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**APPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING
(APPROVED AT 6/19/15 OVERSIGHT COMMITTEE MEETING)**

**Date: March 20, 2015 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: Chairman Curtis Calder; Ben Sharit; Geof Stark. Members participating by phone: Emily Carter; Cindy Hixenbaugh; Robert Quick; Alan Reeder. Not participating: Jose Delfin; Tina Hubbard; Danelle Shamrell; Pat Whitten. PRI Staff: Jeanne Greene; Sharon Gesick.

2. Item: Public comment:

None

3. For Possible Action: Approval of Minutes of Meeting December 5, 2014

Robert Quick made a motion to approve the Minutes of December 5, 2014. Cindy Hixenbaugh seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 14/15 Strategic Plan to date

Jeanne reviewed the 14/15 Strategic Plan.

New Trainings – Seven new trainings are fully implemented which are being taught this fiscal year: *You Can't do THAT at Work! Anti-Harassment (Part I and Part II)*; *Dealing with the Irate Customer*; *Workplace Conflict Resolution Series (Part I-Taking Control of Conflict; Part II-SAM, Part III-MAM)*; and *Ethics in the Workplace*. Three new HR Briefings are being developed: *Strategic Planning* is completed; *Unemployment Process* and *Bring Your Own Device* are in process, and will be completed by July 1.

Regional Trainings – Nine have been completed: The *Human Resources Representative Certificate Program* has completed two sessions; three more scheduled this fiscal year. Three regional trainings are coming up: *Advanced EMS*, *Advanced HRR*, and *Employee from Hell*; these have all been scheduled and are currently being advertised. Erickson, Thorpe, and Swainston

presented seven sessions of *Conducting Internal Investigations* this year; trainings were held in Elko, Hawthorne, Carson City, Winnemucca, Eureka, and Pahrump. Next fiscal year, Charlie Cockerill will be presenting Negotiations training around the state. Attorney Thoran Towler will be assisting him. Mr. Towler was the Labor Commissioner for the state of Nevada, worked in the District Attorney's office in Carson City, and has been involved with labor negotiations.

As an additional comment, Jeanne stated that during the Executive Committee meeting held a couple of weeks ago, Cash Minor asked if POOL/PACT HR could have someone go around the state to discuss the impact of marijuana on the workforce; both medical and the initiative for recreational. Jeanne stated that Becky Bruch of Erickson, Thorpe, and Swainston will be providing information on this topic in the fall.

Review and Update of HR Briefings – Four are completed; 15 more to be done before end of the year.

Member Survey – Survey was completed at the beginning of this fiscal year. Results were presented to the Oversight Committee in the fall.

Research New Methods of Delivering HR Trainings/Briefings – Jeanne stated POOL/PACT HR has researched new methods of providing trainings and briefings to our members from the POOL/PACT HR office through skype or some other type of web-based service. At this point, it is primarily briefings.

Post members Pay Plan/Scale on Website – Jeanne stated POOL/PACT HR has updated all pay plans on the website.

Review and Update Sample Forms – Jeanne stated this project is continuing.

Update Collective Bargaining Database – This database is updated on a monthly basis. POOL/PACT HR contacts members whose agreements indicate they have expired, will be expiring, or have entered updates on their website.

Review and Update Sample Job Descriptions – This is continually being worked on.

Statewide Webinars - Three are completed. *Mentoring through Coaching* is being scheduled.

Sample Personnel Policy Annual Update – Sample policies will be updated by July 1. Jeanne stated that depending on the State Legislature, there may be some significant changes or a few updates. POOL/PACT HR will have a better idea at the end of the session.

Alerts – Three Alerts have been issued: FMLA Update: Same Sex Marriages; IRS Mileage Rate Increase; EAP Rebranding (name change).

Trainings – 149 trainings have been completed with 2,873 participants; average evaluation for course content was 4.6; average instructor evaluation was 4.8. In addition, John Bates completed seven FRISK trainings. Jeanne stated POOL/PACT HR has already exceeded what was completed by the end of last year. POOL/PACT HR is being asked to do more training; i.e.,

organizations are requesting harassment/drug alcohol mandatory trainings, which is why the numbers are so high.

HR Briefings – 27 HR briefings are completed, with 614 participants. Jeanne stated the high participant numbers for the HR briefings is due to the fact that POOL/PACT HR is providing the briefings for larger groups; e.g., the EAP HR Briefing is for the full workforce.

