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**UNAPPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

Date: September 28, 2018 Time: 10:30 a.m.
Place: 201 S. Roop Street
Library Room – POOL/PACT Offices
Carson City, NV 89701

1. Oversight Committee Roll Call

Members participating in person: Chairman Curtis Calder; Scott Baker; Dawn Huckaby.
Members participating by phone: Dee Carey; Jose Delfin; Robert Quick; Danelle Shamrell; Geof Stark. Members not participating: Abel Del Real-Nava; Cindy Hixenbaugh, Pat Whitten. PRI
Staff: Stacy Norbeck; Sharon Gesick; Sandra Schooler.

2. Item: Public comment:

No public comment.

3. For Possible Action: Approval of Minutes of Meeting June 1, 2018

Stacy requested the minutes reflect Tim Logan's announcement he was resigning from the Oversight Committee and Dawn Huckaby was his recommendation. She asked that it be added to the last page of the minutes. Jose Delfin made a motion to approve the revised Minutes of June 1, 2018. Geof Stark seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 17/18 Strategic Plan Final

Stacy noted the Strategic Plan is in a different format due to the fact access was lost to the software (MS Visio). Since there would be a cost associated with getting it back and this was the only thing MS Visio was used for, it was decided to try a new format (Excel). Stacy requested she be contacted should there be any problems with the new format. If anyone would like to see something different, let her know and she will ensure the changes are made.

She reviewed the 17/18 Strategic Plan as follows:

New Trainings — All four sessions of Essential Management Skills courses have been rewritten. *The Workplace Violence eLearning Course* is still in process and should be ready by October.

Revisions — 23 courses were updated last fiscal year.

Regional Trainings — 15 regional trainings were complete.

Workshops Utilizing Outside Resources — *Negotiations* was taught four times by Charlie Cockerill and Jordan Walsh. *Boundaries* was taught twice by Ann Alexander and Becky Bruch. *PERS Audit* training was pending for Elko, Stacy hoped to have it scheduled but PERS did not respond.

New Briefings — Seven new HR Briefings were developed.

Updated Briefings — 30 HR Briefings were updated; two of the remaining three have since been completed.

Statewide EAP Webinars — Five were conducted.

Post Member Pay Plan/Scale on Website — Member pay scales were added to website as they were received.

Sample Personnel Policy Annual Update — Sample policies were updated and released on June 29, 2018 (at 5:15 p.m.).

Alerts — Six alerts were issued.

Trainings — 214 trainings were conducted with 5,526 participants. 4.6 course content average; 4.8 instructor evaluation average as compared to FY 16/17: 159 total trainings with 2,920 participants. 19 *FRISK* courses were delivered with 308 participants.

HR Briefings — Ten sessions with 231 participants were conducted.

Phase I HR Compliance Assessment Program — There were 11 interested members, six of which were conducted during the FY; there are 27 left to complete from previous years, and one completed during FY (Nye County School District).

Phase II HR Compliance Assessment Program — Conducted assessments for four out of five interested members; three left to complete from previous years; one completed during FY (Fernley).

b. 18/19 Strategic Plan-to-date

New Trainings — Two new classes will be updated this year: a performance evaluation course and a rewrite of *So You Think You Want to be a Supervisor?* Workplace Violence eLearning Course is still in process and should be ready in October. It will be included in the next update.

Revisions — One of three revisions is in process (*Advanced Essential Management Skills*). The actual writing of both classes is complete. The first day is with support staff for review and the second day is ready to be reviewed by our business partners.

Regional Trainings — 11 regional trainings are scheduled throughout the state. *Essential Management Skills in the Public Sector (EMS)* is scheduled four times, two have been taught already and one is in process in Carson City (50% complete). *Advanced Essential Management Skills (AEMS)* is scheduled three times and will be taught in November in Carson City (15 currently registered). *The Good, the Bad, and the Ugly* was taught on August 29, 2018, and had 18 registered participants. *Advanced Human Resources Representative (AHHR)* will be offered one time in Carson City in October with ten participants currently registered. *Human Resources Representative (HRR)* will be offered one time in Carson City in the spring. *So You Think You Want to Be a Supervisor* training will be offered one time in Carson City in the spring.

Workshops Utilizing Outside Resources —Erickson, Thorpe and Swainston is scheduled to conduct four sessions of *ADA: Interactive Process/Service Emotional Support Animals*: One completed in Ely on October 9, 2018, with 17 registered participants; three remaining to be offered: Elko on October 9, 2018, with 12 registered; Carson City on October 17, 2018, with 18 registered; and Boulder City on October 30, 2018, with 6 registered. Boulder City may be canceled if number does not go up.

