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

Date: December 11, 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: Ben Sharit. Members participating by phone: Chairman Curtis Calder; Cindy Hixenbaugh; Emily Carter; Danelle Shamrell; Geof Stark. Members not participating: Pat Whitten; Tina Hubbard; Robert Quick; Tim Logan. PRI Staff: Jeanne Greene; Erica Amatore.

2. Item: Public comment:

Jeanne Greene introduced Erica Amatore to the Oversight Committee. Erica has been an employee of PRI for approximately two months and will take over managing the minutes for the meetings.

3. For Possible Action: Approval of Minutes of Meeting October 2, 2015

Geof Stark made a motion to approve the Minutes of October 2, 2015. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 15/16 Strategic Plan to date

Jeanne reviewed the 15/16 Strategic Plan.

New Trainings —Jeanne stated a complete rewrite of the *HR Representative* course was planned in the current fiscal year. This is a five session, five day course written by training manager Stacy Norbeck. The first three sessions are complete and Stacy is currently writing session four. The program will start in March. The new *Drug and Alcohol* class has not been started yet as Stacy is looking for a new video for the course. At this time she has not found a video which meets the needs for the class.

Revisions — Three classes are scheduled this year to be revised. Two have been identified: *AEMS* and *EMS 4*. Another class will be identified by the end of the fiscal year.

Regional Trainings — *EMS* has been given twice this year; once in Carson City and once in Fernley. *Advanced HR Rep* was presented in August. *AEMS* was presented in November. *EMS* will be taught again in February in Carson City. The notice has been sent to members and currently there are seven participants signed up. John Bates will teach *EMS* in Elko this spring. *EMS* was originally scheduled to be taught in Hawthorne this fall, but is rescheduled for the spring due to low registration. *AEMS* will be taught this spring in Eureka with participants from White Pine, Eureka, Elko, and Lander Counties. The *HR Rep* class is being rewritten and will start in March and conclude in April. *Workplace Conflict Resolution* is the new class supported by scholarships for participants to go through the mediation process. Committee member, Cindy Hixenbaugh, took the class to become a trainer. *AHRR and AEMS* are being taught this spring. Two additional *EMS* classes will be taught in the spring in Nye County and Boulder City; 50 participants already registered for the class in Boulder City.

Workshops Utilizing Outside Resources — Negotiations training was provided in four locations around the state by Charlie Cockerill and Thoran Towler. Ann Alexander and Becky Bruch will present medical marijuana and legal court cases about pregnancy discrimination in four different locations starting in March. The advertisement will go out at the beginning of the year.

New Briefings — Three new HR Briefings are in draft form at this time and will be 100% complete by the next meeting.

Updated Briefings — Briefings have been identified for revision and will be complete by June 30th.

Statewide Webinars — *Diversity* is 100% complete. *Respectful Communication in the Workplace* was very popular.

Post Member Pay Plan/Scale on Website — Currently in process now.

Sample Personnel Policy Annual Update – Sample personnel policies will be updated by the end of June. Changes have been noted, but will not be released until June.

Alerts – One alert has been issued: FLSA changes from the Department of Labor. The DOL will not be making the changes until May or June; thus, policy and training changes are anticipated to be made this fiscal year.

Trainings – 73 trainings have been completed with over 1,800 participants.

HR Briefings — Three completed with 17 participants.

FRISK – John Bates completed nine classes with approximately 91 participants.

Curtis Calder asked when FRISK is presented a second time, is it a refresher or the original training from the beginning? Jeanne stated it is the original course; many participants have

stated the concepts make more sense after they have used it and want to go through the class again to fine tune their knowledge.

Jeanne advised John presented a FRISK briefing with Tahoe Douglas Fire Protection District on December 2, but they have not yet scheduled the actual training. Ben Sharit stated they will schedule it in the spring.

Danelle Shamrell asked if briefings are presented first to see if they work before implementing the training. Ben stated that is correct and what they are doing.

Jeanne stated John has completed FRISK for China Springs, which is part of Douglas County; however Douglas County has not adopted FRISK. The City of Carlin supervisors have also all gone through FRISK training.

