



**APPROVED MINUTES OF THE
POOLING RESOURCES, INC
OVERSIGHT COMMITTEE MEETING
Date: September 26, 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; Dan Sadler; Susie Shurtz; Brooke Thompson; Kim Todd; Joe Westerlund. Member(s) not participating: BillieJo Hogan; Scott Lindgren; Lourdes Martin. Pooling Resources, Inc. (PRI) Staff participating via Zoom: Ashley Creel; Andrea Laughlin; Lessly Monroy; Stacy Norbeck; Sandra Schooler. Called to order at 9:33 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 June 20, 2025, as presented, the motion carried.

4. For Possible Action: General Manager Report

HR Professional Day

Stacy Norbeck, General Manager, POOL/PACT Human Resources (PPHR) wished everyone a Happy HR Professional Day.

OSC Charter

Stacy reported that since POOL/PACT no longer has any full POOL/PACT hospital members, she discussed updating the charter with Wayne Carlson, Executive Director, POOL/PACT, who agreed to remove hospitals as an entity type and add special districts as a required OSC representative type. In addition, Wayne suggested reducing the size of the committee from seven to 11, to better align with the size of the Joint Executive Committee (JEC), as well as having a lower threshold for a quorum. In turn, the suggested changes to the charter changed the size to a minimum of seven to 11, allowing for flexibility. An additional minor change was made to the duties, removing the biannual survey as a responsibility of the OSC since it is already on the PRI scope of services. An updated version of the OSC Charter was presented to the JEC on September 3, 2025, and passed.

Marketing/Attendance Team — Stacy provided an update on the Marketing/Attendance team previously formed with the goal of better marketing services and trainings thereby increasing attendance. The team

researched the viability of using Microsoft Insights as a replacement for Constant Contact and is currently planning a test run with a fake event to test the functions. If all goes as planned, a real event will be tested in the next few months.

Quarterly Newsletter — Stacy reviewed the articles in the quarterly newsletter that was published on August 19, 2025: *Stay Current, Stay Compliant: Your Updated Sample Policies Are Here!*, *Building Trust in a Unionized Environment*, *Preparing for Workforce Transitions: Succession Planning in Rural Nevada Public Entities*, *Performance Reviews: What to Avoid (and What to Do Instead)*, *Dear POOL/PACT HR: Joint Employment*, *Help Us Improve POOL/PACT's Employee Assistance Program (EAP)*, and *Don't Miss These Important HR Events*.

5. For Possible Action: Report on Activities

a. 25/26 Strategic Plan to date

Stacy reviewed the 25/26 Strategic Plan as follows:

New Trainings — Three new classes are being developed this year: *Human Resources Representative (HRR) – Session One* and *HRR – Session Two*. The *Conducting Effective Workplace Investigations Workshop (CEWI)* is 95% complete with a pilot session tentatively scheduled for December 2, 2025.

Revisions — *Essential Management Skills (EMS) in the Public-Sector Certificate Program – Session Three* is 100% complete.

Regional Trainings — Sixteen regional trainings are scheduled this year: *EMS* is scheduled four times (two complete, two more scheduled, and a possible fifth in Winnemucca); *Advanced Essential Management Skills* is scheduled two times (both in Carson City); *So, You Want to be a Supervisor (Virtual)* is scheduled one time; *CEWI* is scheduled two times (both in Carson City); *HRR* is scheduled one time (Carson City); *Advanced Human Resources Representative* is scheduled one time (Carson City); *Performance Management Process (Virtual)* is scheduled one time; *Influential Leadership* is scheduled one time (Carson City); *Document, Discipline, Due Process* is scheduled one time (Carson City); and *Difficult Conversations* is scheduled two times (both in Carson City).

Regional Workshops or State-wide Virtual Workshops Utilizing Outside Resources — A *Public Records Requests* webinar (virtual) (Fall 2025 or Spring 2026) is being considered.

2025 HR Leadership Conference — The main conference is scheduled for October 15-16, 2025, and the preconference on October 14, 2025, in the afternoon.

New Briefings — Six new briefings will be developed this year: *School FMLA*; *Garrity Rights*; *Joint Employment* (rolled over from FY 24/25) is at 50%; *Onboarding* (rolled over from FY 24/25); and *Commercial Driver's License (CDL)*.

Review/Update Existing Briefings — Twenty-seven HR Briefings will be reviewed. Seven are complete and one is in process.

