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L. C. B.  
FISCAL ANALYSIS DIVISION

**DEPARTMENT OF ADMINISTRATION**

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Date: November 27, 2012

To: Jeff Mohlenkamp, Director  
Department of Administration

From: Sherri Barkdull, Budget Analyst  
Budget Division

Subject: INTERIM FINANCE COMMITTEE **INFORMATION** ITEM

The following describes an information item submitted for placement on the agenda of the next Interim Finance Committee meeting:

**DEPARTMENT OF ADMINISTRATION, MERIT AWARD BOARD**

Reason for submittal, i.e., statutory requirement, letter of intent, IFC request, etc.

Per Senate Bill 286, Section 12, 5(d), the Merit Award Board shall provide a report to the Budget Office and the Interim Finance Committee not later than 30 days after the end of each fiscal year summarizing rejected employee suggestions, adopted employee suggestions and any required legislation needed before an employee suggestion may be adopted.

Additional Comments:

Please find attached a spreadsheet listing employee suggestions received. A total of 5 were received within FY2012. Please note that one suggestion was submitted and evaluated and is currently being implemented by the agency. Since this suggestion was implemented at the end of fiscal year 2012, per the SB 286, the employee award will be calculated and awarded at the end of the second fiscal year of implementation. Therefore, at the end of FY2013, the actual savings will be calculated and the employee will be awarded within 30 days of end of the fiscal year.

REVIEWED: YH  
INFO ITEM: \_\_\_\_\_

MERIT AWARD BOARD  
Suggestion Log

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12 NOV 27 PM 2:16

Employee Name	Nature of Suggestion	Employee's Estimated Savings to State	Date Suggestion Received	Agency Director or Administrator	Memo sent to Agency	Agency Response Due Date	Agency Response Received	FISCAL ANALYSIS Agency Decision	Is Legislation Required?
Young, Lori	Employee Suggested the elimination of the contracted Security Guard position at NDOT's lobby.	\$30,000-\$60,000	7/15/2011	Susan Martinovich, NDOT - Ltr sent to emp	7/21/2011	8/29/2011	9/1/2011	Not supported by agency. Expenditure prudent and worthwhile to maintain a modest level of security for the employees of the facility.	No Award
Varner, Jeffery	Employee suggested the replacement of Emergency Exit signs that use electricity.	\$3,500	7/25/2011	Chris Perry, DPS agency researching issue emp notified by board secretary - Ltr sent to emp	8/22/2011	11/8/2011	11/10/2011	Not supported by agency. State is currently under the provisions of the 2006 International Bldg Code, which requires exit signage to be connected to a power source.	No Award
Paisgrove, Scott	Employee Suggested allowing Silver State Work contracts for employers that have a CEP or Unemployment insurance underpayment due to the State.	not specified	9/22/2011	Frank Woodbeck, DETR - Ltr sent to emp.	9/23/2011	10/18/2011	11/2/2011	Not supported by agency. Current Employee Security Division policy does not allow an employer who is not in good standing on tax contributions to participate in SSW. Implementing suggestion could be viewed as facilitating tax evasion and could open the Division to potential legal issues.	No Award

MERIT AWARD BOARD  
Suggestion Log

Employee Name	Nature of Suggestion	Employee's Estimated Savings to State	Date Suggestion Received	Agency Director or Administrator	Memo sent to Agency	Agency Response Due Date	Agency Response Received	Agency Decision	Board Meeting	Award Amount	Is Legislation Required?
Robbins, Jean	Employee suggested DMV employees to impound, detain, ticket or tow vehicles of uninsured motorists.	not specified	10/6/2011	Bruce Breslow, DMV - Ltr sent to emp.	10/12/2011	10/24/2011	10/26/2011	Not DMV employee's job responsibilities. Law enforcement jurisdiction. Law enforcement currently has a similar procedure in place. DMV has an insurance verification program mandated by law.	N/A	No Award	
Draser, Elizabeth	Employee suggested utilizing USPS's free technology in place of current method of return receipt for certified mail envelopes	Approx. \$9,453/yr.	3/13/2012	Bruce Breslow, DMV - Contacted emp. Informed her of determination.	3/30/2012	4/12/2012	4/12/2012	Agency supports suggestion and in the process of obtaining actual savings of suggestion implementation.	In Progress/Transition	In Progress/Transition	No
Johnson, Geralyn	Employee suggested changing the Affidavit of Identification Form.	not specified	8/21/2012	Frank Woodbeck, DETR - Ltr sent to emp.	8/22/2012	9/21/2012	9/24/2012	Already implemented prior to MAB suggestion by employee.	N/A	No Award	