



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

**Date: June 15, 2012 Time: 10:30 a.m.
Place: Humboldt County Courthouse
50 W. 5th Street
Winnemucca, NV 89445**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Geof Stark; Ben Sharit; Robert Quick; Bill Diest; Ann Murdoch; and Steve Englert. Not Present: Ben Zunino; Jose Delfin; Pat Whitten; and Darcy Worms. PRI Staff: Jeanne Greene and Christine Vido.

2. Item: Public Comment

No public comment was made.

3. For Possible Action: Approval of Minutes of Meeting March 23, 2012

Robert Quick made a motion to approve the minutes of March 23, 2012. Geof Stark seconded the motion. Bill Diest abstained from voting due to not being present at the previous meeting. Motion was carried.

4. For Possible Action: Report on Current Activities

Jeanne reported almost all of the items have been completed this fiscal year.

- **11/12 Strategic Plan** (July 1, 2011, through June 30, 2012)

New Instructor-Led Courses – Four new courses were developed and presented this fiscal year.

Revised/Updated Trainings – 17 courses were identified and updated this fiscal year.

New E-Learning Courses – Jeanne advised the committee that the drug and alcohol courses are still not complete. The 3rd party contractor is in the process of completing their portion of the process.

Regional Trainings – 13 regional trainings were presented this fiscal year. Ten additional regional trainings on Internal Investigations and legislative changes for school districts were presented by Ann Alexander throughout the state.



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New HR Briefings – Three new briefings were developed this fiscal year. They are Handling Employee Complaints, Reasonable Suspicion, and Conducting Internal Investigations.

Revised HR Briefings – 26 were reviewed and updated this fiscal year. The balance will be reviewed in the upcoming year.

Level 3 Surveys – All level 3 surveys scheduled to be sent out to participants this year have been completed.

Alerts – Ten were sent out which is lower than most years. Jeanne stated to the committee this is due to being a presidential election year and few bills were passed at the federal level.

Webinars – Five webinars were presented with Horizon Health. The last webinar of the year was called Dealing with Job Burnout.

Member Service Programs – Succession Planning and Recruitment and Hiring Coaching are available to the members. Tonopah has requested the Succession Planning program.

Statistics – Trainings – 176 trainings scheduled; 112 completed; 2,765 participants. Other statistics were presented on the report including trainings cancelled by the member, moved to next year, or postponed; Average evaluation rating 4.6 out of 5.0. **E-Learnings** – 8,886 employees have enrolled in various classes; 4,458 completed. **HR Briefings** – 24 have been scheduled; 21 are complete. **Policy Development** – 40 organizations have indicated that they want to update or adopt new policies. Nine have completed.

Sample Policies – Revised in July 2011. They are currently being reviewed and the revisions will be released in July 2012.

HR Compliance Assessment Program – Jeanne reviewed the status of assessments. She advised the committee that Tonopah and West Wendover completed their assessments and their grant applications will be presented to the committee for approval later in the meeting. Jeanne also advised the status of other assessments in the program. For fiscal year 09/10, the City of Yerington and Tahoe Douglas Fire should be completing their assessments during the upcoming quarter and they should have applications to present to the committee by the next meeting. For fiscal year 10/11, the Town of Pahrump, Sun Valley GID, and the City of Fernley will be completed in the next few months. For fiscal year 11/12, the City of Ely and White Pine County, and Moapa Valley Water District requested to have their assessment moved to the upcoming fiscal year and it has been reflected on the new 12/13 strategic plan.

Curtis asked if the City of Elko needed to request an extension into the next fiscal year for their HR assessment and Jeanne advised that the uncompleted assessments were carried over automatically.



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- **Employment Opportunity Listing Website**

Jeanne advised that Christine pulled statistics from the website to show the members who had links on the website. Only about 1/3 of the membership is currently listed on the website. Jeanne stated during the service plan meetings this year, organizations would be encouraged to participate on the website by adding a link back to their employment pages. Jeanne is hopeful that by the next meeting, another 30 members will be added to the website.

5. For Possible Action: Report on Other Activities

- **HR Problem-Solving Reports**

Jeanne advised the committee that two situations were listed in the report. The low number was due to the business partners going out of the office for service plan meetings and not having all of the data collected to report the scenarios. Jeanne advised that the next meetings report would include some scenarios from this quarter as well as next quarter.

- **Report on Employment Related Claims**

Jeanne thought that the numbers are encouraging. The report was created June 5th, toward the end of the fiscal year and there are 28 new claims listed which is nine less than last year. It is also significantly less than fiscal year 09/10.

