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

Date: December 9, 2016 Time: 10:30 a.m.
Place: POOL/PACT Offices – Suite 103
201 S. Roop Street
Carson City, NV 89701
(Minutes approved 3/10/17)

1. Oversight Committee Roll Call

Members participating in person: Geof Stark; Pat Whitten. Members participating by phone: Chairman Curtis Calder; Cindy Hixenbaugh; Robert Quick; Tim Logan; Danelle Shamrell; Jose Delfin. Members not participating: Scott Baker; Dave Mendiola. PRI Staff: Jeanne Greene; Stacy Norbeck; Erica Amatore.

2. Item: Public comment:

No public present; no public comment.

3. For Possible Action: Approval of Minutes of Meeting September 16, 2016

Jose Delfin made a motion to approve the Minutes of September 16, 2016 as presented. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 16/17 Strategic Plan to date

Jeanne reviewed the 16/17 Strategic Plan.

New Trainings — Two new trainings. *Dear HR, Toughest Supervisor Challenges*, scheduled to pilot in Carson City on January 25, 2017. *Miscommunication and Her Friend Misunderstanding*, scheduled to be completed by the end of February 2017.

Revisions — *HR Rep* (all five sessions) is being revised and is on track to be taught beginning February 1. *Interviewing Techniques* and *Taking Control of Conflict* are also scheduled for revisions.

Regional Trainings — *EMS* has been presented three times this year and is scheduled in Carson City for February 8 and in Elko for March 8. *Advanced HR Rep* was presented in October. *AEMS*

was presented in December and is scheduled for April 19 in Carson City. *HR Rep* is scheduled in February in Carson City. *Workplace Mediation* is scheduled to start on March 29 in Carson City and will be scheduled in Elko as well by June 30.

Workshops Utilizing Outside Resources — Stacy Norbeck is currently reaching out to PERS for trainings on PERS Audits to be taught this Spring.

New Briefings — *Tips to Staying Happy at Work* is complete. *Stay Interviews* will be completed by next week, and *Employee Recognition* is to be completed by the end of the fiscal year.

Updated Briefings — 5 of 24 briefings have been completed.

Statewide Webinars — Two webinars have been completed and two more are scheduled to be completed by the end of the fiscal year in conjunction with the EAP provider.

Sample Personnel Policy Annual Update — All sample personnel policies will be updated after Legislation.

Alerts — Nine alerts were issued.

Trainings — 81 trainings were completed with approximately 2,000 participants. There were nine *FRISK* courses with 147 participants and five briefings with 105 participants.

Phase I HR Compliance Assessment Program — Six members have committed. These include:

Mineral County

North Lyon County Fire

Lovelock

Pershing County

Ely

Round Mountain

There are a possible five more to be done this year.

Phase II HR Compliant Assessment Program — Three possible members for Phase II assessment include:

City of Elko

Nevada Rural Housing Authority – requested a second Phase II Assessment with the understanding they would not be eligible for a second grant.

Winnemucca

b. Report on Employment Related Claims

Jeanne stated there were nine claims filed so far this year.

c. Eureka County Service Status Report

Jeanne stated we are currently assisting Eureka with job descriptions and their personnel policies. Jeanne met with the Chairman of their County Commission to discuss personnel policies and he wants to hold off on the policy revisions due to budget reports, but has committed to have this completed by July 1.

5. For Possible Action: HR Seminar Evaluation – Stacy discussed the HR Seminar evaluations. The overall rating of the Seminar was 4.85 out of 5. Day one’s rating was 4.15 with Kelly George being the highest rated speaker at 4.77. All speakers were rated over 4. Day two’s rating were 4.59 with Charity Felts being the highest rated speaker with 4.72; nonetheless, all speakers for day two were rated over 4.5. The facility was rated 4.77 out of 5. Stacy stated there were comments noted about the Round Table discussions and having beverages out sooner and assured the committee these requests will be addressed for the next seminar. Next year’s seminar is scheduled for September 28-29, 2017.

6. For Possible Action: Approval of Member Survey — Stacy stated 67 participants from 54 entities completed the survey. The value of current services was rated 3.31 out of 4. The quality of current services was rated 3.47 out of 4. The accessibility of web-based services was rated 3.79 out of 4. POOL/PACT HR staff was rated 3.94 out of 4. Training topics was rated 3.48 out of 4.

Geof made a motion to approve the Member Survey as presented. Pat Whitten seconded the motion. Motion was carried.

7. For Possible Action: General Manager Report – Jeanne stated two Oversight Committee Members would no longer be on the board; Emily Carter and Tina Hubbard. The PRI board approved Dave Mendiola, the County Manager for Humboldt County, as a committee member. There is one vacancy and Jeanne has reached out to Southern Nevada Health District to recruit someone. Jeanne met with the Chairman of the Eureka County Commission, as noted earlier, and discussed the continuation of assisting with HR services. Eureka has made some changes in their Comptroller’s office and plan to assume all HR services by July 1. Jeanne is retiring from POOL/PACT HR on June 30 and Stacy has been voted in by the PRI board to assume the role of General Manager. Jeanne stated Legislative tracking has started and there are currently 90 bills on each side being reviewed.

8. For Possible Action: Approval of 17/18 Strategic Plan –

Jeanne reviewed the 17/18 Strategic Plan.

Revisions — *EMS* (all four sessions) and *Workplace Violence*, an on-line course, are scheduled to be revised.

Regional Trainings — *EMS, AEMS, HR Rep, Advanced HR Rep, Workplace Mediation, and Dear HR* are all scheduled to be taught throughout the fiscal year.

Workshops Utilizing Outside Resources — Jeanne stated if PERS audit training cannot be scheduled this fiscal year it will roll over to the next fiscal year.

New Briefings — Three new briefings are scheduled to be completed.

Statewide Webinars — EAP webinars will be scheduled to be completed by the end of the fiscal year in conjunction with the EAP provider.

Phase I HR Compliance Assessment Program — Jeanne stated the number of members to complete the Phase I assessment are running low. A second Phase I assessment may be offered. It will be further discussed during the Strategic Planning Meeting next fiscal year.

Curtis asked when the last time the EAP usage services and contract was reviewed. Jeanne stated the usage report has not been sent, but she will obtain this for the next OSC meeting. Geof stated seeing a usage report would be useful to further review the EAP services. Cindy stated the EAP is very useful for her staff at the hospital and she uses it for management referrals. Curtis stated the usage report and contract should be reviewed to make sure the appropriate services are received. Jeanne stated this will be placed on the agenda for the next OSC meeting.

Danelle made a motion to approve the 17/18 Strategic Plan. Robert seconded the motion. Motion was carried.

- 9. For Possible Action: HR Assessment Grant Application Approval** — Curtis stated there are two: Elko Central Dispatch and Tahoe Douglas Fire Department.

Tim made a motion to approve the Elko Central Dispatch grant for \$699.38 and the Tahoe Douglas grant for \$750. Jose seconded the motion. Motion was carried.

- 10. For Possible Action: HR Scholarship Application Approval** — There are no scholarship applications at this time.

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

Next meeting is scheduled for March 10, 2017, at 10:30 a.m., in Carson City.

- 12. Item: Public comment**

No Public Comment.

- 13. For Possible Action: Adjournment**

Curtis called the meeting adjourned at 11:25 a.m.