



POOL/PACT Human Resources (HR)
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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 18, 2016 Time: 10:30 a.m.
Place: POOL/PACT Offices
201 S. Roop Street
Carson City, NV 89701

1. Oversight Committee Roll Call

Members participating in person: Ben Sharit. Members participating by phone: Chairman Curtis Calder; Cindy Hixenbaugh; Emily Carter; Danelle Shamrell; Geof Stark; Jose Delfin. Members not participating: Pat Whitten; Tina Hubbard; Robert Quick; Tim Logan. PRI Staff: Jeanne Greene; Erica Amatore.

2. Item: Public comment:

No public present; no public comment.

3. For Possible Action: Approval of Minutes of Meeting December 11, 2015

Ben Sharit made a motion to approve the revised Minutes of December 11, 2015. Jose Delfin seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 15/16 Strategic Plan to date

Jeanne reviewed the 15/16 Strategic Plan.

New Trainings — Jeanne stated a complete rewrite of the *HR Representative* course was in progress. The first four sessions are complete and the last session is currently being finalized. The new *Drug and Alcohol* class will be complete by May 6, 2016.

Revisions — Three classes were updated and are complete.

Regional Trainings — 15 scheduled. *EMS* has been given three times this year; twice in Carson City and once in Fernley. *Advanced HR Rep* was presented in August. *AEMS* was presented in November. *EMS* is currently being taught in Elko and Hawthorne. *AEMS* will be taught this spring in Eureka with participants from White Pine, Eureka, Elko, and Lander Counties and also in

Carson City. The *HR Rep* class has started in Carson City with two sessions completed and the remaining three are scheduled. *Workplace Conflict Resolution* is scheduled to be taught in Carson City on March 23 and March 24, 2016. *AHRR and AEMS* are being taught this spring. Two additional *EMS* classes will be taught in the spring in Nye County and Boulder City.

Workshops Utilizing Outside Resources — Negotiations training was provided in four locations around the state by Charlie Cockerill and Thoran Towler. Ann Alexander and Becky Bruch have provided medical marijuana and legal court cases about pregnancy discrimination in three different locations and have one more scheduled next week in Ely.

New Briefings — Three scheduled. Two are complete at this time and Regular Rate of Pay is currently pending.

Updated Briefings — Briefings have been identified for revision and will be complete by June 30th.

Statewide Webinars — *Emotional Intelligence* was completed on March 2, 2016 with 26 participants. One more is scheduled this fiscal year.

Post Member Pay Plan/Scale on Website — Currently in process.

Sample Personnel Policy Annual Update – Changes have been noted and sample personnel policies will be updated by the end of June.

Alerts – Three alerts have been issued: FLSA changes from the Department of Labor. The DOL will not be making the changes until May or June; thus, policy and training changes are anticipated to be made this fiscal year. The DOT Random Drug Testing Change has been complete. Paid Sick Leave for Federal Contractors went out last week.

Trainings – 124 trainings have been completed with approximately 2,500 participants. The average instructor rating is 4.7 out of 5.

HR Briefings — Seven completed, which is lower than years past as we have not had the request for briefings.

FRISK – John Bates completed nine classes with approximately 91 participants. The status of members listed on the service plan:

Fernley hasn't confirmed a date and the class may have to be taught next year.

Tahoe Douglas Fire is at 100% complete.

Nye County and Boulder City have not been scheduled yet.

Lyon County and China Springs are both complete.

Elko County will be moved to next year.

Phase I HR Compliance Assessment Program — Some older assessments are still not complete, but progress is being made so they remain on the schedule. There have been staff changes in some of these organizations. There needs to be a manager on site before an assessment is performed.

Lander County Schools — scheduled for 4/11/16
Ely — not yet committed

Fernley Pool and the Town of Round Mountain both had managers resign; their assessment may be pushed farther out into the year due to the transition.

Phase II HR Compliant Assessment Program- Sun Valley General Improvement District and Yerington have completed the onsite assessment.

Central Dispatch — agreed to assessment, but not yet scheduled
Indian Hills — scheduled for 4/1/16

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated there were 20 claims opened as of the end of February; two have been closed, leaving 18 open at this time.

b. Eureka County Service Status Report

Jeanne reported this update is current from the last presented on 12/11/15. The majority of assistance to Eureka has involved job descriptions and recruitment. The District Attorney's office called Jeanne and requested the contract be extended for one more year under the same terms and conditions as the last contract. This would be an action needed for approval.

Geof asked Jeanne if she is still traveling to Eureka frequently or on an as-needed basis. Jeanne stated that visits are scheduled once a month to Eureka. If they need more frequent visits, they are billed for the additional time requested. Jeanne stated there were two times this year Eureka was charged for additional services. Jeanne has been working with the school district recently; they did not renew the contract with the Superintendent. Jeanne is helping with the recruitment of a Superintendent and when she is in Eureka assisting the school district, she will go to the County and help with HR business as well.

Curtis asks if continuing to help Eureka will take time away from other members that we serve. Jeanne stated at this time it is not. Jeanne strongly encourages Eureka to look at their existing staff and provide HR training to tend to needed responsibilities. So far, Eureka has eliminated over 10 positions, which at this time will not be re-filled; therefore, they do not have someone designated to take these responsibilities over at this time.

Curtis asked the committee how they feel about the one year extension of the contract. Emily stated she is okay with it. Ben stated he is good with it. Curtis stated as long as Jeanne feels

assisting Eureka is not preventing other members from receiving services; he is okay with extending the contract on a year-to-year basis.

Ben made a motion to approve to extend the contract with Eureka for an additional year. Geof seconded the motion. Motion was carried.

- 6. Summary of Member HR Services** — Jeanne stated this item was initially requested by Pat. We have listed the trainings that the members have participated in, as well as, the number of claims, and the cost for those claims.

Curtis stated this is a great piece of information and he asked to continue this report for the annual board meeting. Curtis asked if the costs listed combined just POOL costs or defense costs as well. Jeanne stated both are included.

Curtis asked if the committee had any questions or comments on the report. Danelle and Emily stated this report is great. Jeanne stated any questions or additional comments about this report after the meeting can be discussed by contacting the POOL/PACT office.

- 7. For Possible Action: HR Assessment Grant Application Approval** — Jeanne stated this is for Gardnerville Ranchos GID Phase II Assessment; they completed the Phase I Assessment a few years ago. They have implemented the recommended changes.

Danelle made a motion to approve the HR Grant Application as presented. Jose seconded the motion. Motion was carried.

- 8. For Possible Action: HR Scholarship Application Approval** — There are no scholarships at this time for approval.

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

Next meeting is scheduled for June 17, 2016, at 10:30 a.m., in Carson City.

- 10. Item: Public comment**

Jose mentioned the School District office is overflowing with files. He asked if anyone has considered scanning and archiving files. Jeanne stated the State Library of Archives does this for a fee. Danelle stated they have scanned most of their terminated employee files and had an employee who was on light duty for three months do the scanning. Jose stated that he will look further into this.

- 11. For Possible Action: Adjournment**

Curtis called the meeting adjourned at 11:13 a.m.