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**APPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

Date: October 2, 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: Pat Whitten (acting Chairperson); Geof Stark. Members participating by phone: Tim Logan; Robert Quick; Ben Sharit; Cindy Hixenbaugh; Emily Carter; Jose Delfin. Members not participating: Chairman Curtis Calder; Tina Hubbard; Danelle Shamrell. PRI Staff: Jeanne Greene; Dora Moya.

2. Item: Public comment:

None

3. For Possible Action: Approval of Minutes of Meeting June 9, 2015

Ben Sharit made a motion to approve the Minutes of June 9, 2015. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 14/15 Strategic Plan Final

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-Self as Mediator, Part III-Manager as Mediator); and Ethics in the Workplace.* The Board has requested POOL/PACT HR develop two new courses every year. This year seven were developed. *Diversity Awareness* was moved to next year due to other priorities.

Regional Trainings – Eleven regional trainings were offered throughout the state: Three *EMS*; two in Carson City and one in Elko. *HR Representative* was offered once. *Bullying in the*

Workplace and Advanced EMS were cancelled due to low registration. *Advanced HR Representative* was postponed to August.

Workshops Utilizing Outside Resources – Internal investigation training was provided in six locations around the state by attorneys from Erickson, Thorpe and Swainston. Ann Alexander presented *Investigation Techniques for Bullying Complaints* to Nye County School District.

New Briefings - Three new HR Briefings were developed: *Strategic Planning, Unemployment Process, and Bring Your Own Device*.

Updated Briefings – 18 briefings were updated.

Member Survey - Survey was completed at the beginning of this fiscal year. Results were presented to the Oversight Committee in the fall and the results of the survey were used to create POOL/PACT HR's strategic plan for FY15/16.

Post Members Pay Plan/Scale on Website – Jeanne stated POOL/PACT HR has updated all pay plans on the website. The members pay plans are linked or uploaded to the POOL/PACT website and also include links back to the organization's website if they have the job descriptions available.

Review and Update Sample Forms – Jeanne stated this project is ongoing. Staff continues to update the sample forms.

Update Collective Bargaining Database – Jeanne stated this project is complete for the fiscal year.

Review and Update Sample Job Descriptions – This is continually being worked on. They provide members with types of essential functions they may want to include in their job descriptions.

Statewide Webinars – Four webinars were presented to the members through *Resources For Living*.

Sample Personnel Policy Annual Update – Sample Personnel policies were released after legislation was completed this year. Updates were sent out on June 26 for the large and both small sample policies, the school policies were delayed due to extensive changes in school statutes; they were not released until July 13.

Alerts – Two Alerts have been issued: *FMLA Update: Same Sex Marriages; Changes to Employee Assistance Program*. These are topics members need to know immediately if there has been a change in law, significant court decision, or change in program.

Trainings – 222 trainings have been completed, with 3,742 participants which are more than in any other previous year; 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. POOL/PACT HR is being asked to do more training; i.e., organizations are requesting

more of our services. Jeanne stated this is a really good sign; a lot of this occurred after the elections, a number of newly elected individuals are making significant changes, they are wanting to do things the right way. Jeanne also advised three new sheriffs throughout the state, are taking their organization in a different direction and they are working closely with their HR person within their county, it is exciting and is good for POOL/PACT.

Phase I HR Compliance Assessment Program – POOL/PACT HR keeps working with the members trying to help them in completing the assessments. Town of Round Mountain was moved to this fiscal year, their town manager is retiring and he wants to wait until their new manager comes in before the assessment is done. Moapa Water decided they did not want it done.

Phase II HR Compliance Assessment Program – There are four from previous years that have not been completed, but the members continue to work on implementing the recommendations made. Nine assessments were scheduled this year; Douglas County was not completed due to their HR manager leaving.

FRISK – There were nine completed and two were moved to this year, the City of Fernley and Tahoe Douglas Fire Protection District.

b. 15/16 Strategic Plan to date

New Trainings - *HR Representative Certificate Program*, the five day regional training is being written from scratch by Stacy Norbeck. Jeanne stated it is about ten year old and it needed to be revamped. Stacy has completed the first two sessions and has three more to complete. Once *HR Representative* is finished she will go on to creating new *Drug and Alcohol* classes.

Revised Trainings – Currently no revised trainings have been identified.

Regional Trainings - *EMS* has been scheduled seven times, twice in Carson City and once in Elko, Boulder City, Nye County, Fernley, and Hawthorne, all based upon request from members.

Workshops Utilizing Outside Resources - *Negotiations* training will be presented by Charlie Cockerill and Thoran Towler of Allison Mackenzie. Jeanne advised that it is similar training that has been provided in the past. Thoran was the previous Labor Commissioner for the State of Nevada and also was a Deputy District Attorney with Carson City so he has much experience with negotiations, it will be a good addition.

Becky Bruch with Erickson, Thorpe and Swainston, will be going around the state discussing *Medical Marijuana* in the Spring. She discussed this topic at the HR Seminar and Jeanne thought it was very interesting. The presentation will be an opportunity to have more time to discuss the issue and have a time allotted for questions; 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.

New HR Briefings - Three new briefings have been identified to be completed this year.

