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**APPROVED MINUTES OF THE
POOLING RESOURCES, INC
OVERSIGHT COMMITTEE MEETING
Date: June 20, 2025 Time: 9:30 a.m.
Place: Virtual Meeting via Zoom**

1. Oversight Committee (OSC) Roll Call

Member(s) participating via Zoom: Chair Robert Quick; Shannon Harris; Scott Lindgren; Susie Shurtz; Brooke Thompson; Kim Todd. Member(s) not participating: Erin Feore; BillieJo Hogan; Lourdes Martin; Dan Sadler; Joe Westerlund. Pooling Resources, Inc. (PRI) Staff participating via Zoom: Stacy Norbeck; Andrea Laughlin; Lessly Monroy; Sean Moyle; Sandra Schooler. POOL/PACT (P/P) Staff participating via Zoom: Wayne Carlson. Called to order at 9:30 a.m.

2. Item: Public Comment

Chair Robert Quick opened public comment. Robert closed the public comment period.

3. For Possible Action: Approval of Minutes of Meeting March 14, 2025

On motion and second to approve the minutes of March 14, 2025, as presented, the motion carried.

Stacy Norbeck, General Manager, POOL/PACT Human Resources (PPHR) requested that Item 6 of the agenda be taken out of order to accommodate a PPHR staff member's meeting schedule. Robert agreed to proceed to Item 6.

6. For Possible Action: Legislative Tracking Update (taken out of order)

Stacy reported three PPHR staff members tracked bills during the 2025 session: Andrea Laughlin, HR Analyst, tracked Assembly bills, Stacy tracked Senate bills, and Sean Moyle, Business Partner, tracked school-related bills. The most recent summary spreadsheet with links to each bill was included in the packet for reference. Stacy indicated at one point over 100 bills were being tracked. Sixty-two bills made it to the Governor's desk, 17 were vetoed, and the remainder were reviewed for the summary report. Upon further staff review, it was found that some bills were no longer applicable. Lessly Monroy, Senior HR Business Partner, and Ashley Creel, Training Manager and Senior HR Business Partner, reviewed all other bills that were not tracked but signed into law so that everything was captured for the report. The summary report is close to completion and currently includes 41 total bills, 14 of which are school-related. The handout for this meeting has since been updated. Stacy has recruited five key member representatives to preview the report before it is released to the entire membership to ensure it is thorough, accurate, and applicable. A legislative webinar will be held on July 15, 2025, at 10:00 a.m., to review the summary of the bills.

As was suggested during the March 2025 OSC meeting, the bills were grouped by topic in the summary report. They were presented to the Committee by topic with Andrea and Stacy reporting on non-school-related Assembly and Senate bills, and Sean reporting on school-related bills. Stacy requested the committee note any bills that may not be applicable to the summary report.

After the workers' compensation bills were covered, Stacy asked Wayne Carlson, Executive Director, POOL/PACT (P/P), if he had further clarification to add about the workers' compensation bills. Wayne added information on SB 317 which changes to the fixed \$36,000 wage cap and eliminates the Subsequent Injury Fund (SIF). Wayne indicated the wage cap will be discussed with the Executive Committee as to whether or not they want to seek an alternative. He also stated P/P has benefited from the SIF so there will be more costs there. Wayne also stated the firefighter cancer screening provided for in SB 170 will be a fiscal hit on those employers. He further discussed the fiscal impact AB 142 may have regarding the inclusion of civilian employees under the definition of "first responder." Stacy thanked Wayne for his update.

4. For Possible Action: General Manager Report

New Grant Term — Stacy reported a new five-year contract with an initial 6% reduction in the overall grant amount was approved by the full board in April 2025.

Marketing/Attendance Team — Stacy provided an update on the Marketing/Attendance team previously formed to research the viability of using Microsoft Insights as a replacement for Constant Contact with the goal of better marketing services and trainings thereby increasing attendance. The project has not yet been implemented in part due to the Microsoft representative's other priorities but will be moving into production mode soon.

Service Plan Meeting Prep — Stacy reviewed service plan meeting progress. Most, if not all, meetings have been scheduled and many have been completed. The new service plan packet is now being used and has been well received by members.

2025 HR Conference Update — The annual leadership conference is scheduled for October 15-16, 2025, with the preconference session scheduled for October 14, 2025, at the Tahoe Blue Event Center. As of June 18, 2025, 59 are registered. Another reminder email will be sent out in July to those who have not yet registered. Hotel rooms are available at Bally's with a special booking link that was included in the registration email, or they can be contacted directly. There have been a few issues booking rooms and staff has reached out to them to address the problem and is awaiting a response.

