



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
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**APPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

**Date: March 28, 2014 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; Cindy Hixenbaugh; Pat Whitten; Tracy Walters; Jose Delfin. Members participating by phone: Robert Quick; Danelle Shamrell; Geof Stark; Ben Sharit. Not participating: Bill Deist; Ben Zunino. PRI Staff: Jeanne Greene; Christine Vido.

2. Item: Public Comment

Jeanne Greene announced the retirement of Bill Zelinski at the end of June. Jeanne stated that he will be working on a minimal basis of roughly 20 hours per month and assist with training needs. Jeanne announced that Neal Freitas would be coming in as a full time Business Partner and Christine Vido has been promoted to a Staff Analyst and will work in a training capacity. Jeanne also advised that Sharon Gesick is returning as a part-time Administrative Assistant starting Monday.

3. For Possible Action: Approval of Minutes of Meeting December 13, 2013

Pat Whitten made a motion to approve the minutes of December 13, 2013. Cindy Hixenbaugh seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 13/14 Strategic Plan (July 1, 2013 through June 30, 2014)

New Trainings – *Employee From Hell* has been completed and has been presented twice this year. It is scheduled three more times this year in Carson City, Elko, and Winnemucca. *Advanced HR Rep* is almost complete; it is a two-day program. Jeanne advised that the training date for this course has been moved to July.

Updated Trainings – 19 of 22 trainings have been updated to date. Jeanne anticipates all of the updates to be completed by the end of the fiscal year.

Regional Trainings – *Workplace Violence*, *Employee from Hell*, and *Essential Management Skills* have been presented since the last Oversight meeting. *Advanced EMS* for Elko has been moved to Fall 2014 and *FRISK* is being presented this Spring. Another *Essential*



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Management Skills is being presented to Incline Village GID mid-April. Also scheduled in April are *Advanced EMS* and *HR Rep*, both being presented in Carson City.

Regional Workshops –Charlie Cockerill presented *Negotiations 101 and Advanced Negotiations* trainings in five locations this year. Steve Mulvenon presented *Media Relations* to Nye County Schools in October. *Investigation Techniques for Bullying Complaints* has been scheduled for July so the item will be moved to next year’s strategic plan.

Research New Methods of Delivering HR Trainings/Briefings – Jeanne stated that this has been moved to next fiscal year due to Wayne Carlson negotiating for different internet services.

Post Members Pay Plan/Scale on Website – Jeanne stated this is Christine Vido’s assignment. County and School District members have been contacted and their salary schedules and job descriptions are now posted or linked to the POOL/PACT website.

Update Sample Forms – Jeanne advised that 20% have been reviewed and updated. Jeanne also explained that part of this project may be moved to next fiscal year due to the large number of forms that need to be reviewed.

Sample Personnel Policy Updates – Jeanne stated that the policy revisions have already started and the revisions should be released to members in June.

CBA Database – The initial project was completed and will be updated on an annual basis as contracts are negotiated.

Alerts – No new alerts have been posted since the last meeting.

Trainings – 86 trainings are complete; 1,100 employees have participated in trainings this year; the average instructor score was 4.7. **FRISK** – Members who have completed training this year are: Tonopah, Churchill Schools, Lander County, Storey County, Churchill County, and Douglas Schools. The City of Elko and West Wendover are also scheduled to participate this year. **Elearning** – 11,000 are enrolled; 4,000 are complete. **Briefings** – 22 have been completed with 347 participants. **Policy Development** – Four have been completed or updated including; Lyon Schools, Fernley, Gardnerville Ranchos GID, and Gerlach GID. Jeanne stated that several members were in the process of adopting new policies including Churchill County, Nye County, and Carson Schools.

New Briefings – Four Briefings have been completed; the *Bring Your Device* briefing has been moved to next year’s strategic plan.

Updated Briefings – 26 out of 30 have been updated.

Webinars – Three out of four are complete. The latest webinar *Managing a Difficult Customer* was well received and had around 75 participants.



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Danelle Shamrell asked Jeanne if the webinar was recorded and available to listen to after the presentation. Jeanne said typically they are not unless there is demand for a recording.

HR Compliance Assessment Phase I – Jeanne pointed out that a lot of assessments were still not fully implemented however, many are continuing to work on their recommendations. 8 out of 11 assessments have been accomplished for the current fiscal year. Round Mountain, White Pine School District and Boulder City have requested to move their assessments to next fiscal year.

HR Compliance Assessment Phase II – Jeanne stated that Carlin and Nevada Rural Housing Authority continue to work on their recommendations. Three out of six assessments have been accomplished this fiscal year. Douglas County has requested to have their assessment moved to next fiscal year.

There were no additional comments after Jeanne’s review.

- b. Nevada Rural Jobs website** – The numbers remain consistent from month-to-month. The Cowboy Territory continues to receive the most hits.

5. For Possible Action: Report on Other Activities

- a. HR Problem-Solving Reports** – These are unique issues that were addressed in the last quarter.
- b. Report on Employment-Related Claims** – Jeanne pointed out that the school district claims have gone down significantly this year; however, Jeanne advised two large settlements involving school district will appear on future reports.

6. For Possible Action: PRI Proposal for Expanded Services

Jeanne began by explaining this was requested by Mike Rebaleati of Eureka County. Eureka County has had difficulty in the past hiring and retaining employees in HR. Due to this, Mike asked if PRI could step into that role for the County. Jeanne advised the committee that the proposal had already been presented to the Executive Committee with overwhelming support. This program would be on a pilot basis for only Eureka County for one year. Neal Freitas and Jeanne Greene would be the primary contacts for the County and they would split their time traveling to the County and spend two days a month working with the supervisors and employees.

