

**STATE OF NEVADA
DIVISION OF HUMAN
RESOURCE
MANAGEMENT**

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, Suite 120.

**MEETING MINUTES
May 8, 2024**

STAFF PRESENT:

Michelle Garton, Deputy Administrator, DHRM
Bachera Washington, Administrator, DHRM
Brian O'Callaghan, Deputy Administrator, DHRM
Carrie Hughes, Supervisory Human Resources Analyst, DHRM
Matthew Lee, Supervisory Human Resources Analyst, DHRM
Nicole Peek, Supervisory Personnel Analyst, DHRM

OTHERS PRESENT:

Perry Faigin, B&I
Gigi Gentry, NDOT
Kristin Bowling, NDOW
Kristen Anderson, OPM
Tonya Sieben, DWSS
Kris Overton, DCFS
Lisa Alfred, DCFS
Aimee Gaul, DCFS
Amanda Cartwright, DCFS
Sarv Snyder, DMV
Jenilee Simpson, DHCFP
Annette Texiera, DOA
Lori Gaston, DWSS
Yolanda Whittier, DHRM

I. CALL TO ORDER.

Michelle Garton: Michelle Garton, Deputy Administrator with the Division of Human Resource Management, called the Regulation Workshop to order on May 8, 2024, at 9:00 a.m. Ms. Garton indicated due to unpredictable attendance and unnecessary waste, there will only be a few paper handouts available to abide by the open meeting model in making that available to the public. Ms. Garton encouraged those in attendance to bring their own materials, or, if possible, bringing a technology source would be for the best.

II. REVIEW OF PROPOSED CHANGES TO NAC 284:

<u>NAC#</u>	<u>Regulation Leadline</u>
NEW	Succession plan; appointments.
NEW	Certification of employees who prepare succession plans.
284.058	"Eligible person" defined.
284.313	Limitation of competition in recruitment; applications.
284.204	Adjustment of steps within same grade: Conditions for approval; request; effective date; revocation.
284.886	Screening test for controlled substance required of applicant for position affecting public safety; exception.

Michelle Garton: Michelle Garton stated the purpose of this workshop was to solicit comments on the regulations that were posted in the Notice of Workshop, which could lead to amendments for regulations proposed for permanent adoption. Ms. Garton also noted that language could be changed for what has been posted or different regulations could be affected based on concepts and feedback received and the Divisions wishes on how to proceed. Ms. Garton indicated if any of the regulations are forwarded to the Human Resources Commission for adoption, any comments, minutes, and written comments will be provided to them as well. Ms. Garton began with addressing the succession plan regulations and stating that the request is to clarify the regulations by stating that a person can present a succession plan with the plan and the person at one time to the administrator. Ms. Garton noted that before it was presented as a two-step process, but that was inaccurate. The new language will simplify the regulation to align to the current process. Ms. Garton also indicated a request to change the language to state a person would be eligible if they are approved for that appointment by the administrator into that succession plan.

Perry Faigin: Mr. Faigin noted a portion of the regulation that states "it's the responsibility of the applicant to apply or recruit for what she received if she is interested" and then it goes on to say, "future vacancies may be filled from results of appropriate prior recruitments." Mr. Faigin stated his concern with regard to prior recruitment lists being extremely old. Mr. Faigin asked if there is a law that says that a list has to be used for a particular period of time. Mr. Faigin indicated many of these lists are over a year old, or the same people are popping up on the list time after time. Mr. Faigin stated his wonder if there's an ability to maybe set a limit to a list needs to be updated at a set amount of time.

Nicole Peek: Nicole Peek, DHRM, responded that there is a regulation that is an eligibility of an applicant for one year as it currently stands, but that there could be potential talk about changing that.

Perry Faigin: Perry Faigin suggested putting some timeframe on that to cut it down to get fresher lists out for people to the point of it's the responsibility of the applicant to apply for the job.

Matthew Lee: Matthew Lee, Supervisory Human Resource Analyst with DHRM, spoke to the proposed amendment by the Division of Human Resource Management that will allow for an appropriate differential not to exceed two steps between the base rate of pay of a supervisor and the base rate of pay of an employee of that supervisor. Mr. Lee stated

this was prior used in NAC and was removed approximately six years ago. Mr. Lee noted that since then, collective bargaining has come into place and there has been concerns about employees wanting to promote up into supervisory positions. Mr. Lee indicated the hope is this would encourage more movement into supervisory positions.

Gigi Gentry: Ginny Gentry noted that while it is appreciated that the equity between supervisors and employees will start to be looked at, the question is, is DHRM going to start accepting the equity adjustments for other staff within the departments. Ms. Gentry indicated DHRM has not been allowing the submission of those equity adjustments recently and questioned if that will be allowable in the near future.

Bachera Washington: Bachera Washington, Administrator, DHRM, stated that, at the present moment, it is not something currently being entertained. Ms. Washinton noted that the hope is that, through the classification and compensation study, the need for equitable adjustment would be eliminated.

Carrie Hughes: Carrie Hughes, Supervisory Human Resource Analyst with Consultation, Accountability, and Regulations, DHRM proposed an amendment to NAC 284.886. Ms. Hughes noted the regulation currently provides an exception for the need for a pre-employment drug screening test for those who are brought back from a layoff in which they were in a position where they were required to provide a pre-employment drug screening test if they are reemployed within one year. Ms. Hughes indicated this amendment would extend that exception to seasonal reemployment.

XI. ADJOURNMENT.

Michelle Garton: This meeting is adjourned.