



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: September 15, 2017 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: Pat Whitten. Members participating by phone: Chairman Curtis Calder; Cindy Hixenbaugh; Geof Stark; Robert Quick; Tim Logan; Dee Carey; Dave Mendiola; Danelle Shamrell; Jose Delfin. Members not participating: Scott Baker. PRI Staff: Stacy Norbeck; Erica Amatore; Mike Rebaleati.

2. Item: Public comment:

No public comment.

3. For Possible Action: Approval of Minutes of Meeting June 6, 2017

Tim Logan made a motion to approve the Minutes of June 6, 2017 as presented. Dee Carey seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 16/17 Strategic Plan Final

Stacy reviewed the 16/17 Strategic Plan as follows:

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

Revisions — 11 revisions of trainings are complete.

Regional Trainings — 14 offered and 13 completed. *Advanced Essential Management Skills* planned for Pahrump has been moved to next fiscal year awaiting new dates from Nye County Sheriff's Office.

Workshops Utilizing Outside Resources — *PERS Audit training* was presented in Carson City and Boulder City. Elko is currently pending, possibly Spring of 2018.

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

Updated Briefings — 19 of 25 briefings have been completed. There are three still in process and three rolled over due to Legislation changes.

Statewide Webinars — Four have been completed.

Post Member Pay Plan/Scale on website — 50% complete due to members still negotiating their contracts or have not responded to our request.

Sample Personnel Policy Annual Update — All sample personnel policies were sent out on June 29, 2017.

Alerts — 11 alerts were issued.

Trainings — 159 trainings were completed with about 3,000 participants. There were 15 *FRISK* courses with 179 participants and six briefings with 117 participants.

Phase I HR Compliance Assessment Program — Two completed in FY 16/17 from previous years. Nine out of 12 onsite assessments were conducted this year of which:

Storey County Schools – requested to move to next FY

Western Nevada Development District – cancelled

West Wendover Recreation District – cancelled

Phase II HR Compliant Assessment Program — Eight completed in FY 16/17 from previous years. Lyon County, City of Fernley, and City of Yerington are still in process. One of three onsite assessments were conducted in FY 16/17:

Winnemucca – on-site assessment done on 1/18/17; in process

Humboldt County – moved to next FY

City of Elko – cancelled

b. 17/18 Strategic Plan to date

Stacy reviewed the 17/18 Strategic Plan.

New Trainings — All 4 sessions of the *Essential Management Skills* certificate program are being rewritten. Sessions 1 and 2 are complete and currently being edited and proofed with support staff. Session 3 is currently being written.

Revisions — 24 trainings to revise, 22 are due to legislation. Ten are currently complete, eight are in process, and the remaining six are scheduled to be revised.

Regional Trainings — 10 scheduled and one complete (*Essential Management Skills* is complete for Carson City).

Workshops Utilizing Outside Resources — *Negotiations* was taught in four locations: Carson City, Elko, Ely, and Boulder City. *Boundaries* has been taught twice in Carson City and is scheduled for Winnemucca and Panaca in November, but may cancel due to low enrollment. *PERS Audit* is tentatively scheduled for Elko in the Spring.

New Briefings — Two of three are complete.

Updated Briefings — 35 are scheduled to be completed, 14 are due to legislative changes. Four are complete, 11 are in process, and 20 are remaining to be updated.

Statewide Webinars — Four scheduled, one complete.

Sample Personnel Policy Annual Update — Will be completed by the end of the fiscal year.

Alerts — Two alerts have been issued, one on I-9 changes and the other on mandatory reporting for schools.

Trainings — 57 trainings have been completed with about 2,400 participants. There have been five *FRISK* courses taught and five more are scheduled within the next two months.

Phase I HR Compliance Assessment Program — 30 to follow up on from previous years. 11 are tentatively scheduled for this year, one of which is in process:

Pahrump Library District – on-site assessment done on 9/6/17; in process

Phase II HR Compliant Assessment Program — Four to follow up on from previous years. Five are tentative, three of which are in process:

Nye County – on-site assessment done on 8/16/17; in process

Town of Pahrump – on-site assessment done on 8/16/17; in process

Humboldt County – on-site assessment on 9/12/17; in process

c. Report on Employment Related Claims

Stacy stated we ended with 21 HR claims for FY 16/17, 15 of which are still open. This is still lower than previous years.

For the current FY we have three HR claims, two of which are still open.

5. For Possible Action: General Manager Report

Stacy stated the legislative summary was sent out to members on June 23, 2017.

Eureka County adopted POOL/PACT HR's policies on July 1, 2017 and the annual updates will be approved in September or October by the Commissioners.

We have four new upgrades implemented with the EAP services for members. The tele-video option, single-case agreements, placement assistance, and telephonic counseling are all in place to be utilized with the EAP. The designated management resources consultant is no longer available, but there is a designated case manager for referrals, which is Michael Marks. The utilization rate for the EAP so far this year is 3.2%, which is higher than last year at 2.8%.

Three new members – Walker Basin and Central Nevada Historical Society are POOL only and Topaz Ranch Estates General Improvement District is both POOL and PACT.

HR Seminar – September 28 and 29, 2017. There are currently 73 people registered. Reminder email will go out to confirm meals. We are attempting to go paperless this year and a website has been created for participants to access all necessary handouts, evaluations, and the agenda. The website is www.poolpact.com/hrseminar.

6. For Possible Action: HR Assessment Grant Application Approval

Curtis stated there was one application.

- 1) Sun Valley GID: Completed Phase II Assessment. Requesting \$750 for a fire proof filing cabinet to store HR documents and files in a locked closet totaling \$849.99. Pat Whitten made a motion to approve as presented. Jose Delfin seconded. Motion was carried.

7. For Possible Action: HR Scholarship Application Approval

Curtis stated there were two applications.

- 1) Lyon County: Amanda Ortiz. Requesting a scholarship to obtain her aPHR certificate.
- 2) Lyon County School District: Billiejo Hogan. Requesting to obtain her PHR certificate.

Dee Carey made a motion to approve both scholarship applications as presented. Cindy Hixenbaugh seconded. Motion was carried.

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

Next meeting is scheduled for December 8, 2017, at 10:30 a.m., in Carson City.

9. Item: Public Comment

No public comment.

10. For Possible Action: Adjournment

Curtis called the meeting adjourned at 10:55 a.m.