



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: September 20, 2013 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; José Delfin. Members participating by phone: Geof Stark; Pat Whitten; Robert Quick; Danelle Shamrell; Ann Murdoch. Future member participating by phone: Cindy Hixenbaugh. Not participating: Bill Deist; Ben Sharit; Ben Zunino; Tracy Walters. PRI Staff: Jeanne Greene; Christine Vido.

2. Item: Public Comment

Jeanne announced that Ann Murdoch is retiring; this is her final meeting. Cindy Hixenbaugh from Pershing General Hospital was selected to replace Ann by the chairs of POOL and PACT and will be a voting member at future meetings.

3. For Possible Action: Approval of Minutes of Meeting June 7, 2013

Geof Stark made a motion to approve the minutes of June 7, 2013. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

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

Instructor –Led Training- Three new courses were developed last year. 12 courses were updated and revised.

Regional Trainings – 12 regional courses were offered during the year. Two were not completed due to lack of participant registration; Advanced Essential Management Skills Certificate Program in Elko was moved to this year. Four Essential Management Skills Certificate Programs, three Advanced Essential Management Skills Certificate Programs, two So, You Think You Want to be a Supervisor trainings, one HR Representative Certificate Program, one Workplace Violence training, and one Perfect Storm training were completed. These exceeded the original six trainings originally planned.

Regional Workshops – Workshops completed by contract individuals outside the organization; Charity Felts (Social Media), Charlie Cockerill (Negotiations), Ann Alexander



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& Becky Bruch (Internal Investigations), and Tamara Tretter did a Healthcare Reform webinar.

HR Seminar – The two day program in May was very successful.

HR Briefings – We developed three new briefings and updated 14. All anticipated briefings were completed with the exception of Staff Reductions, which was moved to this year. It was incomplete because additional information was needed from the Unemployment Insurance Office.

Webinars – Four webinars were presented in conjunction with Horizon Health EAP.

Sample Policies – Updated in July, 2012.

Collective Bargaining Agreements Database –Christine Vido and Bill Zelinski spearheaded this project and they were able to complete all of the law enforcement and school district CBAs last year. County, city, and fire departments were moved to this year. Members provided good feedback on this project.

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

Trainings – 115 training sessions were completed and 43 trainings were moved to this fiscal year. This is an abnormal number, possibly as a result of high HR turnover in the member organizations. **ELearning** – About 15,000 employees are enrolled in HR-related classes and about 4,000 have been completed. **Briefings** – 13 briefings were completed, 12 were cancelled by the members, again, possibly due to the HR turnover in the member organizations.

HR Compliance Assessment Programs – Regarding 09/10 assessments, Churchill Schools has not completed their assessment; they lost their HR Director; there have been two director turnovers since the assessment began. The biggest project they are working on is job descriptions. There is a continuation of the compliance assessment programs for 10/11 and 11/12. For 12/13, the City of Ely is only at 50%. Shani Dues performed the on-site assessment, but the HR person and her supervisor left the city before agreement was made.

HR Assessment Phase II – This is the compensation-related assessment. Six were scheduled; three were moved to this current fiscal year; again, due to HR turnover. Three on-site assessments were completed - Carlin had a couple issues and they are working on them; West Wendover had one finding that was completed; and the Nevada Rural Housing Authority has addressed some findings and is working on the rest.



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- **13/14 Strategic Plan**

Trainings - Two new courses are in development: *Advanced Human Resources Representative*, which is a two-day program similar to *Advanced EMS* and is scheduled for May 14-15 in Carson City; and *Employee From Hell*, scheduled to be piloted in Carson City on February 5. We had planned to revise three instructor-led courses this year. Due to legislation and court decisions, 21 trainings have been identified that need to be revised; 11 are complete and we are prioritizing the balance based on when they are scheduled to be delivered. *Combating Unlawful Harassment* shows 75%, but is now complete.

Regional trainings - Six regional trainings were originally planned, but 11 are scheduled so far. *The Good, Bad, and the Ugly* training will be cancelled if 12 employees are not registered. The *Violence in the Workplace* training scheduled in Eureka for July 17 was cancelled because Eureka lost their HR person and there were only a couple people signed up for the training.

Regional workshops – Workshops held by outside contractors: Ann Alexander has asked that the *Investigative Techniques* workshop for Nye County Schools be postponed until later in the year. Charlie Cockerill is scheduled to present *Negotiations* training in five locations; this is a full-day training, including beginning and advanced classes. If Ely does not get at least five participants, they will be asked attend the Elko class. *Media Relations* for Nye County Schools is scheduled for October 30th and *Student Interactions* for Douglas County Schools has not been scheduled yet.

Research New Methods of Delivering HR Trainings/Briefings, Post Members Pay Plan/Scale on Website, and Review and Update Sample Forms – These items have not been started yet; instead efforts have focused on legislative changes and court decisions.

Sample Personnel Policy Updates – New sample policies were released on July 1, 2013, and included all changes from the 2013 Legislative Session.

Database – Cities, Counties and Fire Districts were added on July 24, 2013.

Alerts - Four alerts have been issued this year; three were related to the Affordable Care Act and we will let members know of future changes.

Trainings – We have completed 18 trainings so far this year, with 356 participants. 615 employees have completed E-Learning courses. Four new briefings have been identified for development this year; the Mentoring briefing has been completed and goes with Succession Planning. 28 briefings are scheduled to be updated this year; 13 have been completed. This is a high number due to the legislative changes.

Webinars – Four webinars have been identified to be held in conjunction with Horizon Health EAP. One has been completed, but with low participation. If participation remains low, we will reassess this item.