Curtis said that the numbers are very encouraging and he can see it reflected in Elko's renewal premium which went down 3.8%. Curtis said he knows the decrease is directly related to the lower number of claims. Ben Sharit made a similar comment for Tahoe Douglas Fire which received a 5.7% decrease. Jeanne said that a part of this trend is because of the attorney's working to resolve claims. Curtis also mentioned that POOL/PACT HR is probably a reason for this trend as well.

6. For Possible Action: Approval of 2012/2013 Strategic Plan (July 1, 2012, through June 30, 2013)

Jeanne explained that the strategic plan presented is for approval for the 12/13 fiscal year. The full board approved the Scope of Services in May.

New Instructor-Led Courses – Three are identified; Performance Management: From Start to Finish; Document, Discipline, and Due Process; and So, You Think You Want to be a Supervisor.

Revised/Updated Trainings – Three are scheduled to be updated and two have been identified. The first course is Advanced EMS. A documentation portion will be added which will make the course a full two days. The second course scheduled to be updated is Great



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Customer Service in the Public Sector. This course is being updated to better meet the needs of our members. The third course for revision has not been identified at this time.

Regional Trainings – Jeanne advised that the strategic plan was changed before the full board from two regional trainings to six each year. Ten are currently scheduled with dates. Two sessions of Essential Management Skills, HR Representative, three sessions of Advanced EMS, A Perfect Storm, and three sessions of Workplace Violence Awareness will be presented.

Jeanne advised the committee that the HR Representative Certificate Program was very successful this year, with 35 participants wanting to register. Curtis Calder asked how many people completed the course. Christine Vido advised that after cancellations, there were about 31 participants in the course and 26 received their certificates. Jeanne said it is very significant considering the locations that some of the participants came from including West Wendover, Caliente, Eureka, and Ely.

FRISK Documentation Program – It is slowly being rolled out. The author is revising the non-school book and is hoping it will be published in September. Storey and Humboldt counties will be the first to receive the non-school trainings. Humboldt County School District and Esmeralda County School District will be receiving the training in August and Lander County School District has expressed interest in the training as well. Douglas County is tentative; they are still determining if they want to participate. Nevada Rural Housing is also listed but there has not been a definite commitment from them either.

Regional Workshops – This was a result of the survey sent out last spring. Social Media has been scheduled for two sessions in Carson City on September 25, Winnemucca on October 16, and Elko on October 17. Additional sessions will be scheduled, tentatively in Mesquite, Boulder City, and Tonopah. The dates for those locations have not been determined. The training will be provided by Charity Felts from Erickson, Thorpe, and Swainston, Ltd.

Negotiations Training – This is also a result of the survey sent out last spring. The plan is to have four sessions for schools and another four sessions for non-school organizations. Jeanne advised that she has been discussing the training with Charlie Cockerill for the non-school members. Proctor Hug is also being contacted to provide the training for school districts.

New HR Briefings – Four new briefings are scheduled for development. They are Return to Work, Overtime Requirements under State Law, Smart Phones, and Social Media. Jeanne advised the committee that Smart Phones and Social Media may be combined after the research for the topic is complete. The Smart Phones briefing will focus on overtime issues specifically, non-exempt employees who use their smart phones to work or access email after hours.



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Ben Sharit asked if the employees would receive compensation for the phone or compensation for using the phone. Jeanne responded that the compensation would be for time they are on the phone during non-work hours.

Revised HR Briefings – 14 will be reviewed and updated in the upcoming fiscal year.

Webinars – Four webinars will be presented in conjunction with Horizon Health. No dates have been confirmed at this time.

Sample Policies – Jeanne anticipated the policies will be available for distribution by July 5, 2012.

Curtis asked Jeanne if there are a lot of changes. Jeanne said there are significant changes in the school policies. Jeanne explained that Ann Alexander is reviewing the student section of the sample student policy and POOL/PACT HR is taking that work and incorporating some of those changes into the personnel policies to ensure consistency.

Collective Bargaining Concessions Database – This project was also a result of the spring survey. This project should begin the first part of July. The intent is to have a sub-committee of HR directors or representatives to get an idea of what will be included in the database.

Reduced Rate for Members for Labor Expert – Jeanne will also discuss with Charlie Cockerill.

HR Compliance Assessment Program – Jeanne indicated not all members have been confirmed for the 12/13 assessment program due to not having service plan meetings at this time. The City of Ely, White Pine County, and Moapa Valley Water District have been moved over from the 11/12 Strategic Plan.