Phase I HR Compliance Assessment Program – Jeanne stated the member organizations are making progress. City of Elko and City of Winnemucca have completed Phase I since the meeting packet was sent out. Jeanne stated Caliente is scheduled for May 13, Boulder City for May 18, and Virgin Valley Water for May 19. There are three members not scheduled and she isn't sure if they will commit to be scheduled this year: White Pine School District, Round Mountain, and Moapa Water.

Phase II HR Compliance Assessment Program – Nine Phase II Assessments were planned; all but one have been done or are scheduled. Douglas County has been unable to make a commitment; they may push the assessment out until next fiscal year.

FRISK – John Bates presents the FRISK trainings. He is scheduled to present FRISK to the newly elected officials in Churchill County (Storey County may join them); City of Fernley and Tahoe Douglas Fire Protection District have indicated an interest, but have not scheduled.

As an additional comment, Jeanne stated POOL/PACT HR is on track in completing everything on the 14/15 Strategic Plan.

b. Employment Opportunity Listing Website

Jeanne reiterated that this website is where members can post vacant job notices. POOL/PACT HR maintains statistics on the numbers of visits/hits. She stated that the numbers are consistent year after year, and hasn't seen a significant increase or decrease. She also pointed out that the Cowboy County continues to be the most visited site.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated this report is as of the end of January 2015. She stated 18 claims were opened in comparison with last year of 41 at end of the year. If it continues, it should be a little bit lower. POOL/PACT HR is taking a proactive approach and advising ASC of potential claims. Jeanne pointed out that there were four cases that closed with no payment.

b. Eureka County Service Status Report

Jeanne reiterated that when POOL/PACT HR entered into the contract last year with Eureka County, it was agreed statistics would be provided on what type of issues are being dealt with and how much time it is taking. Jeanne stated this item is a summary of what POOL/PACT HR has done. She pointed out the last paragraph of this summary outlines POOL/PACT HR's regular role and the trainings provided in addition to the expanded

services. The contract is for 40 hours per month for those services mentioned. Jeanne stated POOL/PACT HR has not exceeded the 40 hours for any month so far.

6. For Possible Action: Extension of Eureka County Service Contract

Jeanne stated that Eureka County indicated an interest in renewing the contract with POOL/PACT HR for another year; the terms would remain the same. Jeanne stated she addressed this at the Executive Committee meeting. The Executive Committee did not have any objections, but again, Jeanne wants the Oversight Committee to weigh in. She also stated there was a concern when the contract was initially brought up as to whether it would affect services provided by POOL/PACT HR to regular members. She pointed out that Neal Freitas and she are contacts for Eureka County and has not seen any affect with their other members. Both Geof Stark and Alan Reeder stated they have not seen any diminishment in services. Jeanne stated that both she and Neal travel with their communication devices, so are available for response to their other members, when in or out of the office.

Curtis asked Jeanne how many physical trips to Eureka County are taken. Jeanne stated that normally, once a month; however, she went out twice this month to oversee an issue of an investigation of a department head, as they don't have a county manager and the department head reports to the County Commission. She stated that the County Commission met and terminated the employee; Jeanne stated she attended this meeting. Jeanne stated they did not go to Eureka in December.

Curtis asked Jeanne if the level of compensation on the contract is covering the costs of POOL/PACT HR. Jeanne stated they calculated an average of salaries, plus reimbursement of fuel, hotel, and meals, and that POOL/PACT HR is not making a profit-they are breaking even. She also stated there is a concern that there may be other organizations who would ask for this service, but she has not been approached by other members. If another organization indicates an interest, it will be brought to the Oversight Committee. Curtis asked Jeanne if POOL/PACT HR would have resources if this happened. Jeanne stated POOL/PACT HR would have to hire someone as the POOL/PACT HR staff is working at full capacity. She stated that POOL/PACT has considered creating a separate division within Pooling Resources, Inc. for this type of service if the need increases and the Oversight Committee supports those contracts. That way, the current POOL/PACT HR staff would focus on their activities. Curtis asked Jeanne if Eureka County envisions a one-year deal, then hire again, or will it go beyond the year. Jeanne stated they are looking at it on a more permanent basis. She stated the County Commission meeting she attended was also a budget meeting, and they discussed possible layoffs asking all departments to make cuts. Their intent is not to hire anyone, unless their particular economy changes.