Phase I HR Compliance Assessment Program — Some older assessments are still not complete, but progress is being made so they remain on the schedule. If there has not been any progress in three years, members are removed and will have to reapply for the assessment at a future date.

15/16 Assessments

Nye Schools on December 15

Grover C. Dils on January 8

Douglas County Sewer in January

Ely is TBD

Fernley Pool and the Town of Round Mountain both had managers resign; their assessment may be pushed farther out into the year due to the transition.

Phase II HR Compliant Assessment Program- Gardnerville Ranchos GID has completed.

15/16 Assessments

City of Yerington — December 11: results from on-site assessment given

Sun Valley — January 20

Beatty Water and Sanitation — agreed to assessment, but not yet scheduled

Central Dispatch — agreed to assessment, but not yet scheduled

Indian Hills — agreed to assessment, but not yet scheduled

b. 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 asked the committee if they would still like to get this quarterly or if annually would be sufficient. Curtis stated annually would be fine as he doesn't see any major changes from quarter to quarter. Jeanne asked if anyone disagreed with getting the report annually. Geof indicated he doesn't have an issue with receiving the report annually, but asked if the report takes a lot of our time to complete. Jeanne states it really doesn't take a lot of time and we are able to update it accordingly every quarter. All board members agreed to receive on an annual basis.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated there are 13 claims as of the end of October; none of them have incurred any expenses. Some claims reported were outside of the HR scope.

b. Eureka County Service Status Report

Jeanne reported this update is from September 24th - November 24th. There was an online survey conducted for the employees. Eureka County is looking to cut three million dollars from the next fiscal year budget and an additional three million the second year. Jeanne stated she doesn't know if they will be able to make the indicated cuts. They requested a survey to get the employee's feedback; this survey was created through the Constant Contact program and they were charged an additional fee as this service is outside the scope of the contract. Jeanne mentioned it has been asked how long the contract will last with Eureka County. She stated Eureka County is currently making some organizational changes and they plan to hire a Comptroller, which they have never had before. Jeanne feels this change may allow the county to take on the HR duties by the end of the fiscal year. She also stated PRI will provide support during the transition if this occurs.

Geof asked Jeanne about the amount of training and time spent providing HR services for Eureka County and if it took too much time away from PRI services. Jeanne stated we are able to provide services they need at this time without putting any PRI services aside.

6. For Possible Action: 16/17 Strategic Plan — Jeanne stated this item needs approval before going to the Executive Committee.

New Trainings — Three new trainings will be written; Communication Styles (for all employees) and The Toughest Supervisor Challenges (for managers and supervisors). A third training has not yet been identified.

Revised Courses — No revisions are currently identified, but will be addressed as they come up. There will be possible changes due to FLSA changing exempt and non-exempt definitions.

Regional Trainings — Trainings have been identified and all are in Carson City. More will be added throughout the year.

Jeanne asked if there were any other regional trainings anyone would want added at this time. Curtis stated one thing he hears a lot about is questions related to Obamacare. He is not sure if this is outside of PRI's scope. Jeanne stated the upcoming presidential election could pose changes to healthcare in general. At this point, members are directed to their insurance brokers. Curtis suggested that we put a place holder here and come back to it if needed. Pat stated he uses their broker when they need to. Danelle stated she also uses her broker. Jeanne asked if they are obtaining helpful information from using their brokers. Pat and Danelle both agreed it has been helpful. Jeanne stated the biggest concern is, more than likely, the Cadillac Tax, which will go into effect in 2018. Curtis stated to be careful with regard to union trusts when

renegotiating health plans because he is not sure the information is accurate. Jeanne agreed to revisit this in the June meeting.

Regional Trainings Using Outside Resources — Social Media and Records Retention have been suggested. Jeanne indicated the State has been contacted several times to provide trainings on record retention, but they are not responsive. If a presentation occurs, additional categories of records retention outside HR could be discussed, such as elections, financial, etc.; the audience will be much bigger than just HR employees.

Pat asked if public records request could also be addressed. Jeanne stated that is a good point. Danelle stated she agrees with Pat on public records requests as she receives numerous requests. Jeanne stated she would look into this further.

New Briefings — Three new topics are identified: Employee Recognition, Tips to Staying Happy at Work, and Medical Marijuana.