Updated HR Briefings - 29 briefings are scheduled to be updated, four are completed.

Statewide Webinars – These are the webinars POOL/PACT HR hosts through the EAP. The first webinar this fiscal year is *Respectful Communication in the Workplace*. It is the most popular webinar POOL/PACT HR has hosted to date, additional lines needed to be provided. There were 67 participants but there were multiple people listening in on a single line. It was a very popular topic and received good feedback. A recording is made available which is posted on the POOL/PACT website after the fact, but is only available for thirty days. Geof asked if it was already available online. Jeanne answered she would ask Christine.

Update Member Pay Plan/Scale- The member's pay scale on the website has not been done yet this fiscal year.

Update Collective Bargaining Database- Topic will be discussed later in meeting.

Sample Personnel Policy Annual Update - Personnel policies will be updated at the end of the fiscal year.

Trainings- 23 training classes were completed, as of a couple of weeks ago, there have been a few more since then with over 1000 participants.

FRISK- John Bates has trained everyone in China Springs. Elko County and City of Carlin also indicated an interest, he will be doing training with them this year and those will be added to the strategic plan for next time. Lyon County has been scheduled; there are 70 supervisors that will be going through so John will be doing it in three sessions.

HR Assessment Phase I – Only four have been identified. Jeanne explained to the committee almost all of the large organizations have participated in the program.

HR Assessment Phase II – Five members have been identified.

Geof Stark asked what types of recommendations are implemented. Jeanne stated some include pre-payment plans with fire departments. Jeanne also advised that all exempt job descriptions are reviewed. Payment practices are also reviewed not only against federal and state law but also to make sure that it is in compliance with collective bargaining agreements and personnel policies.

Pat Whitten asked if a review has been completed between members who participate in POOL/PACT HR trainings vs. their loss history and the premiums each member is paying. Jeanne stated she would obtain statistics.

c. Employment Opportunity Listing Website

Jeanne explained the website links member webpages so applicants can view vacant job notices. POOL/PACT HR maintains statistics on the number of visits/hits. She stated that the numbers in July and August were higher.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated last year there were a total of 31 claims; this is the lowest number of claims since 07/08. POOL/PACT HR is taking a proactive approach and advising ASC of potential claims.

b. Eureka County Service Status Report

Jeanne reported there have been a number of employee issues in Eureka County recently prompting POOL/PACT HR to bill twice for additional hours over the contracted amount. A unique issue Jeanne worked on included an employee who left to join the Army three years ago and returned to their former position so the current employee in that position had to be RIF'ed, PERS was contacted to buy back the service credit that would have been accrued, and brought the employee back to comply with USERRA.

Geof Stark asked Jeanne about current staffing levels considering the amount of training as well as the time spent doing HR for Eureka County. Jeanne believes current staffing levels are adequate. Jeanne explained the parameters of the Eureka County contract including hours, monthly cost, and Jeanne stated the workload remains manageable, however if requests for services/trainings continue to increase there may be a need to increase staff.

6. For Possible Action: Collective Bargaining Database

This is an item that was carried over from the previous meeting. Jeanne gave the committee a brief overview of the Collective Bargaining Database project. She also explained the EMRB now collects and posts all negotiated agreements onto their website. Jeanne stated POOL/PACT HR does break down common areas of collective bargaining in a spreadsheet and EMRB does not. According to the statistics, this area of the website is not being accessed. Robert Quick stated he has looked at the EMRB site and based upon the statistics, he does not think that there is justification for POOL/PACT HR's continued work on this project.

Robert Quick made a motion to discontinue the CBA database. Ben Sharit seconded. Motion was carried.

7. For Possible Action: HR Scholarship Application Approval

Amanda Osborne from Elko County and Cindy Hixenbaugh from Pershing General Hospital submitted applications to attend Mediation training to assist POOL/PACT HR with trainings. Jeanne explained the cost for this class is \$1,000 each and hotel costs are \$318. Additional travel costs will be reimbursed so Jeanne could not provide an exact number. She anticipates the cost per person would be around \$1,600.

Robert Quick made a motion to approve the applications as presented. Emily Carter seconded the motion. Motion was carried.

Jeanne took a moment to explain the scholarship program started in 2013 and since its inception, 11 applications have been approved. Only one did not pass the examination so the pass rate for the program is very high and Jeanne considers the program a success. Jeanne also stated that \$17,484 has been paid toward scholarships. Pat Whitten stated it has been money very well spent.

8. For Possible Action: HR Assessment Grant Application Approval

Applications presented to the committee included: Virgin Valley Water District (Phase I) and City of Elko (Phase I).

Ben Sharit made a motion to approve the applications as presented. Jose Delfin seconded the motion. Motion was carried.

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

Next meeting is scheduled for December 11, 2015, at 10:30 a.m., in Carson City.

10. Item: Public comment

Pat Whitten stated he heard the HR Seminar was a great success. Geof Stark agreed and thought it was well attended. Jeanne agreed it went very well and explained POOL/PACT HR staff was going to meet in the afternoon to debrief and view evaluation results. Jose Delfin stated he was in attendance and took some of the items presented and discussed in a staff meeting.

11. For Possible Action: Adjournment

Pat Whitten called the meeting adjourned at 11:20 a.m.