Curtis stated he is okay with a year renewal; however, wants to review at least annually. Being that POOL/PACT HR is already at capacity, as others may or may not need help, it would stretch POOL/PACT HR too thin. If other organizations want the same level of service, it could get into a situation where it couldn't be equitable to everyone else. Curtis continued stating he understands that Eureka County may have budgetary constraints; therefore, a one-year

extension would be reasonable, but needs to be reviewed again next year at this time. Geof Stark stated he agrees to a year-to-year renewal, with a concern that as Eureka County becomes more familiar to use POOL/PACT HR, including employee complaints, issues could mushroom a little.

Jeanne added a comment that POOL/PACT HR's primary contact with Eureka County is the District Attorney who is looking at everything from a legal aspect and determining if he can handle the situation or whether POOL/PACT HR needs to get involved.

Curtis asked for comments on this item. Emily Carter and Robert Quick both stated they agree with a year-to-year review. Ben Sharit made a motion to approve the extension for a one-year renewal of the Eureka County Service Contract. Robert Quick seconded the motion. Motion carried.

Jeanne clarified that POOL/PACT HR will continue providing the Eureka County Service Status Report and asked the committee members if there was anything in addition to the report that needs to be reported. Curtis responded that if there was an anomaly that came up where POOL/PACT HR had to spend time beyond the 40 hours, to advise the Oversight Committee. Jeanne stated the month of March may go beyond the 40 hours; however, the contract provides that POOL/PACT HR would bill them accordingly. Curtis stated that other than the above concern going over 40 hours, a normal status report should suffice.

7. For Possible Action: HR Scholarship Application Approval

Two applications were reviewed: Austin Osborne, HR Director/Administrative Officer, Storey County, is requesting reimbursement of \$1,250 for his study preparation for the PHR exam, which he passed and completed in January 2015. As an additional comment, Jeanne stated she pulled information on what the Oversight Committee approved for other individuals; e.g., Doug Gailey was approved for his SPHR at \$2,355 and Wendy Lang was approved for \$2,170. Austin is asking for less.

Lourdes Martin, Personnel Analyst, City of Boulder City, is requesting reimbursement of \$400 for her IPMA Certification. Jeanne stated Lourdes is the first individual that has applied for the IPMA Certification. Curtis stated the scholarships are exactly what they are intended for, so he sees no problem in requesting a motion to approve both applications. Geof Stark made the motion to approve scholarships for both Austin Osborne and Lourdes Martin for the amount requested. Ben Sharit seconded the motion. Motion carried.

Jeanne added a comment that the Oversight Committee has approved 12 scholarship applications which have all been successful, with the exception of Mike Smith, Elko County School District. He could not complete the program because of time constraints and has reimbursed POOL/PACT HR all costs. Geof Stark asked Jeanne if the new SHRM certification will be included in the application. Jeanne stated POOL/PACT HR has changed the application to include the new SHRM certification.

8. For Possible Action: HR Assessment Grant Application Approval

None

Additional comments:

- a) Curtis stated that Doug Gailey, the HR Manager for Elko County, is leaving the first of the fiscal year. If anyone is looking for a job in Elko, let Curtis know. They opened up recruitment two weeks ago and hope to hire someone by June 1 to work with Doug for about a month before he leaves.
- b) Jeanne advised the Oversight Committee that POOL/PACT HR is tracking legislation on the POOL/PACT HR website. She stated there are close to 300 bills and that at least 1/3 of them are education-related; there are a number of collective bargaining bills (one would not allow an employer to deduct dues; there would be no paid time to represent an employee during a hearing); SB193 deals with daily overtime. Jeanne stated she will have a much better idea of enacted legislation at the next Oversight Committee meeting.
- c) Jeanne stated the annual Board meeting is scheduled for April 30 and May 1, and she will not be able to attend this year. John Bates will represent POOL/PACT HR. Jeanne stated she will have an 8-10 minute PowerPoint presentation for John. There will be plaques to present and would like Curtis to assist in presenting these with John. Jeanne stated that the Executive Committee is requesting each provider (e.g., Willis Pooling, ASC, and Pooling Resources, Inc.) to give a 30-minute presentation on services they provide.
- d) Jeanne stated the Executive Committee approved a five-year grant for Pooling Resources, Inc. In the past, it has been a three-year grant, but Jeanne stated it will go to the full Board to be ratified. Curtis asked if there will be any CPI adjustments over the five-year term; Jeanne stated about 2%.

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

Next scheduled meeting is June 19, 2015, at 10:30 a.m., in Carson City.

10. Item: Public comment

None

11. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:10 a.m.