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

Date: March 10, 2017 Time: 10:30 a.m.
Place: POOL/PACT Offices
Upstairs Training Room
201 S. Roop Street
Carson City, NV 89701

1. Oversight Committee Roll Call

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

2. Item: Public comment:

Jeanne Greene announced Dee Carey from Incline Village GID as the newest member of the Oversight Committee.

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

Geof Stark made a motion to approve the Minutes of December 9, 2016 as presented. Dave Mendiola abstained from the vote. Cindy Hixenbaugh 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 and stated POOL/PACT HR was on track to complete all items listed.

New Trainings — Two new trainings. *Dear HR, Toughest Supervisor Challenges* and *Miss Communication and Her Friend, Miss Understanding* are complete.

Revisions — 10 of 11 revisions are complete.

Regional Trainings — *Advanced Essential Management Skills* planned for Pahrump has been postponed awaiting new dates from Nye County Sheriff's Office. Five *Essential Management Skills* have been scheduled; four are complete and one in progress in Elko. One *Advanced Essential Management Skills* course was completed in Carson City, an additional one is scheduled. *Human Resources Representative* and *Advanced Human Resources Representative* were presented in Carson City. Workplace Mediation is scheduled in Carson City and Elko.

Workshops Utilizing Outside Resources — *PERS Audit training* has been presented once in Carson City and a second training has been scheduled in Boulder City in April.

New Briefings — *Tips to Staying Happy at Work*, *Stay Interviews*, and *Employee Recognition* are complete.

Updated Briefings — 7 of 24 briefings have been completed. The balance will be done by June 30th.

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 the Legislature adjourns.

Alerts — Eleven alerts were issued.

Trainings — 103 trainings were completed with over 2,000 participants. There were ten *FRISK* courses with 158 participants and five briefings with 105 participants.

Dee Carey stated she is interested in having *FRISK* presented at Incline Village GID.

Phase I HR Compliance Assessment Program — Six out of ten on-site assessments have been completed this year.

Phase II HR Compliant Assessment Program — Winnemucca has already completed the on-site visit. The City of Elko is the other member which has been contacted about the assessment this year.

b. Report on Employment Related Claims

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

c. Eureka County Service Status Report

Jeanne explained that she intends to present the Eureka County Commission with a notice that POOL/PACT HR will not be renewing the contract to provide HR services after the current contract expires. Jeanne stated two employees in the County have been attending POOL/PACT HR trainings as well as working with Jeanne and Neal. Jeanne is confident these employees will be able to take over the HR function for the County.

Dave Mendiola asked for a history of the contract. Jeanne explained the County's difficulty in keeping HR personnel. POOL/PACT HR was asked to provide these services, which is outside the normal scope of Business Partner services, for a fee.

5. For Possible Action: EAP Contract

Jeanne stated this agenda item was added at the request of Curtis Calder. Jeanne pointed out areas of interest:

(1) An amendment to the contract removed three face-to-face visits per issue due to NAC 695F.500. The current contract states employees receive three face-to-face visits in a six-month period.

(2) The training hours were increased from 8 to 10 hours. Jeanne also advised the committee the cost to POOL/PACT for all members is \$164,000 per year.

Curtis stated the contract presented as a handout was good information and gave him more insight as to the type and amount of services offered. He explained the City of Elko had a critical situation occur in which many employees were affected. The EAP was contacted and a counselor was sent out, however, Curtis felt the service should have been more robust. Instead of finding someone locally, he had hoped a professional from Reno or Salt Lake City would have been brought in to deal with the traumatic event. Curtis stated looking at the contract, the EAP fulfilled its minimum requirement but it could have been better.

Scott Baker asked if the EAP followed up with anyone in Elko to see if their needs had been met or if the employees were satisfied with the response. Curtis stated he knew of one employee who felt the counselor was working outside of their scope.

Scott mentioned he works with a non-profit group who provides support services for First Responders. Jeanne asked if he could provide the contact info to her.

Jeanne stated she assisted Nye County with a critical situation and to her knowledge, the County was satisfied with the services received.

Dee Carey advised she had received quite a bit of employee feedback which was negative about the EAP, especially the lack of response from providers recommended by the EAP.

Jeanne asked Curtis if anyone from the EAP had contacted Elko administration to follow up on the situation. Curtis replied he had not been contacted, but he would follow up with Aubree, his HR Director.

6. For Possible Action: EAP Usage Report

Curtis stated the report had good information. Jeanne stated she thought the report was disappointing. She continued by stating POOL/PACT HR makes mention of the EAP during many trainings to get the word out to the members. The overall usage is down. Geof asked if there was a way to put the EAP orientation video in the eLearning platform, it may be a good way to get the information out to new hires by making it a mandatory video to view. Jeanne stated she would inquire into doing that. Stacy Norbeck suggested creating procedures for employers to access critical incident services to the website. Jeanne also stated she has been satisfied with the management referral services offered by the EAP. Curtis agreed not all the services provided are bad. Dee agreed there is a good response on mandatory referrals.

