



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
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**Minutes of Meeting of the Joint Meeting of
the Board of Directors and of the Executive Committees of
Nevada Public Agency Insurance Pool and
the Board of Trustees of
Public Agency Compensation Trust
Place: John Ascuaga's Nugget,
Sparks, Nevada**

Date: April 25, 2013 Time: 1:30 p.m.

Date: April 26, 2013 Time: 8:00 a.m.

JOINT BOARDS and EXECUTIVE COMMITTEES' MEETING

April 25, 2013

Board Governance Workshops

Cyber Risk Management Workshop

David Ritch of Willis Pooling presented an overview of typical cyber liability coverage policies and exclusions. Alex Ricardo of Beazley Breach Response Services provided examples of approaches to cyber events and breaches, citing several case examples and providing tips for handling incidents including forensic investigations, public relations and response approaches.

What does a pool board member need to know about pooling and captives? Board Member Panel – Mike Rebaleati, Alan Kalt, Cash Minor, Roger Mancebo

Panelists presented opening comments on the value of being a POOL/PACT Member and their own experiences upon joining the board. Wayne Carlson asked a series of questions for response from the panelists. Each panelist provided stories of their own learning curve and experiences during the time they served on the board. They also encouraged new board members to review the minutes of committees to gain an understanding of what the organizations have been doing. Paul Johnson presented a briefing about the POOL/PACT captives that he used to explain the concepts to his local board.

JOINT BOARDS and EXECUTIVE COMMITTEES' MEETING

April 26, 2013

1. Introductions and Roll

A sign-in sheet was circulated and a quorum determined to be presented. The meeting was called to order at about 8:00 a.m. by NPAIP Chair Mike Rebaleati.

2. Public Comment

None was received.

3. For Possible Action: Acceptance of Investment Advisor's Report and Action on Recommendations

Alan Ashworth of Eagle Asset Management reviewed current economic conditions and the investment performance his firm had achieved for both NPAIP and PACT. Eagle manages a large proportion of the fixed income investments for both pools. He responded to questions.

Joe Woods of Raymond James & Associates, investment advisor, reviewed the investment performance of all of the investments of NPAIP, PACT, Pooling Resources, Inc. and the captives (which can invest in equities as well as fixed income investments). He responded to questions.

On motion and second to accept the reports, the motion carried.

4. For Possible Action: Review of Investment Policies and Procedures **a. PACT Investment Guidelines** **b. POOL Investment Guidelines**

Chair Rebaleati noted that an annual review of these guidelines by the members was a requirement of the AGRiP Recognition Program. Doug Smith noted that no changes were being recommended at this time, but that a complete review was underway and should be completed later in the year.

5. For Possible Action: Consent Agenda: Approve as a Whole Unless Moved From Consent Agenda

- **Approval of Minutes of Board:**
Joint Board Meeting April 27 & 28, 2012
- **Acceptance of Minutes of Committee Meetings**
Joint Executive Committee Meeting of April 24, 2012
Joint Executive Committee Meeting of December 27, 2012
Joint Executive Committee Meeting of March 4, 2013
Audit Committee Meeting of October 29, 2012
Audit Committee Meeting of December 7, 2012
Human Resources Oversight Committee Meeting of June 15, 2012
Human Resources Oversight Committee Meeting of September 21, 2012
Human Resources Oversight Committee Meeting of December 7, 2012
Human Resources Oversight Committee Meeting of March 8, 2013
Loss Control Committee Meeting of June 11, 2012
Loss Control Committee Meeting of September 18, 2012
Loss Control Committee Meeting of January 15, 2013
Loss Control Committee Meeting of March 14, 2013

- **Strategic Plan Progress Report**
- **Executive Director's Report**

On motion and second to approve the consent agenda as a whole, the motion carried.

6. For Possible Action: Legislative Report

Randy Waterman, lobbyist for NPAIP and PACT, provided a progress report on bills he is tracking on behalf of the pools, noting some that may have a fiscal impact on the members or the pools as a whole. He responded to questions regarding some of the bills.

On motion and second to accept the report, the motion carried.

