



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
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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 7, 2013 Time: 10:30 a.m.
Place: Humboldt County Courthouse
50 W. St.
Winnemucca, NV 89445**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Bill Deist; Danelle Shamrell; Geof Stark; Robert Quick; Pat Whitten; Tracy Walters. Not Present: Ben Zunino; Jose Delfin; Ann Murdoch; Ben Sharit. PRI Staff: Jeanne Greene; Christine Vido.

2. Item: Public Comment

No public comment was made.

3. For Possible Action: Approval of Minutes of Meeting March 8, 2013

Pat Whitten made a motion to approve the minutes of March 8, 2013. Curtis Calder seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

Jeanne reported the Strategic Plan presented to the committee was dated May 20, 2013.

- **12/13 Strategic Plan** (July 1, 2012, through June 30, 2013)

New Instructor-Led Courses – Three new courses were completed and have already been presented. The new courses are Performance Management; Document, Discipline, and Due Process; and So You Think You Want to be a Supervisor.

Revised/Updated Trainings – 12 courses were revised this year.

Regional Trainings – 12 regional courses were offered during the year including: Four EMS courses: two in Carson City, one in Eureka, and one in Nye County. Advanced EMS was presented three times; once in Douglas County and twice in Carson City. Jeanne advised that one Advanced EMS course in Elko was cancelled due to lack of participants; it will be moved to the Fall. HR Rep was offered in Carson City in April and May. A Perfect Storm was presented in Carson City; So, You Think You Want to be a Supervisor was presented in both Carson City and Elko, and Workplace Violence Awareness was also presented in Carson City. The second Workplace Violence Awareness training was rescheduled to July in Eureka.



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FRISK Documentation Program –The local government edition has been sent to John Bates for final review. The training should be available in the fall.

Regional Workshops – Charity Felts with Erickson, Thorpe, and Swainston provided Social Media training throughout the state. Labor attorney, Charlie Cockerill presented Negotiations 101 trainings and Ann Alexander and Becky Bruch with Erickson, Thorpe, and Swainston provided Internal Investigations training to Nye County School District at the end of February. A webinar on Health Care Reform will be presented by Tamara Tretter with Willis Pooling on June .

HR Seminar – This seminar was presented May 2 and 3 at the Atlantis in Reno. There were roughly 50 participants. The evaluations received at the end of the event were very positive.

Pat Whitten added that the event was “phenomenal.” Pat encouraged having this event every year. Danelle agreed that it was beneficial and she left feeling educated.

Jeanne advised that the dates for the next HR Seminar will be October 2-3, 2014. Jeanne also confirmed that the Erickson, Thorpe law firm confirmed they would return with a new mock trial for the event. Pat told Jeanne the entire POOL/PACT HR team should be commended.

New HR Briefings – Three new briefings were completed and released this year: Return to Work, Overtime Requirements Under State Law, and Social Media.

Revised HR Briefings – 14 briefings have been updated; one is pending.

Webinars – Four webinars were scheduled to be presented in conjunction with Horizon Health EAP; the last one was completed June .

Sample Policies – Jeanne advised that the revised policies will go out at the end of June.

Collective Bargaining Concessions Database – Law enforcement and schools are completed and on the website. General Employees should be released at the end of June or beginning of July.

Alerts – Seven alerts were released this year. The last two included the I-9 update and SB510 which revised the notification to school district employees of their contract rights.

Statistics – Trainings – Jeanne advised that 101 trainings classes were completed with 2,418 participants. **ELearning** – About 15,000 employees are enrolled in HR-related classes and about 4,000 have been completed.

Jeanne pointed out that the report showed 42 trainings that were postponed. The reason for the high number this year was due to the turnover in many organization’s HR departments. Those trainings will be moved to next fiscal year.



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HR Compliance Assessment Program – The City of Yerington is complete, leaving one organization left for the 09/10 group which is Churchill County School District. Carson Water Subconservancy District has also completed their recommendations. The remainder of the participants are moving forward with their recommendations. Jeanne is hopeful that applications for Sun Valley GID and Gardnerville Ranchos GID will be presented during the next meeting.

HR Assessment Phase II – This is the compensation-related assessment. Three on-site assessments have been conducted for Carlin, West Wendover, and Nevada Rural Housing Authority. Jeanne reported West Wendover is in really good shape with only one finding during the assessment. Lyon, Douglas, and Storey County were moved to next fiscal year and Humboldt County has also agreed to participate.

