



POOL/PACT Human Resources (HR)
201 S. Roop Street, Suite 103
Carson City, NV 89701-4790
Telephone: (775) 887-2240
Toll Free: (866) 773-0433
Facsimile: (775) 887-2581

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

**Date: June 17, 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: Geof Stark. Members participating by phone: Chairman Curtis Calder; Ben Sharit; Cindy Hixenbaugh; Robert Quick; Emily Carter; Tim Logan. Members not participating: Pat Whitten; Tina Hubbard; Jose Delfin; Danelle Shamrell. PRI Staff: Jeanne Greene; Stacy Norbeck; Marshall Smith; Erica Amatore.

2. Item: Public comment:

Jeanne Greene introduces Marshall Smith to the Oversight Committee. Marshall has been an employee of PRI for approximately one month and will assume duties for both the Human Resource and Risk Management aspects of POOL/PACT.

Jeanne thanks Ben Sharit for his service and states this is Ben's last meeting as he is retiring on June 30, 2016.

3. For Possible Action: Approval of Minutes of Meeting March 18, 2016

Ben Sharit made a motion to approve the minutes of March 18, 2016. Tim Logan 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 states there have been three new trainings developed. HR Rep, a five day course, was completely rewritten by Stacy Norbeck, as well as, two Drug and Alcohol trainings were created; one for all employees and one for managers and supervisors.

Revisions — Three classes were updated and are complete.

Regional Trainings — 15 completed. *EMS* was given eight times this year. *Advanced HR Rep* was presented in August. *AEMS* was taught twice in Carson City and scheduled to be taught in Eureka, but was cancelled due to an insufficient number of participants. *AHRR* was scheduled for the spring, but cancelled due to an insufficient number of participants. *AHRR* is rescheduled for October 12 – 13, 2016.

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 four different locations.

New Briefings — Four scheduled. Two are complete at this time. *Exempt Employees* and *Non-Exempt Employees* will be finalized by next week.

Updated Briefings — 28 briefings have been identified for revision. 16 are completed and the remaining briefings will be complete by July 1, 2016.

Statewide Webinars — Four have been completed.

Sample Personnel Policy Annual Update — Changes have been noted and sample personnel policies will be updated and distributed by July 1, 2016. In addition, the CDL policy manual is currently being updated and will be released by July 1, 2016 as well.

Alerts — Six alerts have been issued.

Trainings — 168 trainings have been completed with approximately 3,100 participants. The average instructor rating is 4.7 out of 5.

HR Briefings — Six completed with 49 participants.

FRISK — John Bates completed 14 classes with approximately 112 participants. The status of members listed on the service plan:

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

Boulder City is scheduled for next fiscal year.

Nye County is still tentative.

Phase I HR Compliance Assessment Program — Some older assessments are still not complete, therefore, the status is being assessed; if there is no progress they are being removed from the list and can reapply if they choose.

Nevada Tahoe Conservation District is no longer interested in the assessment due to staff reduction and limited resources.

Ely has not confirmed a date for assessment.

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

Phase II HR Compliant Assessment Program- Four scheduled and all four on-site assessments are completed.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne states this report is unavailable for this meeting due to a new software upgrade; however, it should be available by the next meeting.

b. Eureka County Service Status Report

Jeanne reports this update is current from the last presented on 3/18/16. Next year's contract went to the county commission at their last meeting and they approved the contract. We have been working with the District Attorney as the primary contact for human resources related issues; however, the Commission has designated the Comptroller as the new contact.

6. Draft of Member Survey — Jeanne states this survey is sent out every two years to the HR contact, as well as, the CEO of the organization. The survey requests members rate the value and quality of HR services provided, as well as, the staff interactions. Jeanne states we are open to any suggestions or comments to improve the survey.

Curtis asks when the survey will go to the members. Jeanne states there isn't a specific date set, but would like it to go out after July 1 and no later than September. Curtis states September is fine for the survey to go out.

Jeanne asks if there are any changes that need to be made to the survey. Geof states we should add a column to the quality of current services that states "unaware of services."

Curtis states to add the column of "unaware services" to the quality of current services. Jeanne states the report is a little cumbersome, but is helpful to obtain the information needed to improve trainings and staff interaction. Jeanne asks the committee members if there are questions listed that are not needed on the survey. No comments made about unnecessary information on the survey.

Geof made a motion to approve the Member Survey with the addition of the "unaware of services" column added in the quality of services section, as well as, having the survey done and distributed in September. Ben seconded the motion. Motion carries.

7. For Possible Action: HR Seminar 2016 — Informational reminder of the upcoming HR Seminar. Currently 44 individuals are signed up with plenty of room for more to register.

- 8. For Possible Action: HR Assessment Grant Application Approval** — Jeanne states this is for Lyon County School District in the amount of \$500 and will be used for office supplies and to assist paying for a temporary employee to organize personnel files.

Cindy made a motion to approve the grant application for Lyon County School District. Emily seconded the motion. Tim Logan abstains the motion. Motion carries.

- 9. For Possible Action: HR Scholarship Application Approval** — Jeanne states there are two scholarship applications. The first one is for Abel Del-Real Nava, a new employee to Humboldt County, who has assumed some HR duties and is interested in getting his SHRM SCP Certification. The total cost is \$1,045.

The second scholarship application is for Brooke Thompson, a long-term employee with Indian Hills General Improvement District. She is interested in obtaining her IPMA Certified Professional Certificate. The total cost is \$1,394.62 to be reimbursed to her as she has already paid out of her pocket.

Ben made a motion to approve both scholarships. Robert seconded the motion. Motion carries.

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

Next meeting is tentatively scheduled for either September 16 at 9:30 a.m. or September 23 at 10:30 a.m. Jeanne states a survey will be emailed out to determine availability and can be scheduled with the majority response.

- 11. Item: Public comment**

No public comment.

- 12. For Possible Action: Adjournment**

Curtis called the meeting adjourned at 11:06 a.m.