7. For Possible Action: Loss Control Committee

- a. Loss Control Committee Report**
- b. Loss Control Excellence Program Review**
- c. Recognition of Members for Loss Control Excellence Program Awards**
- d. Risk Management Grants Report**

Ann Wiswell introduced the members of the Loss Control Committee, chaired by Cash Minor. She presented the committee report following the adopted strategic plan and commenting on progress.

The plan includes:

- OSHA and ADA Compliance
- E-Learning curriculum development
- Emergency Planning
- Continued focus on enhancing POOL/PACT member communication
- Claims Analysis/Benchmarking
- Wellness/Body Mechanics
- Auto/Driver Safety training
- LCEP Administration
- Grant Program Administration

She reviewed the list of recipients of continuation awards under the LCEP including recertification awards to:

City of Carlin
 Churchill County
 Humboldt County
 Incline Village General Improvement District
 City of Mesquite
 Storey County
 City of Winnemucca

She encouraged others to complete the online LCEP program and to participate in the Loss Control Committee. She reviewed the criteria for the Risk Management Grants program and noted a list of all grants given was included in the board packet.

On motion and second to accept the report, the motion carried.

8. For Possible Action: Employee Assistance Program Report

Wayne Carlson reviewed the EAP program results and commented on utilization rates of the various services. He indicated that some services were important to work-life challenges for employees and

their families and encouraged members to promote the program to employees. The program is paid for as a membership benefit. No action was taken.

9. For Possible Action: POOL/PACT Human Resources

a. HR Oversight Committee Report

b. Grant Progress Report

c. Grant Financial Report

Jeanne Greene, General Manager for Pooling Resources, Inc. (POOL/PACT Human Resources) reviewed her report. She introduced the Human Resources Oversight Committee members, chaired by Curtis Calder of the City of Elko. Projects that started in response to the Board Retreat included developing a Collective Bargaining Agreement database, which had been achieved. She noted that several HR Assessments Phase I had been completed and some Phase II assessments were under way. Phase I Assessments:

- Carson Water Subconservancy District
- Douglas County School District
- City of Ely
- Eureka County
- Nye County
- Lander County
- Lander County Sheriff
- City of Mesquite
- North Lake Tahoe Fire Protection District
- White Pine County

Phase II Assessments:

- City of Carlin
- Lyon County
- Nevada Rural Housing Authority
- City of West Wendover

She gave a recognition plaque to Ben Sharit of Tahoe Douglas Fire Protection District for their HR Excellence Program. She highlighted the upcoming May 2-3 HR Seminar being held in Reno at the Atlantis and highlighted the topics of this in-depth program. She then noted the 2013-2014 Strategic Plan elements:

- New Training Courses
 - Advanced Human Resources Representative
 - Employee From Hell
- Nine Regional Training Courses Scheduled
- Regional Workshops
 - Advanced Negotiations
 - Healthcare Reform
- Research New Methods of Providing Training
- Post Members Pay Scales on Website

The grant financial and progress reports were reviewed as part of the board packet.

On motion and second to accept the report, the motion carried.

10. For Possible Action: Stewardship Reports

a. Alternative Service Concepts

b. Willis Pooling

a. Donna Squires and Mike Livermore provided the NPAIP and PACT respective stewardship reports, focusing on specific highlights of claims trends and costs. Pam Finch of ASC corporate advised that they were in the process of replacing the CEO of the company with the departure of Robert Bennett and that Sherrie Prosser was serving as acting CEO.

On motion and second to accept the report, the motion carried.

b. Bob Lombard and Mel Iida provided the Willis Pooling stewardship report noting the extent of loss control services in addition to the brokerage efforts to market the renewals. He noted that Rick Hudson, Josh Wilson, Tammy Fahy, Courtney Giesseman and David Ritch also were present and their respective roles.

On motion and second to accept the report, the motion carried.

11. Public Comment

None was received.

12. For Possible Action: Adjournment

On motion and second to adjourned, the meeting adjourned at 10:36 a.m.

The Agenda was posted at the following locations:

**N.P.A.I.P. / P.A.C.T.
201 S. Roop Street, Suite 102
Carson City, NV 89701**

**Carson City Courthouse
885 E. Musser Street
Carson City, NV 89701**

**Eureka County Courthouse
Complex
10 S. Main Street
Eureka, NV 89316**

**Churchill County Administrative
155 North Taylor Street
Fallon, NV 89406**