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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 OCTOBER 2, 2015 HR OVERSIGHT COMMITTEE MEETING)

Date: June 19, 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: No members. Members participating by phone: Chairman Curtis Calder; Jose Delfin; Cindy Hixenbaugh; Geof Stark; Robert Quick; Pat Whitten; Emily Carter; Alan Reeder. Not participating: Tina Hubbard; Danelle Shamrell; Ben Sharit. PRI Staff: Jeanne Greene; Christine Vido; Dora Moya.

2. Item: Public comment:

None

3. For Possible Action: Approval of Minutes of Meeting March 20, 2015

Geof Stark made a motion to approve the Minutes of March 20, 2015. Curtis Calder 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 were developed 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.*

New Briefings - 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.

Regional Trainings - Regional trainings were offered throughout the state: Three *EMS* and *Advanced EMS*; two in Carson City and one in Elko. *Bullying in the Workplace* and *Advanced EMS* were cancelled due to low registration.

One *Advanced HR Representative Certificate Program* was completed; the class scheduled to begin in May was rescheduled to August 2015. Erickson, Thorpe, and Swainston presented seven sessions of *Conducting Internal Investigations* this year; trainings were held in Elko, Hawthorne, Carson City (twice), Winnemucca, Eureka, and Pahrump. Next fiscal year, Charlie Cockerill and Thoran Towler will be presenting *Negotiations* training around the state. 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 many labor negotiations.

Jeanne stated that Becky Bruch of Erickson, Thorpe, and Swainston will be providing training around the state to discuss the impact of medical marijuana in the workplace; it is planned to be presented in Elko, Ely, Pahrump, and Carson City in March 2016; final dates will be given in the next Strategic Plan.

Review and Update of HR Briefings - Eighteen briefings have been updated this 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 ongoing.

Update Collective Bargaining Database – Jeanne stated this project is complete for the fiscal year. There is a separate agenda item related to this item which will be discussed later during the meeting.

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

Statewide Webinars - Four have been completed.

Sample Personnel Policy Annual Update – Sample policies are targeted to be released by June 26, 2015. Jeanne stated that Thoran is doing a thorough review on all of the large policies; there will be a couple additions from the legislative session.

Alerts – Two Alerts have been issued: *FMLA Update: Same Sex Marriages*; *Changes to Employee Assistance Program*.

Trainings – 210 trainings have been completed with 3,742 participants; average evaluation for course content was 4.6; average instructor evaluation was 4.8. Jeanne stated POOL/PACT HR trainings have increased significantly and provided training totals of past years to committee members: FY 11/12 - 123; FY 12/13 - 115; FY 13/14 - 133; FY 14/15 - 210. POOL/PACT HR is being asked to do more training; i.e., organizations are requesting more of our services.

HR Briefings – 28 HR briefings are completed with 623 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 – Town of Round Mountain and Moapa Water will be moved to next fiscal year.

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

FRISK – City of Fernley and Tahoe Douglas Fire Protection District requested to move training until next fiscal year.

Pat asked if HR should focus on members who are not participating in services such as Phase I or II assessments or *FRISK* training. Jeanne stated POOL/PACT HR targets organizations that have not gone through *EMS* or *HR Representative*. Pat stated he will talk to Wayne Carlson and see if statistics are available to see losses of members who participate versus those who do not. Curtis mentioned “The Hammer Clause” issue which was a topic of discussion in Eureka.

Employment Opportunity Listing Website

Jeanne reiterated that this website links member webpages so applicants can view vacant job notices. POOL/PACT HR maintains statistics on the numbers of visits/hits. She stated that the May numbers went down but did not have any concerns. Nevada Pioneer territory took over Nevada Cowboy territory in terms of number of visits.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated this report is as of June 4. She stated year to date there were 28 claims; four were closed at no cost. POOL/PACT HR is taking a proactive approach and advising ASC of potential claims.

Curtis stated the report was very encouraging. Jeanne believes these numbers reflect the benefit from all the trainings and direct contact with the members. Pat stated it also includes educational outreach and obtaining validation from legal counsel to make sure decisions are made consistently.

b. Eureka County Service Status Report

Jeanne reported the types of issues addressed which included two issues requiring an outside investigator, one termination and one ongoing, and a disability retirement which involved working with ASC.