Robert Quick asked Jeanne if the on-site assessments are broken out between the County and Sheriff's Office. Jeanne responded that it had not been done in the past but she is open to that request. Robert requested the Lander County assessment include a separate assessment of the Sheriff's Office files.

HR Assessment Phase II – Jeanne stated this also resulted from the spring survey. Jeanne advised that the focus of the phase II assessment will be compensation related including, reviewing exempt job descriptions to determine if positions correctly meet the definition of exempt status. Overtime practices will also be reviewed for compliance with Federal and State Law.



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Curtis asked if job descriptions would be reviewed for appropriate ADA language. Jeanne advised Curtis that job descriptions were reviewed during the Phase I Assessment and they should be up to date at this time.

Robert Quick asked Jeanne about addressing employees on workers' compensation when on volunteer status. Robert wanted to know if information could be provided to help other organizations through a similar situation. Jeanne suggested that it could be added to the existing Workers' Compensation briefing. Jeanne asked Geof Stark if he had a similar situation in Churchill County and he said he had not, but volunteers are a big issue. Geof did recall another situation in which a search and rescue volunteer was thrown from a horse and now they are going after the county for lost wages from their regular job since the volunteer incident prevented them from working.

Jeanne asked if there were any additions that needed to be made to the strategic plan as presented. Robert Quick commented that there were some policies missing on the POOL/PACT website. He specifically asked about the High Risk Critical Task Jail Policies. Jeanne mentioned that those are probably listed on the Risk Management side of the website, and she would ask Ann Wiswell.

Curtis mentioned with regard to the HR Assessment Phase II, adding a review of the 7K exemption, especially in fire departments and law enforcement.

Curtis asked for a motion to approve the 12/13 strategic plan as presented. Bill Diest made a motion. Ben Sharit seconded the motion. The motion carried and the strategic plan is approved.

7. For Possible Action: HR Assessment Grant Application Approval

Jeanne mentioned to the committee that there were two applications for approval. They are for the Town of Tonopah and the City of West Wendover. Both organizations requested \$500. Bill Diest made the motion to approve the applications. Ben Sharit seconded the motion. The motion carried and the applications were approved.

8. For Possible Action: Discussion of IRS Audits

Bill Diest requested this item added for discussion. Humboldt County was contacted by the IRS last fall to have an audit conducted. The audit noted that employees requesting per diem for purchasing lunch without an overnight stay was taxable. Bill said take home vehicles are an issue especially if they do not have lights, sirens, or markings on them. Without those items, the IRS considers them a "personal use" vehicle. They were able to get some vehicles exempted because they have fuel tanks to refuel equipment or tool boxes and the employee driving the vehicle is on call. Some vehicles that were not able to be exempted included a Suburban driven by an employee of the TV/communications department and an unmarked van driven by an employee of the juvenile probation department. A penalty for not having the exemption can be \$1.50 per trip in the "personal use" vehicle.



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Other issues that the audit brought to light include who is considered an employee of the county such as a Child Support Court Master who is funded by the State and supervised by a District Court Judge. The audit also states that employees performing financial work and the Board of Directors for water districts in the county, and receive compensation for their services, have been determined to be employees because the County is issuing the payments for those services. Bill explained the IRS considers, in those situations, all are employees of Humboldt County and Bill stated that they are fighting that determination.

Curtis asked Bill what triggered the IRS to review their records. Bill responded that to his knowledge, the trigger was the county's court reporters who received both W-2s and 1099s. According to statute, the reporters are to be paid \$3 per page for all transcripts. To comply with statute, the County paid the reporters \$3 per page and reported those payments on a 1099. Their regular salary was reported on a W-2 form. The IRS has now told the County that the \$3 per page should be included in the Court Reporter's income and taxed accordingly. Other issues that were brought to light was \$50 per wedding being paid to the Justice of the Peace. Again, that amount was paid separately but the IRS has also advised to include as part of the salary. Jeanne asked Bill if the IRS received a complaint or had reviewed tax documents. Bill replied to the best of his knowledge, they reviewed tax documents. This audit was for 2009. Curtis said that this is good to know and all organizations should go back and review their vehicle use policies. Jeanne asked Bill if the IRS had provided the information in writing. Bill said they had and would provide to Jeanne. Jeanne stated that she would use that paperwork to review the current policies and see if any adjustments need to be made.

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

Curtis Calder said that the next meeting will be in September. The next Oversight Meeting is scheduled on Friday, September 21, 2012 at 10:30 a.m. in Carson City.

10. Item: Public Comment:

No public comment was made.

11. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:30 a.m.