



POOL/PACT Human Resources (HR)
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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 1, 2018 Time: 10:30 a.m.
Place: 201 S. Roop Street
Upstairs Training Room – POOL/PACT Offices
Carson City, NV 89701**

1. Oversight Committee Roll Call

Members participating in person: Chairman Curtis Calder, Geof Stark, and Pat Whitten.
Members participating by phone: Abel Del Real-Nava; Cindy Hixenbaugh; Robert Quick; Tim Logan; Dee Carey; Danelle Shamrell. Members not participating: Scott Baker; Jose Delfin. PRI Staff: Stacy Norbeck; Erica Amatore. Risk Management Staff: Wayne Carlson. EAP Representative: Kim Johnson.

2. Item: Public comment:

No public comment.

3. For Possible Action: Approval of Minutes of Meeting March 9, 2018

Robert Quick made a motion to approve the Minutes of March 9, 2018, as presented. Geof Stark seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 17/18 Strategic Plan to date

Stacy reviewed the 17/18 Strategic Plan as follows:

New Trainings — All four Essential Management courses are completed and have been taught twice. Workplace Violence is currently being developed as an updated eLearning course and will be ready by July 1.

Revisions — 23 training revisions are complete.

Regional Trainings — 13 regional trainings are complete.

Workshops Utilizing Outside Resources — *Negotiations* was taught four times by Charlie Cockerill and Jordan Walsh. *Boundaries* was taught twice by Ann Alexander and Becky Bruch.

PERS Audit training is pending for Elko, however Stacy stated she had not received any response from PERS and it will not happen this spring.

New Briefings — Six of seven new HR Briefings are completed or in process; all will be complete by June 29, 2018.

Updated Briefings — 33 HR Briefings are updated or in process and will be completed by June 29, 2018.

Statewide EAP Webinars — Four out of five have been completed; next one scheduled for 6/12/18.

Post Member Pay Plan/Scale on website — 70% complete.

Sample Personnel Policy Annual Update — Will be complete by June 29, 2018.

Alerts — Six alerts have been issued.

Trainings — 192 trainings were conducted with over 5,242 participants. 4.6 course content evaluation average; and 4.8 instructor evaluation average. 17 out of 19 *FRISK* courses have been delivered with 308 participants.

HR Briefings — 10 sessions with 231 participants.

Phase I HR Compliance Assessment Program — 11 tentative, six of which are in process; 27 left to complete from previous years.

Phase II HR Compliance Assessment Program — Four out of five are in process; three left to complete from previous years.

b. Report on Employment-Related Claims

Stacy stated there are 18 claims; 15 of which are open. 12 claims are EEO related; one is for special needs students; one is for drug and alcohol testing; and three are for administrative matters.

5. For Possible Action: General Manager Report

Stacy stated Christine Vido has resigned from POOL PACT HR on 5/25/18. Stacy has been actively recruiting for this position; received 51 applications in 8 days; four of which were qualified and interviewed; have narrowed down to two candidates.

Service plan meetings began in May with overall training value worksheets included; total estimated savings for all members was \$4,271,000. Individual member worksheets are being given to members as appropriate.

Registration has opened for the HR Seminar on 9/13 and 9/14/18 at the Atlantis; 25 registered so far.

On May 1, John Bates, Chief Scott Baker, Wayne Carlson, Mike Rebaleati, and Stacy met with Temple Fletcher from Sierra Nevada CISM to discuss how to start peer counseling groups within our public safety members. Temple has a passion for the program and is very interested in assisting us in outreach and scheduling trainings. Chief Scott Baker and Temple are assisting us in determining how to proceed with this process.

6. For Possible Action: Employee Assistance Program – Presentation by Kim Johnson

Kim Johnson reviewed the EAP utilization reports from 2017 and 2018 as presented. Kim discussed the following updates: face-to-face counseling was at 42 uses, telephonic counseling was at 6 uses, and work-life referrals was at 1 use; Kim stated the work-life referrals benefit can be used for numerous things including services to care for an elderly parent or finding childcare. She is willing to send out flyers that discuss all the work-life referral benefits to increase the awareness of the service. Legal referrals were at 9 uses, financial referrals were at 1 use, critical incidence was at 1 use, and management consultations was at 1 use. 54.2% of these services were resolved with the EAP.

Kim discussed webinars and the increased usage of the EAP website. Last year there were 177 logins reported and this year there was 379 logins reported.

Curtis asked what a management referral is. Kim stated it is used for a manager or supervisor who needs assistance with an employee issue in the workplace. The manager calls and explains the issue presented and the management referral team helps determine the best referral; then connects the manager so s/he can better assist the employee.

Kim discussed the webinar on mental health awareness that she conducted on May 29, 2018. She stated the webinar is accessible for up to two weeks for people who missed it. There was discussion between Geof, Curtis, and Kim about the webinars.

