



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

**Approved Minutes of the Oversight Committee Meeting of the
Cooperative for Human Resources Management of
Nevada Public Agency Insurance Pool and
Public Agency Compensation Trust
Time: 9:00 a.m.
Date: February 21, 2007**

1. Oversight Committee Roll Call:

Members participating: Chairperson Curtis Calder, Bill Deist, Nancy Medford, Marilou Walling, Geof Stark, Richard Stokes, Dee Zambetti, Ben Zunino, and Wayne Carlson. Consultant staff present: Mitch Brust.

2. Action Item: Approval of Minutes of Meeting November 1, 2006.

Marilou Walling made a motion to approve the minutes of the November 1, 2006 meeting. The motion was seconded by Nancy Medford. The motion carried.

3. Item: Report on Current Activities

3a. Staff Update

3b. FY06-07 Mid-Term Update – *handout**

Service Plans Update

Workshops – Focus Group Sessions

- Schools Boundary Training
- Succession Planning – Nov 2, 2006
- HR Strategic Partner Workshop – Mar 20, 2007
- Video Conference (NRS 391) – Mar 27, 2007

Teleconferences Update

Training Update

- New Trainings
- E-learning Update

Legislative Update

Website Update

Newsletters and Alerts Update

3c. Scope of CHRM services –*handout**

Mitch Brust stated that staff had remained the same since the beginning of the fiscal year with no turnover. He said he expected it to remain the same for the foreseeable future. He said that staff was spending a great deal of time visiting clients and conducting training courses. He said the issue on the number of staff was not a major concern at the moment and would possibly be revisited for the next fiscal year.

Mitch issued a handout that was a detailed report of the fiscal year mid-term. He explained that 85 service plans had been prepared with clients and that 7 new clients had been added as of January 1, 2007. Mitch said these new clients were smaller organizations with few employees. In regard to trainings scheduled, Mitch explained that 373 training sessions had been scheduled, and that 219 sessions were remaining between the end of January and the end of June.

Mitch discussed the workshops that had been offered through the year as well as upcoming workshops. He said that the HR Strategic Partner workshop was coming in March and that the Video Conference with the school districts would be occurring the week after. He said that the topic for the video conference was going to be on the discipline process for school district employees.

Mitch said that two teleconferences had been delivered in 2006 and that the first teleconference on Undocumented Workers did not receive very high review scores. He said the second teleconference was more favorably received by the attendees and said that efforts were being made to improve the overall quality of the teleconferences. He said there was going to be another teleconference scheduled in the spring, but that a date had not been set as of yet. He said there would also be a teleconference scheduled toward the end of the legislative session to discuss relevant legislation.

Regarding training development, Mitch said that the emphasis was being put on the Essential Management Skills Certificate Program as the enrollment was very high for the courses thus far. He said that there was a thought to expand it to two or three more locations as the current locations were already filled to capacity. Mitch said the E-Learning course for Preventing Unlawful Harassment had been placed on the website and was accessible for clients to utilize. He said that the Impact of Drug and Alcohol in the Workplace course was going to be placed on the website near the beginning of March. Mitch said that the SafeSchools online courses for the school districts had also been implemented. He said Carson City School District had signed up 160 employees for the courses thus far. He explained that school districts were encouraged to move slowly at first in order to fully understand the system and said that the reporting system for SafeSchools was something the school districts were happy to have available.

Mitch said the legislative session was being checked on a regular basis and that any relevant HR bills were being tracked. He said that currently there were 87 bill draft requests (BDRs) and 8 actual bills being tracked. He said these would be updated throughout the legislative session as necessary. Mitch said that Pool/PACT Human Resources would have the list of tracked bills up on the website for clients to view and be able to link to the actual bill text.

Mitch said that the website access had changed a bit and that instead of accessing Pool/PACT Human Resources materials through the 'publications' link, members would need to go to the 'resource library' link. He said that the website material included the calendar, which listed the dates of regional training sessions among other dates, and also allows access to the E-Learning courses. He said there were 50 job descriptions available to view and the plan was to have 50 more job descriptions before the end of June. Mitch also said there were 20 HR Briefings available on the website for clients.

Mitch told the committee that the newsletter had a different color scheme now and said he hoped the newsletter was a helpful resource for the clients. He said that, in regard to the alerts posted on the website, they would be added and updated as necessary.

Mitch reviewed a handout of the scope of services for Pool/PACT Human Resources and said he just wanted to remind everyone what the goals were for the first year as encompassed in the scope of services.

Curtis asked for some examples of bills that were currently being tracked for legislative session. Mitch explained that one of the bills regarded surviving spouses of police officers or firefighters receiving survivors' benefits even if s/he remarries. Mitch said another bill would create rebuttal presumptions if an employee refused to take a post-accident drug test. He said that bill may prove

difficult because many agencies have collective bargaining agreements in place that do not include with drug testing policies/procedures.