New Briefings — Two of three new briefings have been completed to date this year.

Updated Briefings — Three of 19 briefings have been updated this year.

Statewide EAP Webinars —One of four EAP webinars has been conducted: *Social Media Etiquette* on September 5, 2018: *Change Mastery* is scheduled for December 5, 2018. As promised, we have also scheduled an HR webinar, *EEOC 101 and Beyond*, which will be conducted by Becky Bruch on October 18, 2018, at 10 a.m.; there are currently 22 registered participants.

Post Member Pay Plan/Scale on website — Member pay scales are being added to website as they are received.

Sample Personnel Policy Annual Update —Updated drug policy on August 21, 2018, to reflect Nevada Occupational Safety and Health Administration (NOSHA) post-accident testing requirement that states employers are required to have a reasonable suspicion to conduct a post-accident test.

Stacy stated a new policy format is being routed to the Business Partners as well as a few of our members to ensure it is going to be accepted. Danelle Shamrell thanked Stacy for the new format as the current version has been a bit frustrating to use.

Stacy stated she is trying to reduce the levels, which is currently four to six levels. She stated she wants to reduce it to three but is finding that difficult, so it looks like it will be four levels. She noted that PRI has developed a three-year plan to look at one-third of the policies each year through the next three fiscal years, and plans to minimize the changes as much as possible and only fix the policies that are “broken”: the ones that are too wordy and could be written more concisely or list a statutory process referring to a statute. This year PRI staff is going through the policies in the first third of the manual (sections 1 and 2). The hope is next June, besides the

new formatting of the whole manual, it will look like it does every other year, with a summary of the changes.

Curtis asked if both the small entity and large entity policies are being reformatted.

Stacy confirmed both small and large entity policies would be reformatted. Once the formatting has been applied to the large entity policies, it will be applied to the small entity policies as well. Any policy changes made would cross over to the schools, but not necessarily the formatting, since formatting for schools is different.

Dawn Huckaby asked if the members will receive feedback into that or is it something that PRI delivers.

Stacy stated PRI usually does the actual changes to the policies, but if there is something a member is concerned about they can reach out to staff so they have a note to research it.

Curtis shared there can be difficulties when transitioning from one set of policies at an organization to new ones. Even though they have been cautioning their employees to look at policies one at a time, they are not reading them, and they think they are under the previous policy. Management does not find out there is an issue until a couple of years later when that issue comes up and they thought everyone knew the new policy and they did not.

Stacy stated it would fall back on each entity's staff to make sure the policies are communicated. She also noted in the last fiscal year PRI has talked about putting policies in Torch and creating an online acknowledgment of receipt.

Curtis suggested that when the policies are going out to a board or commission, PRI could recommend some implementation strategies. He noted some entities do the whole thing at once and probably nobody reads it. He suggested it may be better to do one or two policies at a time and make sure the policymakers understand what they are adopting because it is probably different than what they had before, or they did not have anything before.

Stacy stated she has seen it done both ways. It depends on the board's preference. If they are adopting our policies for the first time then they usually go in phases, but if it is updates, many times the whole manual is adopted at once.

Curtis stated it gives a false sense of security at POOL/PACT HR thinking everybody has adopted all of these policies, when in fact they are not following them. He stated that is the practical reality of the situation and it is probably happening in a lot of organizations. It has even happened to his organization and they had an HR person. He noted they were careful, but it still happened, so that was of concern to him.

Danelle stated her organization tries to deal with the policies in pieces. She agreed the format is broken and needs to be fixed.

Stacy said when policy revisions are released in June, implementation suggestions will be included.

Alerts — Two alerts have been issued so far: 9th Circuit Restricts Acquisition of Salary History to Set Starting Pay and New FMLA forms with a new date.

Trainings — As of September 21, 2018, 32 trainings have been conducted with 645 participants, with 4.65 course content average; 4.8 instructor evaluation average. 22 members are interested in FRISK; two courses (at Douglas County-China Springs and Nye County School District) have been conducted with 27 participants.

HR Briefings – Four sessions have been conducted with 71 participants.

Phase I HR Compliance Assessment Program — There are 13 interested members this FY; 20 left to complete from previous years; three have been completed this FY (Esmeralda County School District, Pershing General Hospital, Pershing County School District); eight were removed from previous FY due to inactivity.

