodbye to, and you've listed all of the things that you have accomplished and are projecting to be accomplished, et cetera. But I think the one thing that I will personally miss is your shining, bright personality. Best wishes to you.

**Commissioner Read:** Commented: Lee-Ann it's been a joy, a kind of long in review, but it has been wonderful to see the Personnel Commission make the advances. When I first started, to be very truthful with you, I was a little embarrassed a couple times by staff presentations that are needed. I said we've got to be able to do a little bit better than that. I know Peter and I have had this discussion a few times. And I have not felt that in probably the last six, seven years. So I want you to know that I really commend you on a wonderful job. You had a fantastic reign. And I definitely will miss you. Thank you.

**Peter Long:** Commented: If I could, I started thinking this morning that I've been in the work force for over 40 years, and that made me feel pretty old actually but in all that time, I've had a lot of supervisors and a lot of managers, and I can honestly and truly say that Lee-Ann is at the top of that list. The way she manages and allowing her staff to do their job and the word "micromanager" is nowhere close or doesn't even apply to her. She uses our expertise and relies on that, and provides constructive input, and that's one of the reasons that we're so motivated to do the things that she has asked us to do and progressing the Division into I'll say the 20th Century, not the 21st, because we have quite a ways to go. But I think we're getting there. And you know I appreciate her and Director Patrick Cates in having the trust in me to appoint

me the Interim Administrator. But I just want to say that whoever ultimately takes this job has very big shoes to fill. And so you've set an example for us and we hope to carry it forward in the future, and we'll do our best to meet your expectations.

**Chairperson Fox:** Commented: Lee Ann, I'm like David and all the other Commissioners that we have a very long career in Human Resources employee issues, et cetera, and you know there's this technical thing that we all do related to our profession. But it pales in comparison in terms of how we relate to employees, the level of empathy and regard and respect we have for employees. And I think that you've really done a good job in terms of articulating that to this Commission as well as you know role modeling that to your - not only your employees, but you know other managers within the State of Nevada. So I applaud you for that. Because at the end of the day, it's relationships with people that we love and respect that really define us as human beings, in my opinion.

I'll miss working with you. I've really enjoyed our time together, and you know I say this every opportunity I can, you know I have a lot of admiration for the Division of Human Resources Management in the State. I applaud you for the work you do. I feel like sometimes you aren't recognized to the extent I think you should be and also to State of Nevada employees. So I think for 13,000 plus employees, God I love the State of Nevada, doing really good work. You'll be missed. Peter, you've got some big shoes to fill, but I'm confident that you will do it in Peter Long style. So congratulations, but I know you'll be missed.

**Lee-Ann Easton:** Commented, thank you very much. I can't even imagine what it's going to be like when I actually retire. I'm going to be - I'm going to need boxes of tissues. But thank you. I can't tell you how much I'm going to miss everyone and working with you all, and just the whole staff. They've just - you know I wasn't - just for the record, I wasn't really looking for a position, I really thought I was going to retire in this, and it just happened to you know come up and I was offered, and I accepted, and one of the reasons was you know I knew I was still going to be in the department as the Deputy, so I could still work with these wonderful people, and everybody else. So thank you so much.

**Chairperson Fox:** Asked if there were any questions from the Commission or the public.

**Commissioner Mauger:** Commented, there's a quality about Ms. Easton that you know and the old saying is "enthusiasm rubs off". It certainly shows with Ms. Easton and the quality of work that comes out of her department and her enthusiasm for her employees, believe me from an employee perspective that means a lot. So I want to wish you the best in the future, and it was a pleasure working with you.

**Lee-Ann Easton:** Commented, thank you so much. I just can't tell you how much your comments mean to me, all of them, thank you.

**Chairperson Fox:** Asked if there were any public comments. There were none.

## X. ADJOURNMENT

**Chairperson Fox:** Adjourned the meeting.