- 4. Action Item: **Review of Mission/Vision Statement****
4a. POOL/PACT Human Resources' – *handout*
4b. CHRMs Current & Proposed - *handouts.*

Mitch gave the committee a copy of the POOL/PACT Human Resources mission statement, a copy of the original CHRMs mission and vision statement, and a copy of the revised CHRMs mission and vision statement. Dee said the POOL/PACT Human Resources mission statement looked very good. In regard to the revised CHRMs mission and vision statement, Mitch asked if the revisions were acceptable or if the committee preferred to keep the original mission and vision statement. Dee said she liked the mission statement but asked if there was a way to move the services CHRMs did not provide to another location. The committee agreed and Bill said it might be better to have the services not provided as the last item of the CHRMs scope of services. Wayne Carlson agreed and said the mission statement ought to reflect what CHRMs is instead of what it is not. Curtis said that this item would require two motions. Dee made a motion to accept the revised CHRMs mission and vision statement. Bill seconded the motion. The motion carried. Bill made a motion to move the services not provided portion of the revised CHRMs mission and vision statement to the CHRMs scope of services. Nancy Medford seconded the motion. The motion carried.

- 5. Item: **Report on Other Activities****
5a. Report on HR Issues – Preventions and Solutions –*handout**
5b. Report on Employment Related Claims –*handout**
5c. Report on Budget – *handout**
5d. Centralized Job Listing Service
5e. Involving CEOs in CHRMs Service Plans - *handout*

Mitch gave the committee a copy of the HR problem solving incidents over the second quarter. The committee was pleased with the HR Issues – Prevention and Solutions handout as it provided the members with actual situations where the consultants were working in relating to HR problems. Dee said it was a great item for the meetings. Marilou said she sometimes was able to refer to similar issues within her organization in the document. Mitch explained that the document would have a disclaimer on it from now on explaining that the situation was unique to the organization and is not intended to be policy. He said he would be bringing about 10 of the major incidents to present to the 2007 POOL/PACT Annual Meeting, and Marilou recommended that we have some more available in case the Board wants to see more than 10 incidents.

Mitch gave the committee a handout detailing employment related claims during the last year. Mitch explained that of the 14 claims that were HR-related, POOL/PACT Human Resources was only aware of 3 of the claims. He said that the remaining claims might not have been avoided, but perhaps could have been mitigated if POOL/PACT Human Resources had been informed of the issues prior to the claims being made. Marilou agreed but asked how POOL/PACT Human Resources would be able to prevent claims that come suddenly or if no one is reporting any problems within the organization. Mitch said more training needs to be included to emphasize the importance of reporting and what supervisors need to be aware of within their organizations. He said that if supervisors suspect something, it needs to be followed up on as there is a possibility of something serious taking place. Curtis said that the emphasis on the fundamentals of training in specific areas will continue to help reduce claims but agreed that POOL/PACT Human Resources still needed to be made aware of issues that seem to be leading toward a claim. Mitch said that more communication between the CHRMs contacts, the CEO of the organization, and the consultant will also help emphasize the importance of

reporting harassment or other issues in the organization. He said that POOL/PACT Human Resources needed to be involved with the organization when suspicions arise that something that could potentially lead to a claim is occurring.

Mitch gave the committee a copy of the budget and said that it looked to be on track for the current year.

Mitch asked the committee for input on the idea of a centralized job listing service. The committee responded positively to idea. Mitch said there would be some logistical issues that would need to be ironed out before it was implemented, but that it was something he was considering for the next fiscal year. Mitch said that a possibility would be that entities could send their vacancies and have them posted centrally on the website. Marilou said it was a good idea but asked if there was a way to have a link on the vacancy announcement to the organization's website. Mitch said that was possible. Bill asked if POOL/PACT Human Resources would be taking the applications or would the applications be sent to the organization. Mitch said the applicant would communicate directly with the organization in regard to any job vacancy. Dee said the idea was something that Mitch should seriously take a look at as it would help in the cost area of advertising the announcement in the newspapers.

The last handout Mitch gave to the committee was a draft of the letter and report which was sent to the CEO of the different CHRM clients. He said this was a step toward increasing communication between POOL/PACT Human Resources and the clients.

6. Action Item: Items for the POOL/PACT Annual Meeting 2007.

Mitch asked if the items he had placed an asterisk next to on the agenda would be good to take to the POOL/PACT Annual Meeting. Curtis asked if Mitch was going to have anything relating to the services specifically designed for the larger organizations. Mitch said he would have something specifically addressing the large organizations. Bill said that Mitch also might want to discuss the issue of turnover and how it has changed since the start of the current fiscal year. Mitch said this would not be a problem. Marilou made a motion to approve the noted items to be presented at the 2007 POOL/PACT Annual Meeting. The motion was seconded by Geof. The motion carried.

7. Item: Schedule Next Regular Meeting for CHRM Oversight Committee Meeting

The next CHRM Oversight Committee meeting was scheduled for May 23, 2007 at 10:00 a.m.

8. Item: Public Comment

There was no public comment.

9. Action Item: Adjournment

The meeting was adjourned at 10:03 a.m.