Phase II HR Compliance Assessment Program — There are five interested members this FY; seven left to complete from previous years.

c. Report on Employment-Related Claims

Stacy stated last FY finished with 25 total claims, 20 of which remain open. There are seven this FY, all of which remain open. They are all EEO: two race, one disability, one sex, two Title VII discrimination, and one hostile work environment (four counties, one special district, one city, and one school).

5. For Possible Action: General Manager Report

a. New Hires

Stacy updated the Committee regarding three new hires in 2018.

Shari Brantley began in June and has more than 20 years HR experience. Her latest position was VP of HR for a startup WIFI tech company in southern California. Shari has her SPHR and SHRM-SCP certifications and is the Business Partner for Nye and Esmeralda Counties and their subsidiaries, and has members in Reno.

Ashley Creel began in July and has about 10 years HR experience. She worked at Mount Rose Ski Resort for nine years and recently got her SPHR certification. She is a Business Partner for Lyon and Mineral Counties and subsidiaries, and Carson and Tahoe entities.

Sandra Schooler is our newest Administrative Assistant. She has many years administrative experience and a BS in organizational leadership. She recently moved to Carson City from Newport Beach, California.

b. HR Seminar

Stacy reported the HR Seminar in September had 73 participants (95 total if staff, expo hosts and facilitators are included). There were six sessions covering communication and leadership, legal updates, round table by entity types, and an HR quiz show using an online software called “Kahoots.” The highest rated sessions were Scott Ferrin who covered *HR and the Aging Workforce* (4.83), Jennie Ritchie who discussed *Handling Emotion, Conflict and Confrontation*

(4.43), and Charity Felts, *First Amendment Audits* (4.38). The roundtable and HR quiz show were also highly rated (4.29 and 4.45 respectively). Stacy stated that next year's HR Seminar will be in October, but the date and location had not yet been determined. The location has been narrowed down to the Atlantis or Whitney Peak. If it is held at Whitney Peak, valet parking will be provided. A *Save the Date* will be sent out as soon as a contract is signed.

Scott Baker stated this was an excellent HR Seminar this year and he would encourage people to send more manager types. He was disappointed there were not more fire chiefs or county managers there because the training was excellent and he wished he would have sent more of his chiefs to it this year.

Curtis Calder stated that, unfortunately, it was on the same day as the Nevada League of Cities Conference, so the city people would have been attending it in Winnemucca. He asked if a date had been set yet.

Stacy stated that POOL/PACT HR is aiming for a date in October. It was initially discussed to try and set a Wednesday/Thursday date, but it was brought to her attention that many members have board meetings on Wednesdays. After more information is collected, a decision will be made whether to schedule a Wednesday/Thursday or stay with the Thursday/Friday format. She noted the Atlantis was not going to be considered for next year due to a few bumps in the road leading up to this year's seminar; however, the seminar itself went very smoothly, so the Atlantis will be reconsidered for next year. The dates currently under consideration are Wednesday/Thursday, October 2 and 3, or a Wednesday/Thursday in mid-October. Stacy said she would make an announcement as soon as she knows the date.

Curtis stated a Wednesday/Thursday would work well since it would not conflict with the Nevada League of Cities conference (NLC), but also reminded the Committee that when NLC goes south for their meetings it is usually held in October and when in the north, it is in September. He suggested calling Wes to inquire as to whether a date had been set.

Stacy said both NLC and NACO are contacted each year when scheduling the HR seminar, but they do not usually have their dates set at that time. But it was her understanding since it is a legislative year, they will have their meeting in September.

Dee Carey stated she thought the seminar was great and very much appreciated the hard work it took to carry it out.

c. HR Webinar: EEOC 101 and Beyond

Stacy stated she had already talked about the webinar but wanted everyone to know that the flyer is in each packet as a handout. The webinar is mentioned in the Strategic Plan for FY 18/19 and is part of a new goal to conduct in-house HR webinars (not just EAP).

d. Temple Fletcher Peer Support Training

Stacy stated PRI has made progress working with Temple Fletcher to provide peer support training to members. Temple has offered to provide one free webinar (date TBD), as an overview of the program, to all interested parties. She has also offered to facilitate regional trainings with up to 15 participants (date TBD) at discounted rates for one-half day to two-day training (ranging from \$400-\$1800), plus \$25 each for guides. The Loss Control Committee (LCC)

has approved funding for two sessions (as a pilot program); once completed, they will consider further funding. Stacy noted members may also use combined education grants to bring training to their entities (each entity may receive up to five each year/up to \$2000 each per year) or send employees to offsite courses. For now, these trainings will focus on public safety, specifically fire personnel.