7. For Possible Action: Member Usage Report

Jeanne stated this report was originally requested by Pat Whitten to be provided on an annual basis to the Oversight Committee. The report shows organizations who have updated policies, trainings attended, number of participants, and number of claims and their associated costs. Curtis added he recalled the intention of the report was to reflect members who utilized POOL/PACT HR services would not be facing litigation as much as members who do not take advantage of the services. Curtis asked for this report to be placed on the next meeting agenda so Pat is available to review.

8. For Possible Action: General Manager Report

Jeanne presented the committee with a Training Value Report created to show the value of trainings provided to members. To calculate the value of trainings, Jeanne explained \$150 was used for trainings of less than one day and \$300 for full day trainings. Jeanne asked for feedback from the committee if the cost was appropriate. Curtis stated for the quality of the services offered, the costs are conservative. Dee Carey and Tim Logan agreed. Jeanne added that other services provided by POOL/PACT HR are not included such as consultation, alerts, briefings, and sample policies. Jeanne asked if the committee would approve the report as presented to take to the Executive Committee. Robert Quick made a motion to approve. Dave Mendiola seconded the motion. Motion was carried.

9. For Possible Action: Legislation

Stacy Norbeck presented bills of interest. The report presented to the committee was dated 3/1/17 and Stacy pointed out more bills have been added since the report was created.

AB42 – Reorganizes public record law under NRS to align with the Federal Freedom of Information Act, specifically identifying the nine document categories considered confidential information.

Curtis asked if this bill addresses public requests for PERS retiree records. Stacy responded the bill does not mention PERS specifically.

AB71 – Establishes a hybrid retirement system of PERS for employees hired after July 1, 2018, which includes a defined benefit and a defined contribution. The bill would make each plan an employee/employer contribution at 6% contribution. Local government organizations would have to pay an additional 6% if there is an unfunded liability of 15% or more. There would be no purchase of service credits allowed. The minimum retirement age for full benefits would match social security; police/fire retirement age would be less 10 years.

Jeanne pointed out this bill was requested by the State Controller and a hearing has not been scheduled. Jeanne also stated in the bill language, the unfunded liability payment does not include the State.

AB121 – Requires employers to continue paying per prior CBAs.

AB151 – Requires POST certification for dispatchers.

AB178 – States the time to file a complaint with the Nevada Equal Rights Commission would be increased from 300 days to two years. The time to retain wage records would increase from two to five years.

SB48 – States CBAs expire for all purposes at the end of the term and a notice must be made by employers of the intent to negotiate. If employers intend not to negotiate, the employer may establish the terms and conditions of employment. If employers intend to negotiate, the negotiation must promptly begin.

SB157 – Removes daily overtime provision for private sector and the State.

Stacy stated POOL/PACT HR asked Wayne Carlson and Mike Rebaleati to contact the Nevada League of Cities and Nevada Association of Counties to see if they can lobby to get local government (NRS 281) included in this bill. Jeanne offered to provide a copy of the language proposed by POOL/PACT HR to any committee member who requests it.

SB176 – Requires certain peace officers to wear portable recording device while on duty and requires employers to adopt policies and procedures. Gives County boards the authority to charge an additional fee to each customer for providing emergency services.

SB193 – Prohibits employers from paying a terminating employee a settlement agreement which is higher than the Governor's annual salary.

SB106/AB175/SJR6 – All make various amendments to minimum wage. The Assembly and Senate bills change the minimum wage for private sector. The Senate Joint Resolution changes the overtime provision of the Nevada Constitution.

Jeanne advised the HR-related legislation would be posted to the POOL/PACT website every Monday.

10. For Possible Action: HR Assessment Grant Application Approval

Curtis stated there were three applications. Each would be considered and approved separately.

- 1) Mt. Grant General Hospital: Completed Phase II Assessment. Requesting \$610 for a laptop for training purposes. Cindy Hixenbaugh made a motion to approve as presented. Robert Quick seconded. Motion was carried.
- 2) Kingsbury General Improvement District: Completed Phase II Assessment. Requesting \$750 to attend POOL/PACT HR Seminar and to purchase a training computer. Dee Carey made a motion to approve the application as presented. Geof Stark seconded. Motion was carried.
- 3) Indian Hills General Improvement District: Completed Phase II Assessment. Requesting \$750 toward the purchase of fire proof cabinets for filing personnel records. Tim Logan made a motion to approve the application as presented. Dave Mendiola seconded. Motion was carried.

11. For Possible Action: HR Scholarship Application Approval

There are no scholarship applications at the time of the meeting.

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

Next meeting is scheduled for June 9, 2017, at 10:30 a.m., in Carson City.

13. Item: Public comment

Tim Logan asked if he needed to attend the Spring board meeting. Jeanne advised she would check and notify him of who is designated as the voting member of his organization, as they should be the one in attendance.

14. For Possible Action: Adjournment

Curtis called the meeting adjourned at 11:48 a.m.