Stacy indicated there are eight speakers booked, and one breakout session left to fill. The conference website has been updated with the latest information on sessions and speakers and can be accessed at www.poolpact/hrconference. Sessions will cover topics including innovation and transformation in local government; healing workplace divisions; using a play-oriented approach; roundtables by entity type; Nevada legislative recap; compensation and total reward strategies; effective coaching conversations; trauma-informed workplaces; workplace culture and engagement; and a leadership panel on innovative workplace strategies.

Stacy reported on the search for sponsorships for the conference. Ashley and Andrea have been working diligently and to date have reached out directly to 21 companies. One sponsorship has been confirmed, and

five companies are taking it under consideration. She asked Committee members to send any potential sponsors to PPHR staff. Shannon Harris asked if potential sponsors were declining even when contacted by phone and talking to staff. Stacy indicated that, yes, it was her understanding that potential sponsors were receiving phone calls directly from staff. Most potential sponsors indicated they had already spent funds earmarked for expos and related events. Shannon asked to see a list of the potential sponsors so far; she might have some suggestions. She said it would also be helpful to send it to the entire Committee so there are no duplications of effort. Stacy thanked her for the help extended in setting up the sponsorship program and indicated she would send the list of contacts to the Committee members.

Quarterly Newsletter — Stacy reviewed the articles in the quarterly newsletter that was published on May 21, 2025: *FY 24/25 Recap, Tips for Retaining Public-Sector Employees in these Challenging Times, How to Give Constructive Feedback Without Demotivating Staff, HR Toolkit: Supervisory On-Demand Learning Series, Navigating DEI Uncertainty, Call for Newsletter Contributors!, Testimonials from POOL/PACT Members, and Don't Miss These Important HR Events*. She noted the newsletter included a call for newsletter contributors and encouraged Committee members to invite their organizations to participate.

5. For Possible Action: Report on Activities

a. 24/25 Strategic Plan to date

Stacy reviewed the 24/25 Strategic Plan as follows:

New Trainings — Two new classes are being developed this year: *Difficult Conversations (DC)* (rollover) class is 100% complete with a pilot session held on August 28, 2024. *Human Resources Representative (HRR) - Session One* is postponed until FY 25/26. The *Investigations Workshop* is 75% complete.

Revisions — *Addressing Inappropriate Conduct in a School Environment* and *HRR – Sessions One - Four* are 100% complete.

Regional Trainings — Fifteen regional trainings were scheduled this year: *Five Essential Management Skills in the Public Sector (EMS)*; three *DC* (one pilot, one in person, one virtual); one *Document, Discipline, Due Process (DDD)* (Carson City); one *Dear HR (DHR)* (Carson City); one *HRR* (Carson City); one *Advanced Human Resources Representative (AHRR)* (Carson City); one *Influential Leadership (IL)* (Carson City); and one *So, You Want to be a Supervisor? (SYWTAS)* (Virtual). *Advanced Essential Management Skills (AEMS)* (Carson City) was cancelled due to low enrollment.

Regional Workshops or State-wide Virtual Workshops Utilizing Outside Resources — One *Title IX* workshop was conducted this year.

2024 HR Leadership Conference — The main conference was held October 30-31, 2024, and the preconference on October 29, 2024, in the afternoon.

New Briefings — Six new briefings were developed this year: *Documentation: Practical Guide for Managers & Supervisors, Employee Events and Parties, New Employee Orientation (NEO), Open Meeting Law (OML) Recruitment and Selection, Progressive Discipline: A Step-By-Step Approach*, and *Social Security Fairness Act* are 100% complete. *Joint Employment* postponed until FY 25/26.

Review/Update Existing Briefings — Eighteen HR Briefings are complete.

Webinars — Eight webinars scheduled and completed.

Virtual Roundtables — Twelve roundtables were held to date with 91 total participants. The next virtual sessions are scheduled in July 2025.

Legislative Updates — Began in February and will be completed by end of June 2025.

Post Member Pay Plan/Scale on Website — These are posted on the website as received. Some members have multiple pay scales. Currently, there are 14 cities and towns, 10 counties, one hospital, 14 schools, and 13 special districts, which is up by one from last quarter.

Sample Personnel Policy Update — The sample policy manuals will be updated by the end of the fiscal year.

Coaching and Problem Solving — This is an ongoing process which is currently 90% complete.