Scott Baker thanked Stacy for her work on bringing this training to the members.

Curtis Calder asked Scott how the program dovetails with the other peer group he works with currently.

Scott answered Temple is part of his group and is more in touch with the subject than anyone he knows currently and is his source on the subject.

Stacy stated the webinar would be scheduled soon, after which time the regionals will be scheduled.

e. PRI/PARMS Merge

Since Wayne Carlson plans to retire someday, he is planning for succession now. A work group was created which included Gerry Eike, Incline Village GID; Josh Foli, Lyon County; Paul Johnson, White Pine County School District; and Cash Minor, Elko County; along with Mike Rebaleati, Wayne Carlson, and Alan Kalt. They considered three options for the future. Wayne made it clear that PARMS is not for sale. The three options considered were: create a new non-profit to replace PARMS, merge with one of our captive (PCM, PRM), or merge with Pooling Resources, Inc. (PRI). The work group decided to go with the last option: merge with PRI. They determined PRI made sense since it is an established non-profit (since 2006) and was established broadly enough to add the administrative services with it without creating problems with the IRS.

If approved by the whole Board, the merge is set to take place July 1, 2019. Under PRI, there will be two divisions: HR and administrative/risk management. Stacy stated the work group made it clear they do not want to change any reporting structures, they want PRI to continue to function independently, because they said, "if it's not broken, don't fix it." Stacy would continue to report to the Board of Directors, taking direction from the Oversight Committee. On the PARMS side all employees except Wayne would become PRI employees as of July 1, 2019. Wayne would be the sole employee of PARMS and be contracted to serve as their executive director under a three-year contract with a two-year option; he would also report to the Board of Directors. The executive director position would be filled upon Wayne's retirement.

Stacy stated again that the work group made it clear they do not want to change anything; each division functions for separate purposes and they anticipate a smooth transition. She also noted in the last two years, PARMS and PRI have begun evolving to work as one organization, so she does not anticipate a lot of impact on members.

Curtis Calder asked if there was any discussion at the Board retreat on the composition of the current PRI non-profit Board or will it remain the same.

Stacy said it was not mentioned at the retreat. She stated she heard in a work group discussion they were considering changing the Board of Directors from three to five members. Currently

they have the POOL Chair, PACT Chair, and the HR Oversight Committee Chair; they are considering adding the Loss Control Chair and Audit Committee Chair.

Curtis agreed it was a good idea since there can be quorum issues with only three members.

Stacy stated it will go to the next Executive Committee meeting on November 5, 2018.

6. For Possible Action: Assessment Grant Amounts

Stacy stated our current Phase I and Phase II assessment grants are quite low. She noted Phase I is our baseline HR 101 assessment: EEO policies, job descriptions, recruitment processes and personnel files; if all these are in order, the member is in a better defensible position. To those members who do it, and accept and complete recommendations, PRI offers a \$500 grant. Phase II includes compensation and benefits where PRI looks at payroll files, exempt status, leave time, and whether PERS and overtime are calculated properly. While the POOL does not pay wage claims, they do provide defense. The grant amount for this phase is \$750. The Loss Control Committee has a \$15,000 excellence award for members who complete a required checklist which Stacy believes is less time and labor intensive than the requirements for the current Phase I and Phase II assessments. She noted that no complaints had been received from members, but several members were removed due to inactivity over the last few years because they had stopped pursuing it, and there are still 20 Phase I's in process plus the new ones this FY. She suggested the Oversight Committee consider increasing the grant amounts which might, in turn, increase completion.

Scott Baker asked about the reasoning behind increasing the incentive. Are they not getting it done because they do not want to spend the money on staff time to review it?

Stacy said she thought it is usually not a priority.

There was discussion between Scott, Stacy, Curtis, and Geof regarding increasing the grant assessment awards, possibly based on other factors such as size of organization, number of recommendations accepted and completed, etc. Geof stated his organization received a Loss Control Committee Excellence Award and never received \$15,000. Stacy stated she believes the \$15,000 is new within the last year. Geof noted one site said \$3,500. Curtis stated \$15,000 is extremely expensive but agreed if it were \$3,500 for the larger employers, it would be more worth their time. He made it clear he did not know if he could be in favor of splitting the award up based on organization size because it would make it harder to administer, but he would support making it equal to the risk management loss control excellence award.