Webinars — Nine webinars are scheduled. One Legislative (complete); four EAP (one complete, three scheduled); and four HR Briefings (one complete, one scheduled and two to be decided).

Virtual Roundtables — To be held quarterly, except for the HR Conference roundtables. The July 4, 2025, roundtable is complete.

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 14 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 25% complete.

Alerts — No Alerts have been issued to date.

Trainings — As of September 26, 2025, 20 trainings have been conducted with 423 participants, with 4.56 course content average and 4.8 instructor evaluation average. One HR Briefing has been conducted with 66 participants. The four quarterly Virtual HR roundtables held had 27 participants.

Phase I HR Compliance Assessment Program — Six rolled over from last year, five are at 75% complete (Elko County, Carson City School District, White Pine County, City of Winnemucca, and Incline Village General Improvement District) and one is 25% complete (Eureka County). Currently, there are five new assessments still to be scheduled. Eight of the assessments are part of the Enterprise Risk Management Excellence Program.

Phase II HR Compliance Assessment Program — One rolled over from last year (Indian Hills General Improvement District) and one to be scheduled (City of Ely).

b. Member Contact Tracking YTD 7/1/24 – 8/31/25

Stacy reported 436 total recorded contacts this fiscal year as of 8/31/25. The bulk of the contacts were spent in General Contact at 39% and Program Planning/Service Plans at 26%. The top categories, not including General Contact and Program Planning/Services, were Employee Relations/Fair Employment Practices (e.g., Title VII, ADA) at 25%; Personnel Administration (e.g., policies, job descriptions, personnel files) at 16%; Hiring at 11%; and Discipline at 10%.

c. Report on Employment-Related Claims

Stacy indicated an updated claims report could not be provided due to a computer systems transition taking place at Davies. An updated report will be available at the next scheduled OSC meeting.

d. HR Problem-Solving Reports

Stacy presented the 1st Quarter 25/26 HR Problem-Solving Reports reflecting unique member issues addressed in the last quarter.

6. POOL/PACT HR Leadership Conference Update

2025 HR Conference Update — The main conference is scheduled for October 15-16, 2025, and the preconference for October 14, 2025, at the Tahoe Blue Event Center. Ashley Creel, Training Manager and Senior Business Partner, PPHR, reported the current registration is at 150 (130 members), with the balance being POOL/PACT staff and speakers. The preconference has 112 registered (83 members). The website has been updated and can be found at poolpact.com/hrconference.

The preconference, “Overcoming AI Paralysis: Practical Solutions for Public Entities” will include speakers Dave Solero with Washoe County and John Huisman with Blue Cypress.

The expo will be combined with registration and breakfast on both Main Conference days from 7 to 8 a.m. In addition, PPHR received a number of sponsorships including five paying sponsors totaling \$6500. Other donors are providing snacks, and a photo booth sponsor is donating services for the reception.

On Wednesday, October 15, 2025, at the Main Conference there will be *Sustainovation in Action* with Nick Kittle, Sustainovation; *Roundtables by Entity Type; Performance and Discipline...Because if it Isn't Documented, it Didn't Happen* with Rebecca Bruch, Lemons, Grundy & Eisenberg; *Managing Absorb On-demand Learning: A Hands-free Approach* with Mike Van Houten, POOL/PACT; *Effective Reward Strategies for a Turbulent Environment: Attracting, Retaining & Effectively Utilizing Critical Talent* with Peter Ronza, Pontifex Consulting Group; *When the Drama Spills Over: Managing Off-Duty Employee Misconduct* with Jonathan McGuire, Simon Hall Johnston; *Unlocking Life 2.0* with Nick Kittle, Sustainovation; and Evening Reception. On Thursday, October 16, 2025, *Making Work Suck Less: Healing Workplaces Through Play* with Jeff Harry, Rediscover Your Play; *Systems out of Sync: When Institutional Design Fails the Whole Humans that Power Them* with Anita Roach, Safe and Sound Workplace Alliance; *Culture by Design: The HR Blueprint for Driving Engagement* with Rhonda Roberts, Ascension; *Leading and Managing with Effective Conversations: Maximizing Performance and Potential Through Five Coaching Conversations* with Morgan Massie, Leadership and Training Concierge; *Panel Discussion: Innovators in Action: Shaping Workplace Culture for the Future* with Morgan Massie, Rhonda Roberts, Dillon Flack, Anita Roach; and Group Trivia Game and Final Raffle Prizes. Breakout sessions will be repeated twice each day.