Alerts — Six Alerts have been issued to date: *Release Time to Vote 10-16-24*, *New Exempt Salary Levels Struck Down by Federal District Court 11-15-24*, *Windfall Elimination Provision Repealed 1-25-25*, *Nevada Supreme Court Clarifies Rules for Investigating Peace Officers 1-9-25*, *Title IX January 9 Ruling 1-9-25, 2025 HR-Related Legislative Tracking 2-3-25*, and *Updated SSA-1945 Form Now Available 3-27-25*.

Biannual Survey — The survey and summary report are 100% complete.

Trainings — As of June 17, 2025, 84 trainings have been conducted with 1,369 participants, with 4.7 course content average and 4.9 instructor evaluation average. Five HR Briefings have been conducted with 143 participants. The twelve quarterly Virtual HR roundtables held had 91 participants.

Phase I HR Compliance Assessment Program — Eight new assessments were requested this FY with three in process, four in queue, and one canceled. Thirteen rolled over from previous years, nine of which are complete (City of Boulder City, City of Ely, Kingsbury General Improvement District, Mineral County, Nevada Volunteers, North Lake Tahoe Fire Protection District, Truckee Meadows Regional Planning Agency, White Pine County School District, and White Pine County Tourism). Eleven of the assessments are part of the Enterprise Risk Management Excellence Program.

Phase II HR Compliance Assessment Program — Two new assessments requested including Lincoln County (postponed until spring) and Indian Hills General Improvement District (75% complete). There are no rollovers from previous years.

b. Member Contact Tracking YTD 7/1/24 – 5/31/25

Stacy reported 1,562 total recorded contacts this fiscal year as of May 31, 2025. The bulk of the contacts were spent in General Contact at 23% and Program Planning/Service Plans at 20%. The top categories, not including General Contact and Program Planning/Services, were Employee Relations/Fair Employment Practices (e.g., Title VII, ADA) at 26%; Hiring at 16%; and Personnel Administration (e.g., policies, job descriptions, personnel files), Compensation and Benefits, and Discipline at 11%.

c. Report on Employment-Related Claims

As of June 5, 2025, for FY 24/25, there were 35 claims, 23 of which are open. Claims may have multiple charges. Of the 23 claims, six are gender/sex orientation discrimination; one age discrimination; five ADA; eight hostile work environment; ten administrative investigations; four retaliation; six wrongful termination/constructive discharge; two due process; one discipline; one free speech; one bullying; two negligence; two hiring practices; two union related; and one misappropriation of funds. Of the 23 claims,

twelve are from counties; nine from cities; none from towns; six from school districts; and eight from special districts. In FY 23/24, there were 38 claims for the same period.

d. HR Problem-Solving Reports

Stacy presented the 4th Quarter 24/25 HR Problem-Solving Reports reflecting unique member issues addressed in the last quarter. Discussion ensued on one member issue.

7. For Possible Action: Employee Assistance Program (EAP) Quarterly Report

Stacy reviewed the third quarter Acentra Health EAP report and provided other updates including:

- Current contract:
 - Set to expire on June 30, 2025
 - Established through the State of Nevada's prime contract in agreement with Acentra Health
- New Contract:
 - Re-awarded contract to Acentra Health
 - POOL/PACT moving forward with new joinder agreement effective July 1, 2025
 - Based on terms and services outlined in renewed State contract
- EAP Webinars scheduled for FY 25/26:
 - Behavioral Science of Excellent Customer Experience – 8/20/25
 - Creating a Culture of Support: Suicide Prevention in the Workplace – 10/7/25
 - Money on my Mind: Dealing with Anxiety – 1/6/26
 - De-Escalation Skills: Managing Aggression in the Workplace – 5/12/26
- Onsite Wellness/Health Fairs or Orientations scheduled for next year:
 - Eighth Judicial District Court – 9/24/25
 - POOL/PACT HR Leadership Conference – 10/15/25

Robert noted that Acentra's legal document site is very good if an employee has a need for family planning, wills, powers of attorney and similar documents that are specific to Nevada. On the negative side, he has an employee who recently reached out to the EAP for help with a difficult family issue and was told they would get back to them in a few days. When the EAP did finally contact the employee, the employee felt condescended to and that it was the employee's fault for the family issues they were experiencing. It was not a good interaction. Robert indicated he was out of the office when the issue occurred, so his HR clerk reached out to Lessly who provided assistance with the EAP. He hoped that in the future the process would be improved and thanked Lessly for her part in communicating with Acentra to mitigate the issue.