Dee Carey shared that they are one of those still stuck on Phase I due to personnel policy updates. As part of the assessment, they purchased new employee files and a file cabinet. The file cabinet alone was more than the grant amount.

Danelle Shamrell stated that money would not necessarily make a difference with her; it is more about the time it takes to complete. Her organization is still stuck on Phase II.

Dawn Huckaby asked if the Phase I and II assessments are the same rigor as the LCC assessment.

Stacy stated it is her understanding the LCC is a checklist indicating whether the organization has implemented specific items versus HR assessments requiring employees to make changes. Most of the findings for Phase I are policies and personnel files, maybe some job descriptions; the Phase II findings are always overtime. There could be quite a few changes to implement.

There was discussion between Curtis and Stacy about making a motion on changes to the Phase I and II grant assessments. Stacy suggested it be considered this FY for placement in next FY's budget. Curtis agreed it should be a budget item and asked she clarify what the LCC awards program is as the original intent was to be equal to the grant with LCC. Stacy asked if it should apply to those in the system currently or just new assessments. Curtis stated all the organizations in the assessments now should be under the old system and those just starting should be in the new system. Stacy noted that PRI has done a few re-assessments and some organizations want to do it again, but grants were only given the first time around. Curtis mentioned LCC does grants the second time around; at least it used to be an organization could apply every three or five years to receive the grant again. Stacy asked if OSC wants to consider a lower grant amount the second time around. Curtis stated he would make it equivalent to whatever the LCC amount would be in the case of a second grant. He said they are both designed to reduce liability, just on different sides of the fence. The insurance pool as a whole is sound financially and he thinks can afford to have those types of preventative programs, and it might create more incentive for people to get excited about it. He noted given the big increase, PRI will have to budget for it and figure out how to transition organizations into it.

Scott Baker made a motion to investigate the current program compared to the risk management program and bring it back to the Oversight Committee. Dee Carey seconded the motion. Motion was carried.

7. For Possible Action: New Certification for HR Scholarship Program

Stacy noted that Danelle Shamrell reached out to her asking if Certified Labor Relations Professional (CLRP) could be part of the scholarship program. After researching, Stacy thinks it might be a good program to support along with all the HR certifications currently supported such as HRCI, SHRM, and IPMA. CLRP is specific to labor relations and is supported by the National Public Employer Labor Relations Association (PELRA) so it is also public sector. In order to obtain this certification, three classes are required (in no particular order): *The Foundations of Labor Relations*, *The Grievance Arbitration Process*, and *The Negotiation Process*. The courses are offered throughout the US and cost \$299 each for members and \$399 each for non-members of (PELRA). Once courses are complete, the applicants can either sit for the exam which is offered three times per year for \$150, or submit a paper for free which is reviewed by the CLRP committee and they will work with the applicant until it is approved. Stacy stated the total scholarship cost would be up to \$1,350, not including travel. She noted POOL/PACT HR does not usually pay for travel, but applicant can apply for a POOL/PACT educational grant.

Stacy asked if the Committee would be interested in adding this certification as one of the supported programs.

Danelle shared she went with her comptroller to an elective academy (labor contract) put on by PELRA and it was amazing. Her organization is moving forward with starting to negotiate without a labor attorney, so their entire negotiating team will be participating in the academy in Dallas the first week in November where they will take all three of the academy courses. She stated the cost is minor in comparison to what they pay for labor attorneys to negotiate, although they will probably keep one on the back burner. She thought it was worth considering supporting.

There was discussion between Curtis, Dawn, Danelle, and Dee regarding the value the certification would bring if included. All agreed that it was a great idea. Curtis stated it would probably be as valuable or even more valuable than some of the other certification programs depending on the circumstance. Dawn shared that in her previous experience, the PELRA group was phenomenal.

Curtis stated if someone would like a motion to include PELRA, PRI can work out the details on whether or not to pay for travel on a case-by-case basis.

Stacy mentioned that PRI also has the education grants they can apply for in addition to the scholarship for travel.

Curtis stated the Committee is just looking to include it in the program right now and that would be a different motion to include the organization and options available for the scholarship program.

Dawn Huckaby motioned to include the CLRP into our scholarship program. Scott Baker seconded the motion. Motion was carried.