Curtis asked who pays for outside investigators. Jeanne responded PRI pays and Eureka County is billed for the cost. Curtis asked how the other committee members feel about the level of service they are receiving from PRI. Pat stated he has seen zero diminished service. Robert Quick asked if Eureka has made any effort hiring someone permanently who is qualified. Jeanne stated they are not actively searching; they had two HR people but had problems and are looking for a long term solution. Robert stated if it's going to be long term, he's afraid that other organizations will request the same type of service. Jeanne stated if other organizations were to request this type of service, a separate unit within POOL/PACT HR would be established. Jeanne also reiterated that the committee would have final say approving future contracts.

6. For Possible Action: Collective Bargaining Database

Jeanne advised the EMRB is collecting and posting CBAs on their website. This information was provided by Geof. Jeanne questioned if it's a duplication of effort. In looking at statistics on the POOL/PACT website of how often the CBA database is viewed, the numbers are very disappointing. Jeanne asked if Christine should continue collecting and updating this information or is the information in EMRB is sufficient. Pat stated committee members should check with their HR staff and take a look at the EMRB website, as well as find out if they have utilized the POOL/PACT HR CBA database. Jeanne stated this could be discussed again in the next OSC meeting. Jeanne asked committee members if they have looked at the EMRB site. Geof responded he had not; he just forward the information. Geof also stated that he completed the negotiations for the County and did not go into the POOL/PACT HR website to review contracts. Geof stated he goes directly to other County sites and pulls contracts. Robert stated he calls and asks for them. Jeanne mentioned EMRB site has links which breaks the agreements out by different types of districts/organizations. Robert stated he has viewed the site and does not know if all are listed. Alan mentioned he has seen negotiated agreements on EMRB and it is great for School Districts; he has not looked at POOL/PACT website and thanked Jeanne for pointing it out. Robert Quick stated the EMRB will only have what districts/organizations send to them. He further stated as long as EMRB keeps updating this information, it won't be necessary for POOL/PACT to do it. Jeanne stated she thought the same. Geof also advised the law requires the labor organizations to send EMRB the finalized agreements. Jeanne reiterated to pend this item for next meeting and requested committee members to check with their staff before a final determination is made.

Curtis asked for a motion to pend this item for the next oversight meeting. Pat Whitten made a motion; Robert seconded; motion carries.

7. For Possible Action: 2015 HR-Related Legislation

Jeanne stated it is still in draft form and hopes to release to members on Monday, June 22.

Curtis mentioned POOL/PACT HR was ahead of other organizations; it's the first comprehensive report he has seen and really well done. Pat stated, "Great job." Robert stated it takes him weeks to review and read bills; it's very nice. Jeanne asked if there were any questions; there were none.

Jeanne pointed out two bills she found interesting:

SB-447 Counties and Cities with law enforcement: They can adopt a policy which will prohibit accommodations for an employee in Law Enforcement or specific employees of District Attorney's offices for the use of medical marijuana. Jeanne advised the committee that the revised sample policy will have language related to this in the Drug and Alcohol section which organizations may choose to adopt.

SB-482 Salaries/Compensation for Elected County officials: There is a provision that the County Commissioners can determine if the organization has sufficient resources or salary increases for the elected officials and may elect not to pay increases based upon those findings.

8. For Possible Action: HR Scholarship Application Approval

No scholarship applications were presented for approval.

9. For Possible Action: HR Assessment Grant Application Approval

Applications presented to the committee included: Churchill County (Phase I), City of Winnemucca (Phase I), Sun Valley GID (Phase I), Carson Water Subconservancy District (Phase II), and Gerlach GID (Phase II). Curtis asked for a motion to approve all applications as presented. Robert made a motion; Jose seconded; motion carries.

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

Next meeting is scheduled for October 2, 2015, at 10:30 a.m., in Carson City.

11. Item: Public comment

None

12. For Possible Action: Adjournment

Curtis called the meeting adjourned at 11:12 a.m.