Statewide Webinars — Four webinars will be presented by the EAP: Mental Health Awareness, Addressing Negativity for Employees, Emotional Intelligence, and Motivating Your Staff and Improving Morale.

FRISK — Two new members have been identified for FRISK; North Lake Tahoe Fire Protection District and Storey County School District.

Member Survey — A survey is sent out every other year to the members to determine if PRI is meeting their needs and to evaluate the quality of services. A draft will be presented to the June meeting for approval. Jeanne advised to email her with any suggestions for the survey and she will add them.

Phase I HR Compliance Assessment Program — 11 identified: Battle Mountain General Hospital, Churchill County Mosquito and Weed Abatement District, Lander County School District, Lovelock, Mineral County, North Lyon County Fire Protection District, Pershing County, Pershing County School District, Storey County School District, Western Nevada Development District, and West Wendover Recreation District.

Phase II HR Compliance Assessment Program — Three identified: City of Elko, Winnemucca, and Virgin Valley Water District.

Jeanne asked if there were any questions or comments about the proposed 16/17 strategic plan. Curtis stated it looks great and advised anyone to notify Jeanne with suggestions. Curtis mentioned PERS audits might be a good idea for a briefing topic. Jeanne stated we can contact PERS and see if they will work with PRI. Emily and Danelle agreed with PERS audits. Jeanne concludes there will be no changes to existing services.

Pat made a motion to approve the 16/17 strategic plan. Danelle seconded the motion. Motion was carried.

- 7. For Possible Action: Approval of Template for Summary of Member HR Services** — Jeanne stated a suggestion from Pat at the last meeting was to track services members are utilizing, as well as the legal costs.

Pat stated the template looked amazing and Jeanne did a great job. Danelle also agreed the template looked great and is really helpful. Jeanne asked what timeframe is of interest for the POOL defense costs. Pat stated three years would provide a good idea. Geof agreed with three years. Jeanne stated the policies will have a date listed when they were updated and *HR Rep* and *EMS* will indicate how many employees from each organization have attended. Curtis suggested the template be broken up by counties, school districts, special districts, and towns in order to correlate correctly. Pat suggested talking to Wayne about bringing this to the Executive Board and discussing offsetting costs. Jeanne stated she will update this and bring to the next meeting.

Danelle made a motion to approve the Template for Summary of Member HR Services. Pat seconded the motion. Motion was carried.

For Possible Action: HR Scholarship Application Approval — There are three applications for approval. Brenda Willey from Humboldt County submitted an application to attend training to obtain her SHRM Senior Certified Professional Designation. Jeanne explained she is the first one of our members to go this route. The total scholarship amount is \$1,395.00.

Geof asked if the amount included the test fee or does she apply separately. Jeanne stated it does include the test fee of \$300.00. The virtual seminar is \$1,095.00.

The second and third applicants are Lori Norcutt and Janel Buchan both from Churchill County School District. They are both Human Resources Analysts and have been in their positions over ten years. Both are applying for the PHR program. The total cost for each one is \$1,300.00.

Curtis asked if there is any discussion on the applications. Geof made a motion to approve the three HR Scholarship Applications as presented. Danelle seconded the motion. Motion was carried.

- 8. For Possible Action: HR Assessment Grant Application Approval** — Jeanne stated this is for Indian Hills GID. They completed their assessment a couple years ago, but John Lufrano was having a difficult time determining what he could use the grant money for. He is requesting to use the money on a security camera. The camera will cost \$363.14. Jeanne stated they have customers who come in to pay their water and sewer bills and there have been conflict with the customers.

Pat asked if we can make sure there are proper signs displayed to notify customers of the security camera. Jeanne stated she will ask John to do so.

Danelle made a motion to approve the HR Grant Application as presented. Cindy seconded the motion. Motion was carried.

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

Next meeting is tentatively scheduled for either March 11th or March 18th. Curtis stated to pencil in both dates for now and advised everyone to look at their calendars. Jeanne suggested sending out a survey in the middle of January and to schedule at that point for either March 11th or 18th.

10. Item: Public comment

None

11. For Possible Action: Adjournment

Curtis called the meeting adjourned at 11:21 a.m.