Curtis mentioned critical labor shortages in the state with regard to hiring retirees. He asked Jeanne if those labor situations were being reviewed. Jeanne agreed it could be included in the assessment.

- **Employment Opportunity Listing Website** - Jeanne advised that the report presented to the committee members for the website stats did not include the additional breakdown that Robert Quick had requested. The breakdown presented last meeting showed committee members which portions of the website were being accessed. Jeanne advised that information would be included during each meeting moving forward.

5. For Possible Action: Report on Other Activities

- **HR Problem-Solving Reports** – Jeanne advised that these were unusual situations encountered during the past three months.
- **Report on Employment Related Claims** – Jeanne advised that claim numbers are similar to last year. Jeanne pointed out that school claims dealing with student on student problems, that are not necessarily HR-related, are included in the numbers.

6. For Possible Action: Regional Training Dates

Jeanne advised that Christine put together a flyer of regional trainings that were already scheduled for next fiscal year. Jeanne advised in addition, So You Think You Want to be a Supervisor is scheduled in Winnemucca July 11.

7. For Possible Action: Legislative Tracking

Jeanne advised the committee that legislation affecting employment is being tracked by POOL/PACT HR. Wayne Carlson has hired lobbyist, Randy Waterman, who is tracking all of the workers' compensation-related bills. Jeanne highlighted some bills of interest that have passed and have been signed by the Governor:



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AB13 – Revises the time the Local Government Employee Management Relations Board has to conduct a hearing from 90 days to 120 days.

AB155 – Jeanne told the committee that many members would be affected by this bill. Employees who are mandatory reporters of child abuse and neglect must be provided information identifying them as such. Employees licensed or certified by a state board will be notified by that board. The employer must notify employees not licensed or certified, of their status as a mandatory reporter and the employee will have to sign an acknowledgement. This is only for new employees; not retroactive. Jeanne said a sample form will be developed for this.

AB445 – This bill is not effective until January 1, 2014. It requires all notices of public meetings be posted on an official website of the state. The state has until January 2014 to develop the website.

SB74 – Jeanne advised that this bill dealt with the public requesting records. There is a provision that the records can be requested orally or in writing, a copy of open meeting minutes and audio recordings need to be provided free of charge, and it reduces the fees that can be collected for certain documents.

Pat Whitten added that Storey County is going to follow Washoe County practice to charge for items that require “extraordinary” research or time. Danelle asked how “extraordinary” research will be defined. Pat replied that according to Storey County’s district attorney, “extraordinary research” will be defined as items which take more than 30 minutes to prepare. Jeanne elaborated that under current statute, requests for information need to be provided within five days; under the new bill, if the information is readily available, it must be provided immediately.

SB127 – Prohibits use of consumer credit information in employment decisions. There are many exceptions for positions that are managerial, supervisory, law enforcement or positions that deal with money.

SB273 – Allows a sheriff in a county with a population of less than 45,000 to remove a deputy from their position if they fail to obtain POST certification within required timeframe, lose POST certification, or fail to maintain their driver’s license. The bill does state the employee still has the right to grieve.

Pat advised that the Storey County Sheriff initiated the bill from a situation involving a deputy who received a DUI off-duty.

8. For Possible Action: Legal Opinions

Jeanne presented recent legal opinions that POOL/PACT HR received from their contract attorney. One involved CDL alcohol limits and the second involved prohibition of electronic cigarettes. Jeanne advised future legal opinions would be shared with the committee.

9. For Possible Action: Health Care Reform Training

The information regarding the Health Care Reform Training was discussed during the 12/13 Strategic Plan review.



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10. For Possible Action: HR Assessment Grant Application

Two applications were presented for approval. The City of Yerington requested the full \$500 to offset printing costs for new personnel policies and Carson Water Subconservancy District requested the full \$500 for a new desktop computer. Pat Whitten made a motion to approve the applications as presented. Robert Quick seconded the motion. Motion was carried.

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

The next meeting will be held September 20, 2013 in Carson City.

11. Item: Public Comment:

Jeanne advised that there was discussion between herself and Christine to start hosting meetings via webinar. The committee was agreeable to the idea.

12. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:18 a.m.