8. For Possible Action: HR Scholarship Application Revisions

Stacy presented the proposed changes to the HR Scholarship application for approval that were discussed at the March 14, 2025, meeting. Based on direction from that meeting, the updated application form will allow employees to be eligible for HR scholarships if they have worked for any POOL/PACT member for at least 12 consecutive months. Robert agreed the new verbiage is in line with the previous meeting's discussion and will allow the Committee the opportunity to approve those applications.

On motion and second to approve the new language under Scholarship Eligibility, the motion carried.

9. For Possible Action: HR Scholarship Application Approval

Stacy revisited the application for Ariel Heinz, Human Resources Manager at Carson City (CC), which was presented at the March 14, 2025 meeting. Ariel is requesting \$1615 (including SHRM learning system and test fees) for her SHRM-CP. She has been with CC for eight months and has completed *HRR* and *AHRR*. Ariel was at the Carson City School District (CCSD) for a number of years and was recently hired by CC, so she has been working for a POOL/PACT member for over 12 months. She received \$1949 for the SPHR on September 20, 2019, passed on July 16, 2020, when with CCSD. Stacy reviewed the scholarship eligibility requirements which include being employed with any POOL/PACT member for at least 12 months. On motion and second to approve the application for \$1615 as presented, the motion carried.

Stacy reported Vanessa Vindel, HR Specialist at Tahoe Douglas Fire Protection District (TDFPD) is requesting \$1154 (including prep course, application and test fees) for the PHR. She has been with TDFPD for 14 months and has completed *HRR*. On motion and second to approve the scholarship application for \$1154 as presented, the motion carried.

Stacy reported Cody Krenka, HR Director at Elko County School District (ECSD) is requesting \$1824 (including SHRM learning system, exam and membership fees) for the SHRM-CP. He has been with ECSD for 26 years. One year ago, his application was tentatively approved by the Committee pending completion of *EMS*. He has since completed the course as per the requirements. On motion and second to approve the scholarship application for \$1824 as presented, the motion carried.

Stacy reported Marc Walling, Director of Student & Staff Operations at Storey County School District (SCSD) is requesting \$1810.50 (including SHRM 3-day live program, exam and membership fees) for the SHRM-CP. He has been with SCSD for 1 year. He has not taken *HRR* but has completed the first two sessions of *EMS*. Shannon noted Marc previously worked for the Douglas County School District (DCSD). Stacy verified that he was at DCSD for eight years, but PPHR has no record of his completing *EMS* while employed there. Robert expressed concern over approving the application without prerequisites being completed as has been required in the past for other applicants. Stacy suggested tentative approval upon completion of the course, as was done in the past for another applicant. On motion and second to tentatively approve the HR scholarship application with the caveat that the applicant finish and complete all the prerequisites that are required, the motion carried.

10. For Possible Action: HR Assessment Grant Application Approval

Stacy reported Hillary Womack, Comptroller at Mineral County (MC), submitted a Phase I Assessment Grant Application requesting \$1000 for the Organizational Excellence Award Grant which will enable MC to purchase new filing cabinets. Jackie also submitted for the \$500 Individual Excellence Award Grant. On motion and second to approve the applications for \$1500 as presented, the motion carried.

Stacy reported Zanny Marsh, Executive Director at Nevada Volunteers, submitted a Phase I Assessment Grant Application requesting \$1000 for the Organizational Excellence Award Grant to be used towards the SHRM

People Manager Qualification and a new filing cabinet, and \$500 for the Individual Excellence Award Grant to go to Zanny. On motion and second to approve the applications for \$1500 as presented, the motion carried.

In addition, Stacy reported Jeremy Smith, Executive Director at Truckee Meadows Regional Planning Agency (TMRPA) submitted a Phase I Assessment Grant Application requesting \$500 for the Individual Excellence Award Grant to go to Karla Pirsch, Administrative Assistant at TMRPA. He has not yet submitted for the Organizational Excellence Award Grant. On motion and second to approve the application for \$500 as presented, the motion carried.

11. For Possible Action: Schedule Next Meeting for PRI Oversight Committee

Stacy suggested the Committee consider whether meeting in different months and/or times of day other than March, June, September, and December would increase regular attendance at the quarterly meetings. There are no rules stating how often or when the Committee meets. She said June can be difficult for PPHR staff since service plans, policies, and every two years, legislation, all occur at the same time. Discussion ensued and it was decided to give PPHR staff time to explore options to discuss at the next meeting. The next meeting is scheduled for Friday, September 26, 2025, at 9:30 a.m.

12. Item: Public Comment

Chair Robert Quick opened public comment. Robert closed the public comment period.

13. For Possible Action: Adjournment

The meeting was adjourned at 11:05 a.m.