

Steve Sisolak  
Governor



Laura E. Freed  
Director

Matthew Tuma  
Deputy Director

Frank Richardson  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Division of Human Resource Management*  
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**REGULATIONS WORKSHOP**

**DATE:** December 13, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** Nevada State Library and Archives      Grant Sawyer Building  
Room 110      Room 1400  
100 N. Stewart St.      555 E. Washington Avenue  
Carson City, Nevada      Las Vegas, Nevada

**Workshop Minutes**

**Staff present in Carson City:**

Frank Richardson, Administrator, Department of Administration  
Michelle Garton, Deputy Administrator, Division of Human Resource Management, (DHRM)  
Beverly Ghan, Deputy Administrator, DHRM  
Mandee Bowsmith, Deputy Administrator, DHRM  
Nora Johnson, Personnel Analyst, DHRM

**Others present in Carson City:**

Carrie Hughes, DHRM  
Sarv Long, DHRM  
Gennie Hudson, Department of Conservation and Natural Resources (DCNR)

**Others present in Las Vegas:**

Hope DiBartolomeo, Nevada Transportation Authority, (NTA)  
Rhonda Vivor, Agency Human Resource Services (AHRS)

**1. Call to Order**

Deputy Administrator Michelle Garton called the workshop to order at approximately 9:00 a.m.

Ms. Garton reminded all attendees to sign in, including members of the Division of Human Resource Management (DHRM) staff.

Ms. Garton stated the workshop was being held to solicit comments from interested persons regarding proposed regulation amendments pertaining to timeframes that certain mail is sent or received by the State.

Ms. Garton stated these regulations as presented in the Notice of Workshop are awaiting adoption on an emergency basis at the next Personnel Commission meeting. This workshop is part of the permanent regulation process, so both processes are basically happening at the same time.

Ms. Garton stated, based on the feedback received today, proposed language may be changed or deleted, and a group of regulations may be affected. If the regulation is submitted to the Personnel Commission for adoption, the minutes from this workshop and any other written comments received will be provided to the Commission when the regulation is presented for their consideration. Participants may submit written comments via email at [mgarton@admin.nv.gov](mailto:mgarton@admin.nv.gov).

In October of this year, the US Postal Service distributed guidance related to the implementation of new service standards for first class mail and periodicals. The Postal Service increased time-in-transit standards by one or two days for certain mail traveling longer distances. The three regulations presented at this workshop have short, 3-day timeframes, which will not be able to be met based on the new US Postal Service standards. As such, the Division is proposing adding 3 days to the time certain documents are deemed to be received by the State or an employee.

**NAC 284.470** increases the timeframe from 3 days to 6 days when a report on performance or a request for review is deemed to have been received by the state or an employee.

**NAC 284.5243** increases the timeframe by 3 days when a nursing mother request is deemed to have been received by the State of Nevada.

**NAC 284.680** increases the timeframe by 3 days when a grievance or nursing mother complaint is received by the State.

Ms. Garton opened the workshop up for comments.

No comments were received, and the workshop was closed.

## **1. Adjournment**

Ms. Garton thanked the attendees for participating and adjourned the workshop at approximately 9:06 a.m.