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HR Compliance Assessment Program – Sun Valley GID (10/11), Gardnerville Ranchos GID (11/12), and City of Mesquite (12/13) are close to completion. For 13/14, one on-site assessment has been completed, seven are scheduled, and four have not committed.

HR Assessment Phase II – Two assessments are continued from last year; Carlin and Nevada Rural Housing Authority. Six new assessments are scheduled to be completed this year. We did complete the Lyon County on-site assessment and there were a number of findings related to pay in the Sheriff’s Office. We are waiting for analysis from them before releasing the formal report. Dates are scheduled for Douglas County, Mt. Grant Hospital, and Fernley.

Nevada Rural Jobs website – The numbers do not fluctuate much from month-to-month. The Cowboy Territory is visited the most often.

5. For Possible Action: Report on Other Activities

- **HR Problem-Solving Reports** – These are unique issues that were addressed in the last quarter.
- **Report on Employment-Related Claims** - There were 44 claims at the end of the year; up six from last year. There have already been 11 claims so far this fiscal year, in just two months. Five were from counties, five from cities, and one from a school district. The five from the counties were all related to the same type of issue.

6. For Possible Action: HR Scholarship Program

Jeanne explained that the Scholarship Program will be offered to members and that \$25,000 has been set aside for first year. It will be offered to those who work in the HR arena; primarily our HR contacts, but could expand beyond that; for example, county managers who oversee HR. The benefits include helping our HR contacts to expand their knowledge base, which would, hopefully, reduce employment related claims; and they would be recognized as certified professionals within their organization and community. The selection criteria are listed on the handout. For those applicants close to Las Vegas and Reno, there are classes available, and for those in more remote locations, e-learning may be a better option. Applications will come back to the Oversight Committee for approval before funds are committed.

Committee discussion – Applicants may apply for all certification courses, but Jeanne recommends applying for individual courses; that is, one should complete one course before applying for another. The employee’s length of time with the organization criteria is open to committee consideration and should address whether the training is a good value for the organization.

Pat suggested POOL/PACT HR may want to require employees to contractually stay employed for a pre-determined length of time, depending on the cost of the certification, with penalties for early termination. Jeanne questioned whether that could be applicable to POOL/PACT, since it is not the employing organization, and offered to get a legal opinion on the matter. Jeanne estimates \$1200 - \$2500 per person for PHR/SPHR and \$325-\$1300 per person for IPMA, depending on the training



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method they choose; and \$1200 for Mediation trainings. Regarding Mediation, Bill Zelinski is going to attend a *Train the Trainer* program in January, in Houston, and will become a certified mediation trainer. Bill will then be able to provide mediation training to our members, and the cost would be significantly reduced.

Curtis asked whether those who complete the IPMA and/or SHRM trainings will be required to have annual membership with that group upon completion. Jeanne indicated the fees were \$150 per year for IPMA and \$180 per year for SHRM. Scholarships may include membership fees, upon approval of the Oversight Committee.

Committee members indicated programs identified under the Scholarship Program seem appropriate. The program may be reviewed and expanded upon in the future.

Curtis described a presentation by an attorney about Workplace Harassment as poor quality compared to POOL/PACT trainings. José states his belief that quality trainings may help keep HR employees motivated. Jeanne agrees that being a member of SHRM and IPMA is a great benefit; they provide a great many resources, including nearly daily emails on changes at the national level and access to documents.

Jeanne asked for feedback regarding taking tests for PHR/SPHR and IPMA and reimbursement if they pass the final exam or whether it should be paid up front. The PHR/SPHR cost is about \$400, depending on circumstances, and IPMA is approximately \$275. Curtis suggested that the cost for the first test may be included in the scholarship if the participant completes the course. José suggested that the participant should be responsible for secondary testing, if it is required; Curtis and Jeanne concur.

A motion must be taken on this item. Jeanne refers to earlier discussion regarding reimbursement for training if the participant leaves the member's employment; Pat expressed the opinion that the amounts are low enough that it would not be worth it to pursue reimbursement. Curtis concurred.

Jeanne asked for feedback on Scholarship Application, other than taking out the reimbursement for test fee be upon passing. Curtis suggested adding clarification on the Education and HR experience section, asking for specific HR training and certifications. It is estimated that five or six scholarship participants per year and that \$25,000 is sufficient. Curtis and Jeanne discussed UNR's Continuing Studies in HR certification program and that it offers many of the same courses as POOL/PACT. José suggested adding a résumé to the application.

Curtis made a motion to approve the HR Scholarship Program with the changes discussed. José seconded the motion. The motion was carried.

7. For Possible Action: Legislative Tracking

Curtis reported that a lot of legislative changes go into effect on either July 1 or October 1, 2013. Jeanne asked whether the committee wanted a review of all the HR-related bills or to only address questions. Curtis reported the Nevada League of Cities published a post-session report with all of the



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legislation they thought affected cities, municipalities, and towns and may provide another resource for people looking for those changes. NACO also provided a report, as well as the Department of Education.

8. For Possible Action: HR Assessment Grant Applications

Curtis asked for review of the grant application for Lander County Sheriff's Office and West Wendover. Pat Whitten made a motion to approve. José Delfin seconded the motion. Motion was carried. Robert Quick abstained from the vote on the Lander County Sheriff's Office.

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

The next meeting will be held December 13, 2013, 10:30 a.m., in Carson City.

10. Item: Public Comment:

Jeanne thanked Ann Murdoch for her twelve years of service with the Oversight Committee and again noted this would be Ann's last meeting. There is one staff change in the POOL/PACT office; Chelsea Moore is leaving for maternity and will not return. She will be replaced by Deanna Keirstead. Danelle suggested an email be sent out to introduce the new staff member.

11. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:19 a.m.