



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

OVERSIGHT COMMITTEE MEETING

Date: June 25, 2021 Time: 10:00 a.m.

Place: Virtual Meeting In-person and Via Zoom

1. Oversight Committee (OSC) Roll Call

Members participating in person: Chairman Curtis Calder; Austin Osborne; Geof Stark. Members participating via Zoom: Abel Del Real-Nava; Erin Feore; Elona Goldner; Cindy Hixenbaugh; Dawn Huckaby; Robert Quick. Member(s) not participating: Jose Delfin; Scott Lindgren. Pooling Resources, Inc. (PRI) Staff participating in person: Stacy Norbeck; Ashley Creel; Neal Freitas; Sandra Schooler. Risk Management Staff participating in person: Wayne Carlson.

2. Item: Public comment

Chairman Curtis Calder opened public comment.

Curtis closed the public comment period.

3. For Possible Action: Approval of Minutes of Meeting March 5, 2021

On motion and second to approve the minutes of March 5, 2021, the motion carried.

4. For Possible Action: Report on Current Activities

a. 20/21 Strategic Plan to date

Stacy reviewed the 20/21 Strategic Plan as follows:

New Trainings — Three new classes were to be developed this year: Two online *Essential Management Skills in the Public Sector (EMS)* modules. Due to a shift in priorities to “Zoomify” regional trainings, only one module was started and is 20% complete. The third class to be developed, *Ethics in the Workplace*, (rewrite of original course) is complete. In addition, Jeff created a new class, *Managing Conflict through Shared Values and Teamwork* class that is 75% complete.

Revisions — 14 courses are complete.

Regional Trainings — 10 regional trainings were completed: Four *EMS*, one *Advanced Essential Management Skills in the Public Sector*, one *Advanced Human Resources Representative*, two *Influential Leadership*, and one *So, You Want to be a Supervisor?*

Regional Training Workshops Utilizing Outside Resources — Ann Alexander conducted a webinar on Title IX policy compliance for schools on August 7, 2020.

2020 HR Leadership Conference — The annual leadership conference was held virtually October 21-22, 2020.

New Briefings — Five new briefings were developed this year: *Catastrophic Leave*, *DOT Drug & Alcohol Clearinghouse*, *Employee Assistance Program (EAP) for Employees (Kepro)*, and *Employee Assistance Program (EAP) for Managers and Supervisors (Kepro)*, and *COVID Paid Leave*.

Updated Briefings — 32 HR briefings were to be updated this year: 13 completed with the remainder in process.

HR Briefing Videos — Two new videos completed: *Harassment* and *Employee Assistance Program (EAP)*.

Webinars — Five of six Employee Assistance Program (EAP) webinars were conducted with the final one scheduled next week; and two HR webinars: *Families First Coronavirus Response Act (FFCRA) 101* for Schools and *POOL/PACT 101*, have been conducted.

Legislative Tracking — The 32nd Special Legislative Session was tracked, and a summary report was completed on August 14, 2020. The summary report for the 81st Legislative Session is listed on the strategic plan as 90% but is actually 100% complete as of June 3, 2021.

Post Member Pay Plan/Scale on Website — These were added as received.

Sample Personnel Policy Update — The final third of the three-year plan to reduce duplication and otherwise refine each section is complete. This year, Sections 7-12 which included benefits, travel expenses, employee separation, performance management, disciplinary action, and dispute resolution were reviewed. In addition, the usual review, revisions, and legislative revisions are complete for the large and small policies; there is one last section to update for schools.

Alerts — Ten alerts have been issued to date.

Trainings — As of June 21, 2021, 62 trainings have been conducted with 1,039 participants, with 4.6 course content average; 4.8 instructor evaluation average. One FRISK class was conducted with six participants. One HR Briefing has been conducted with 14 participants.

Phase I HR Compliance Assessment Program — Three assessments were conducted this year; of which one is complete. There are 15 rollovers from previous years; five completed this year.

Phase II HR Compliance Assessment Program — One assessment was conducted this year and is 75% complete (Eureka County). There are seven rollovers from previous years.

Curtis asked if POOL/PACT HR sees a lot of the Zoom meetings going away for the upcoming fiscal year. Stacy said they are offering all of their trainings in both formats (Zoom and/or in-person). The July EMS will be held virtually, September EMS will be held in-person, January 2022 will be held virtually, and March 2022 will be held in-person. Site-specific training format will be up to the entity.