Curtis asked Jeanne if there was available time without impacting other services with existing staff. Jeanne stated that the Executive Committee had approved additional employees to be hired if needed.

Danelle Shamrell stated that they had a similar service years ago when Nye County did not have an HR Manager.

Curtis added that the additional paid services were once offered by the old Larry Beller company. The problem that arose out of those paid services was that Larry focused on the billable services and



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the regular contracted services for members were not fulfilled. Curtis stated the larger members started complaining about the lack of service.

Jeanne elaborated that PRI is a non-profit organization. The additional fees assessed would be for a break-even point, PRI was not looking to make a profit.

Jose Delfin asked Jeanne how many employees are employed by Eureka County. Jeanne said presently there are 100 full time employees and 100 casual employees. Pat Whitten questioned if 40 hours per month would be enough time, considering difficult issues such as grievances. Jeanne replied to Pat that Eureka County does not have any unions, even for law enforcement. Jeanne also stated that Mike Rebaleati stated historically there have been one to two employee complaints per month, but there have been none submitted in the past three months.

Pat stated he was around when Larry Beller's contract was not renewed and he did not want to see the degradation of services as he had seen during that period of time.

Jeanne asked the committee for suggestions how not to short change the other members. Pat suggested getting feedback from the other members and the committee. Pat also asked if Eureka County had considered regionalization; that is, asking neighboring counties to assist with the HR function. Curtis elaborated that Eureka County already had relationship with Elko County with other services.

Curtis suggested that the pilot should only be for six months. That way there is time to see how it develops. He also mentioned that many small organizations could benefit from the same type of service.

Jeanne advised the committee that the proposal for expanded services was discussed at length internally. The concern for not doing this service is having members contract with an outside vendor. The vendor may not provide advice consistent with POOL/PACT.

Pat Whitten asked if the school district was in a position to assist with HR services. Jeanne stated that in her opinion, they would not be able to take on this task.

Jeanne stated that Mike Pavlakis was reviewing the language for an independent contract. She stated that language could be added to evaluate the program after six months as well as write in language that the contract can be terminated without penalty. If the proposal is approved, the services will begin on July 1st.

Pat Whitten commented that many members may see this as a cost savings tool and questioned if this will affect other members decisions to recruit for an HR position or contract with POOL/PACT HR.

Jose asked if the position was currently vacant in Eureka County. Jeanne advised the position was vacant and the Commission has no intentions to recruit for the position.

Jeanne pointed out some of the bullet points involving training for supervisors and managers including *Investigations* training from Ann Alexander and Becky Bruch. Also FRISK and mediation



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training would be provided. Jeanne stated that she hoped to put the supervisory employees in a position that they would not have to rely heavily on POOL/PACT to handle those employee issues.

Both Pat and Curtis commented that termination language was crucial in the contract. Jeanne offered to email a draft of the contract before the joint board meeting.

Danelle Shamrell asked if this could be a mentoring program to assist getting the right person in the position at a later time. Jeanne replied that in this particular case, the County was not looking at that. Jeanne stated that her concern is how managers and employees are going to feel about having an HR person who is not there day-to-day.

Geof Stark stated he was concerned that this service would become a large part of the services offered and thought a separate branch of PRI would be needed if this grows. Jeanne said that was considered and if this program grew, additional staff would be hired and work specifically with these contracts but have full access to all of POOL/PACT HR's resources such as policies, forms, and trainings.

Curtis Calder said if this move on the part of Eureka County is perceived as a cost savings, then neighboring counties would take issue with that considering the financial situation that Eureka is in compared to the others. Jeanne stated that she thought the reason for this is because it is difficult to recruit a qualified individual.

Jeanne stated that if approved, this service would be put on the agenda and reviewed quarterly at every Oversight committee meeting.

Pat Whitten made a motion to approve on a one-year pilot basis noting the reservations and conditions of members of the committee. Tracy Walters seconded the motion. Motion was carried.

7. For Possible Action: HR Scholarship Application Approval

Jeanne stated the application presented was for Sheena Barnes with Nye County School District. She submitted an application for approval to attend mediation training. Jeanne pointed out that Sheena has a master's degree in HR and the Nye Schools Superintendent stated she is a long term resident of Pahrump. The cost is roughly \$2,500 to attend the training. Curtis Calder made a motion to approve with the condition not to exceed \$3,000. Pat Whitten seconded the motion. Motion was carried.

Jeanne provided a follow up to the committee on the four applicants that had already been approved for the PHR/SPHR. All four are set to test in May or June.

8. For Possible Action: HR Assessment Grant Application Approval

The application for Elko Central Dispatch Administrative Authority was presented to the committee. Curtis abstained from the vote due to being on the organization's board. Robert Quick made a motion to approve the application as presented. Cindy Hixenbaugh seconded the motion. Motion was carried.



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

The next meeting will be held June 20, 2014, 10:30 a.m., in Carson City.

10. Item: Public Comment:

Jeanne encouraged the committee members to attend the full board meeting on April 24th and 25th in Reno to express their comments about the proposal for expanded services. Pat Whitten added that Friday would be the day to attend if it was difficult for anyone to come both days.

Jeanne also advised the committee that Debbie Connally had moved out of state and was telecommuting. Jeanne also let the committee know about the upcoming HR seminar which was scheduled for October 2nd and 3rd in Reno. An email to register for the seminar would be sent out either Friday or Monday.

11. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:40 a.m.