

## Assembly

### WAYS AND MEANS COMMITTEE

#### NEVADA STATE LEGISLATURE

55th SESSION

FEBRUARY 6, 1969

The meeting was called to order by Chairman R. Young at 2:20 P.M. in the Ways and Means Room.

Present: R. Young, Howard, Glaser, F. Young, Webb, Jacobsen, Close  
Ashworth

Absent: Bowler

Mr. John Dolan, Chief Assistant of Administration and Jac Shaw, Superintendent of Buildings and Grounds briefed the Committee on General Services Working Capital Fund, Buildings and Grounds Division, and Marlette Lake.

General Services Working Capital Fund is composed of the Central Mail Service and the Central Telephone Service. The Central Mail Service provides daily postal pick-up and delivery for all agencies in the Capitol Complex. The Central Telephone Service provides Private Branch Exchange facilities for Carson City, Las Vegas, Reno, and Elko. A Wide Area Telephone System (WATS) links the State system to other major cities in Nevada. No new position added.

The Building and Grounds Division is responsible for the general protection, maintenance and housekeeping of most State owned or leased buildings and grounds. One new position has been requested by this Division, that of Groundsman.

Marlette Lake - This water system is actually administered by the Buildings and Grounds Division of the Dept. It is financed from water sales to the Carson City Water Co., the Virginia City Water Co., and the Buildings and Grounds Div. The Agency requests one new position - Maintenance Laborer. Part of this was previously budgeted in the contingency category for summer help.

Mrs. Hicks, Administrator of Purchasing Division reviewed her Budget with the Committee. Requests for four new positions were made; Purchasing Specifications Writer II, Contract Analyst, Senior Clerk Typist, and Purchasing Specification Analyst. She also stated that they were cleaning up the Inventory Surplus in the Warehouse in Reno.

Mr. Glaser mentioned that the Committee members should visit the Warehouse next time they are in Reno.

Mr. Jacobsen requested that the Committee should check the Purchasing Department of the University of Nevada's Budget when it comes up for review.

Mr. Jim Wittenberg of the Personnel Division reviewed his Budget and discussed the two new programs which are being requested.

Contract Services - Pre-Employment Medical Examination Program  
This would provide for the establishment of a comprehensive employee medical examination and evaluation in State service, utilizing the Vocational Rehabilitation Division's Instant Medical Services and other available physician resources coordinated by the State Health Officer.

Electronic Data Processing Expense - This will provide for establishment of a total personnel information system. The \$12,297 recommended for this program provides the salary and operating costs of a systems and methods analyst to design and maintain a personnel information system.

Four new positions are being requested by the Personnel Division. Senior Clerk Typist, Personnel Analyst Trainee, Principal Clerk Typist, Senior Clerk Typist.

Mr. Frank Young suggested that a study be made on pre-employment and moving costs.

Mr. Howard Barrett was present to discuss Records Services and Accounting Division Budgets.

Mr. Ashworth suggested that Budgets for all the agencies should clearly identify the amount and description of these sundry central service billings. The way it is now a person isn't able to see where and how all of these administrative billings are being funded.

Meeting adjourned at 5:05 P.M.