Curtis asked for an update on the HR conference. Stacy said it will be livestreamed so individuals who cannot or choose not to attend in person can receive the information, but it will not be interactive. It will be at the Atlantis, October 21-22, 2021, and will include an HR for Law Enforcement pre-conference that will be held Wednesday, October 20, 2021, from 1-4 pm. The pre-conference session has not yet been advertised but the room has been booked for it.

b. Report on Employment Related Claims

As of May 31, 2021, there were 27 claims, 22 of which are open. Of the 27 claims, 17 are EEO (five ADA, two race, seven discrimination, two sexual harassment (closed), one religious discrimination regarding face mask (closed)), two wrongful termination, two open meeting law violations, one ethics complaint, one First Amendment violation, three administrative investigations, and one equal pay claim. Of the 27, 13 are from a county, three from a city/town, nine are from schools, and two are from special districts.

5. For Possible Action: General Manager Report

a. OSC Member Update

Erin Feore accepted the Human Resource Director position at Incline Village General Improvement District which makes her position on the OSC official.

b. POOL/PACT HR Office Turnover

Stacy reported John Bates retired as of April 16, 2021, after 17 years. Lessly Monroy began on May 3, 2021, as a Business Partner. She will be taking on most of John's territory from Carson to Lander, except Elko, as of July 1, 2021. Dora Moya self-terminated on May 7, 2021, and Heather Evans began as Administrative Assistant on May 24, 2021. Sharon Gesick's retirement will be official on June 30, 2021, after approximately 22 years.

c. Member Changes

Stacy reported Douglas County is no longer a member. Carson City has joined, and Jeff Coulam has been assigned as their Business Partner. Curtis asked Wayne why Douglas County left the POOL. Wayne said they wanted to go self-insured.

d. On the Road

Stacy said the business partners are now conducting many service plan meetings face-to-face. The onsite trainings/meetings agreement has been updated to ensure non-vaccinated persons wear facemasks during trainings/meetings, and it is the member's responsibility to verify that information.

e. Member Contact Tracking

Stacy reported they continue to track member contacts. Through the end of May 2021, there were 1,818 total contacts. The top three categories in the bottom chart (which does not include Other Services) were Employee Relations/Fair Employment Practices (e.g., Title VII, ADA) at 19%, COVID at 17%, and Personnel Administration (e.g., policies, job descriptions, records) at 15%. In the top chart, the top categories were the

Other Category (e.g., service plan meetings, checking in, setting up trainings, trainings), Employee Relations at 12%, COVID at 11%, and Personnel Administration at 10%.

f. Training Value Report

Stacy reviewed the Training Value Report. The report includes certificate programs, regional trainings, entity-specific classes, training using outside resources, HR eLearning, assessments, and scholarships. She said they compared their programs to how much it would cost a member if, for example, they attended UNR Extended Studies to do their management certificate program. They determined the total estimated savings for POOL/PACT members for the past few years is just over \$3,200,00.

g. Scholarship Application

Stacy reported the scholarship application has been updated to include an area for the amount requested and supporting documentation.

h. Newsletter

Stacy reviewed the quarterly newsletter that was published in May 2021. It included the following articles: *Planning Next Fiscal Year? Maybe Start with Your Personnel Policies*, *The Latest in COVID-19 Workplace Guidance*, *Virtual Learning Challenges*, *Waddle and Slide into Recruitment*, *Dear POOL/PACT HR*, and *Save The Date! POOL/PACT HR Conference*.

6. For Possible Action: 2021 Approved HR-Related Legislation

Stacy referred the committee to the completed 2021 Legislative Summary. Curtis asked that committee members note their questions and save them until the end of each overview.

Ashley summarized the following Assembly Bills: AB 47, AB 48, AB 60, AB 96, AB 217, AB 220, AB 222, AB 253, AB 280, AB 304, AB 315, AB 327, AB 336, AB 385, and AB 409.

The following discussions ensued:

- Austin asked about AB 315's required counseling for retirees (AB 315); Curtis asked if the Kepro EAP contract covers retirees; Ashley indicated it does not; Wayne stated Marshall is working with Specialty Health to see if they can add a mental health component or facilitate access to one.
- Austin asked Ashley to further explain AB 60; Ashley stated it makes non-disclosure provisions of settlement contracts non-enforceable if it prevents that person from giving testimony on the issues.
- Curtis asked for clarification on what "similar positions" are under AB 35 regarding prohibition of fringe benefits; Ashley reviewed the text of the bill and found it does not identify what a similar position would be, and she would be curious as to how they would challenge that. Discussion followed.