There was discussion between Kim, Curtis, Pat, and Geof about clinicians in rural Nevada and the accessibility of these clinicians. Kim stated a crisis-prevention provider in Lovelock has reached out to Resources For Living with an interest in being northern Nevada's main contact for critical incidents. Curtis asked to be able to interview the provider. Kim indicated she would setup a conference call for interested members to speak with the provider.

Kim mentioned Aetna is currently working on a "first responder toolkit" which will provide additional resources for members to use internally, locally, or nationally. Kim states there is not an actual ETA for this, but Aetna is currently working on this program. In addition, this program will help members bring in critical incidence responders from out of state; members will only be charged actual costs for the upgraded service.

Overall, Kim made it clear that she is here to assist all our members through the EAP to the best of her ability. She is available and open to our feedback and will continue to serve all the needs of our members.

7. For Possible Action: Recruitments in Compliance with Open Meeting Law

Stacy stated that POOL/PACT HR has been assisting members with recruitments using Open Meeting Law. This started back in 2011 when POOL/PACT HR assisted a member with recruiting a superintendent for a school district. The recruitments have grown since then and the utilization has placed a significant demand on the POOL/PACT HR staff. Stacy created and presented a chart showing the approximate amount of time and associated costs to POOL/PACT

HR for each full-service recruitment. Stacy stated she is seeking direction from the Oversight Committee on if the recruitment process falls in line with our mission and scope of services and whether to continue offering these services.

Pat Whitten stated that Storey County used the recruitment services to recruit the Tourism Director a few years ago and they were very glad they had this resource to stay compliant and recruit appropriately. He also stated that we should charge for this service and \$40 an hour is a great bargain for this service.

Geof Stark stated Churchill County recently conducted a recruitment for a county manager and spent close to \$30,000 using an outside agency. He stated the service is valuable, but should not be done for free.

Dee Carey stated if this service is continued, there should be some fee established for the member. She did not realize POOL/PACT HR was doing recruitments to this extent.

Cindy Hixenbaugh agreed with Dee. She stated POOL/PACT HR should be used as a resource only for the recruitment process.

Tim Logan did not realize this service was offered and he agreed with Dee and Cindy that POOL/PACT HR should only be a resource during this process or back out of this service completely.

Danelle Shamrell agreed with Tim and thinks POOL/PACT HR should back out of recruitment all together. She stated providing resources as appropriate would be helpful, but POOL/PACT HR shouldn't be in the recruitment process as they are now.

Abel Del Real-Nava stated that Humboldt County has utilized the recruitment services with POOL/PACT HR and he felt the services are very valuable and assist the county with staying in Open Meeting Law parameters. He stated the county would be willing to pay for this service because of the value POOL/PACT HR brings to this process.

Robert Quick from Lander County stated his concern with this service is whether or not it is taking time and resources away from other services that POOL/PACT HR delivers and provides.

Curtis stated that ultimately, if there was one recruitment per year, this may not present an issue, but because the demand is high and you can't help one member and not the other; this is presenting an issue. He stated POOL/PACT HR should consider contracting with an outside source to provide this service.

There was further discussion with Curtis, Wayne, and Stacy about the recruitment process. Wayne stated there is no liability to the POOL regarding Open Meeting Law violations.

Curtis stated that POOL/PACT HR should consider contracting out for recruitment. He does not want to see primary services from POOL/PACT HR get diluted because of recruitments.

Stacy stated POOL/PACT HR can create an HR briefing on the recruitment process and offer this to members when appropriate.

Curtis stated to finish and complete the current recruitments, create a briefing with basic information on recruiting in compliance with Open Meeting Law, and research outside services to assist. Once the recruitments in process are complete, POOL/PACT HR will no longer provide full-recruitment services.

Pat made a motion to Curtis' statement. Robert seconded the motion. Motion was carried.

8. For Possible Action: HR Assessment Grant Application Approval

No Grants presented for approval.

9. For Possible Action: HR Scholarship Application Approval

Curtis stated there was one application.

1) Storey County: Jessie Fain, Management Analyst III. Obtaining her SHRM certification.

Stacy noted that this is a retroactive request for \$1784.00; \$1295 for the UNR class, \$300 for the application fee, and \$189 for the SHRM membership fee. Jessie has already completed the class.

Robert Quick made a motion to approve the scholarship application as presented. Tim Logan seconded. Pat Whitten abstained. Motion was carried.

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

Next meeting is scheduled for September 28, 2018, at 10:30 a.m., in Carson City.

11. Item: Public Comment

Tim Logan announced his resignation from the Oversight Committee. He recommended Dawn Huckaby as his replacement.

12. For Possible Action: Adjournment

Curtis called the meeting adjourned at 12:15 p.m.