Shannon Harris commended Ashley and the PPHR staff for a great job putting together the 2025 event.

Ashley updated the group on some AV charges that were not anticipated and were much higher than the Atlantis; however, PPHR was able to negotiate a lower price. The food and beverage was also higher partially due to the increase in registration. Parking fees are still being negotiated with Bally's. Those staying at Bally's will pay the \$10 parking fee with their room fees; however, those coming in for the day or not staying at Bally's have other options. Tahoe Douglas Fire Protection District generously provided a limited number of free parking spots across the street at the bank building owned by the District. Ashley indicated day passes at a cost of \$20 may potentially be provided to those using the Bally's parking garage. Shannon shared her experience with past events at which she purchased parking passes for \$10 a person in advance and absorbed the cost for attendees. Since less than half the attendees are staying at Bally's, PPHR would absorb approximately \$3000 in parking costs. Stacy is currently working with Bally's representative to negotiate a \$10 per day parking fee. Parking information will be included in the “Know Before You Go” email to ensure attendees are aware of both the free and paid parking. Since PPHR does not charge for the conference and those staying at Bally's pay for parking through the room fee, Stacy asked the OSC about PPHR offsetting those costs to the participants to pay for parking. Brooke Thompson and Shannon agreed given the event is free, and grants and other resources are available to members. Robert concurred especially since the cost of meals is included with registration.

Ashley reported 69 out of 71 rooms were filled on Tuesday and 61 out of 72 rooms on Wednesday, fulfilling the 80% requirement.

Stacy previously sent an email asking for volunteers from the committee to introduce speaker sessions at the conference and acknowledged those who responded. A discussion ensued, and the remaining slots were filled.

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

Stacy reviewed the fourth quarter and Annual 2025 Acentra Health EAP report and provided other updates including:

- Website Updates:
 - PPHR's internal banner updated from four sessions to six sessions on the website
 - Acentra's website also updated to reflect this change
- Upcoming Communications and Onsite Wellness/Health Fairs or Orientations:
 - Eighth Judicial District Court – Wellness Fair – 9/25/25
 - Carson City – Wellness Fair – 10/9/25
 - Acentra to send out communications in recognition of World Mental Health Day – 10/10/25
- EAP Workgroup Updates
 - Initial invitation email sent to members to join the EAP Workgroup
 - Additional individual outreach emails sent to key POOL/PACT members, encouraging participation
 - First meeting scheduled for 10/7/25, at 8:30 a.m.
 - The following individuals will participate in the workgroup led by Lessly Monroy, Senior Business Partner, PPHR:
 - Freya Cooper – Acentra Representative
 - Angie Wayman – Acentra Representative
 - Zanny Marsh – Nevada Volunteers
 - Kim Brontsema – Churchill County
 - Amy Elmer – Lincoln County
 - Brooke Thompson – Indian Hills General Improvement District
 - Hope Blinco – Mineral County School District

Lessly stated the EAP report was used as a tool to help identify high and low utilizers for the workgroup as well as to ensure a good mix of organization sizes and types which will lead to a successful outcome.

8. For Possible Action: HR Scholarship Application Approval

Stacy indicated no HR scholarship applications were submitted for the September meeting.

9. For Possible Action: HR Assessment Grant Application Approval

Stacy indicated no HR Assessment Grant applications were submitted for the September meeting

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

Stacy reviewed an item from the June meeting which discussed the possibility of changing the number and times of meetings as well as day of the week. After reviewing with PPHR staff, it was concluded that moving

the meeting by one month each quarter (i.e., July, October, January, and April) would enable staff to work around busy times, with the understanding that October may need to be flexible due to the annual conference. Shannon and Robert agreed on whatever works best for staff. Discussion ensued regarding day of week, time, and location (virtual or in Carson City). Further discussion ensued regarding virtual vs. in person. It was decided going forward to meet virtually on Wednesdays at 9:30 a.m. The next meeting is scheduled for Wednesday, January 21, 2026, at 9:30 a.m.

Robert asked for this change to be agendaized and made official at the next meeting, if needed.

11. Item: Public Comment

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

12. For Possible Action: Adjournment

The meeting was adjourned at 10:36 a.m.