Stacy summarized the following Senate bills: SB 19, SB 21, SB 31, SB 75, SB 107, SB 108, SB 109, SB 212, SB 236, SB 293, SB 294, SB 327, and SB 341.

The following discussions ensued:

- Stacy, Curtis, and Austin discussed records that need to be retained for SB 109.

- Curtis asked if POOL/PACT would be providing training specific to SB 327; Stacy said diversity training will be added in some way to trainings, possibly by updating/revising a current course offering; Ashley stated the bill does not state how often the training needs to be offered; Robert requested this new training be offered on the eLearning site when it is available.

Stacy gave a special thanks to Jeff Coulam and Lessly Monroy for reviewing all the bills signed by the governor that were not tracked to ensure accuracy.

Neal summarized the following Assembly Education bills: AB 57, AB 88, AB 205, AB 266, and AB 371. There being no questions, Neal moved on to summarize the following Senate Education bills: SB 36, SB 75, SB 173, SB 249, and SB 327.

The following discussions ensued:

- Dawn asked if SB 36 also required the County Health Department to be involved in the Emergency Operations Plans; Neal said they are supposed to be one of the members on the board.
- Neal asked Dawn if Lyon County School District does any vertical promotional testing (SB 327); Dawn said they do not do any third-party testing except for paraprofessionals.

Neal commended Stacy, Ashley, Jeff, and Lessly for researching and reviewing all of the legislation. Curtis said it is very helpful and that they send this report to the city attorney which saves them a lot of research. He encouraged others to circulate the information to their legal counsel so that codes and policies are in compliance.

Stacy asked if it would be beneficial in the future to do the summary by topic rather than numerical order. Those present agreed it was fine in the numerical order. Curtis acknowledged the challenges faced in researching and organizing the summary due to pandemic restrictions in place during the legislative session.

7. For Possible Action: Employee Assistance Plan

Stacy reviewed the quarterly Kepro EAP report. She stated the individual utilization rate was 3.1% which was up from 1.8% the second quarter; the year-to-date was 2.4%. The report also lists utilization by entities who have at least 100 employees; Storey County, White Pine County, Mt. Grant General Hospital, and Mineral County School District had the highest utilization rates. There were 83 EAP cases this past quarter and 12 Management Consultations. Critical Incidents totaled eight hours used this year. There were 2,155 pages viewed on their website using POOL/PACT's login this quarter and 6,347 total views. Stacy indicated the utilization report contains more detailed information about the services.

Curtis asked if wills and trusts are part of the service. Ashley and Robert said the EAP does have free form templates that can be utilized. Curtis asked about critical incident response hours stating there is one in Elko County for a suicide and 1.5 hours used that no one attended. Stacy said an opportunity was provided but no one showed up to utilize the counseling service, however, they were able to leave documentation that was supplied to the employees.

8. For Possible Action: HR Assessment Grant Application Approval

There were no HR Assessment Grant Applications submitted for approval.

9. For Possible Action: HR Scholarship Application Approval

Stacy reported that Brad Baekel, field supervisor at Sun Valley General Improvement District, is requesting \$1,325.49 (class \$999, membership \$156, optional new textbook \$183) for his IPMA-CP; Tobi Whitten, HR Director at Storey County is requesting \$1,086 (class \$999, optional used textbook \$87) for her aPHR; Stacy said the difference between Brad and Tobi's requests is the cost of the textbook. She stated Brad was unable to register for the upcoming class because it was full and will have to wait until next year. Curtis said since Brad cannot register, he was hesitant to approve the scholarship because the price could potentially increase but had no problem with including the cost of textbooks as long as they can keep it as a resource. Austin suggested placing a condition on Brad's application based on his ability to register for class this calendar year.

A motion and second to approve the scholarship application requests from Tobi Whitten for \$1,086 and a contingent approval, pending registration, for Brad Baekel for \$1,325.49. Motion carried.

Stacy reported that Eric Milavsky, HR Director at Lyon County is requesting \$1,694 (class provided by Distinctive HR \$1,099, application \$100, exam \$495) for his SPHR.

A motion and second was made to approve the scholarship applications from Eric Milavsky for \$1,694. Motion carried.

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

Next meeting is scheduled for September 17, 2021, via Zoom and in-person (Carson City).

11. Item: Public Comment

Stacy personally thanked Mike Van Houten for the time he dedicated to assisting PRI staff with setting up the first hybrid OSC meeting.

12. For Possible Action: Adjournment

Meeting adjourned at 12:08 p.m.