8. For Possible Action: Future Open OSC Seat

Stacy stated that Pat Whitten is going to retire next summer; he indicated he wanted to let the Committee know the seat would be open. He suggested Austin Osbourne, who is the HR Director for Storey County to take his place, but he did not want to make any assumptions and he wanted to get direction from the Committee.

Curtis asked if it was premature to ask if Austin would be Pat's replacement as County Manager.

Stacy stated that was her understanding.

Curtis stated he asked because in the original composition of the Committee, they wanted to have county management reps and city management reps, not necessarily HR people. They did not want it stacked with HR directors. So, if he is going to be the heir apparent and be the county manager, he wouldn't have any issue with that, but if he is going to remain in the HR director position and they are going to bring in an outside county manager, he would probably want to stick with whoever is going to be the county manager.

Stacy said she would investigate it further so as to provide more information to the Committee.

9. For Possible Action: Recruitment Alternatives

a. Recruitment Agencies

Curtis stated this was an item that was discussed in detail at the last OSC meeting on June 1 and since then Stacy had been looking into alternatives; he turned the item over to her.

Stacy stated that, as promised, other recruitment alternatives and negotiated rates for recruitment assistance had been identified. While four of the agencies were local, CPS HR Consulting works out of California and has representation in Las Vegas. The five agencies she worked with along with their rates were:

- CVirtual: 20% of the annual salary of individual they are seeking to hire
- Square 1 Solutions: 2% off of 20-25% of first year salary
- CPS HR Consulting: 10% discount off of 23-24% (so 2.3 – 2.4% discount)
- HRC: 13% of first year salary (local company/smaller usually charge 15%)
- Solutions at Work 10% of first year salary (1.5% discount) or \$140 per billable hour (usually \$165 per hour)

Stacy stated she would update the handout to ensure clarity and provide a level playing field as to how the rates are listed.

Curtis noted he was familiar with CPS HR Consulting, but had not heard about the others. He suggested a few agencies who specifically do public-sector recruitments: Prothman (Washington), Peckam and McKinney (California), Ralph Anderson, and Mercer Group (does a lot of recruitments).

Stacy stated these agencies would be considered.

b. HR Briefing: Recruitment of Public-Sector Positions (Includes Open Meeting Law Compliance)

Stacy stated the existing recruitment briefing was updated to include Open Meeting Law Compliance.

10. For Possible Action: HR Assessment Grant Application Approval

Curtis stated there was one application.

- 1) Esmeralda County School District: Completed Phase I Assessment. Requesting \$500 for a lateral four drawer file cabinet for management of HR files. Scott Baker made a motion to approve as presented. Dee seconded the motion. Motion was carried.

11. For Possible Action: HR Scholarship Application Approval

Curtis stated there were four applications.

- 1) Humboldt County: Abel Del Real Nava. Requesting \$500 to obtain his IPMA-SCP certificate. Geof Stark made a motion to approve as presented. Dee Carey and Dawn Shamrell seconded the motion. Motion was carried.

2) Sun Valley GID: Erin Dowling. Requesting \$1,369 to obtain her IPMA-CP certificate. Dee Carey made a motion to approve as presented. Danelle Shamrell seconded the motion. Motion was carried.

3) Walker Basin Conservancy: Amy Gladding. Requesting \$1,945 to obtain her SPHR certificate. Danelle Shamrell made a motion to approve as presented. Jose Delfin seconded the motion. Motion was carried.

4) Esmeralda County: Michelle Garcia. Requesting \$955 to self-study to obtain her aPHR certificate. Danelle Shamrell made a motion to approve as presented. Geof Stark seconded the motion. Motion was carried.

12. For Possible Action: Schedule Next Regular Meeting for POOL/PACT Human Resources Oversight Committee

Next meeting is scheduled for December 7, 2018, at 10:00 a.m., in Carson City.

13. Item: Public Comment

Curtis Calder reported on a recent Employee-Management Relations Board (EMRB) decision he was involved in recently. The City of Elko filed a declaratory action, seeking a ruling from the EMRB that the Sergeants must be excluded from the rank and file bargaining unit for police officers, and the City prevailed. The decision could have big implications for members who have faced resistance from their supervisors who remain in the regular union.

It was decided in lieu of sending out an Alert, Danelle Shamrell would forward a copy of the EMRB's September e-newsletter to Stacy who would in turn forward it to the entire Committee.

14. For Possible Action: Adjournment

Curtis called the meeting adjourned at 11:50 a.m.