



POOL/PACT Human Resources (HR)
201 S. Roop Street, Suite 103
Carson City, NV 89701-4790
Telephone: (775) 887-2240
Toll Free: (866) 773-0433
Facsimile: (775) 887-2581

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

Date: September 16, 2016 Time: 9:30 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. Members participating by phone: Cindy Hixenbaugh; Emily Carter; Geof Stark; Robert Quick; Tim Logan. Members not participating: Pat Whitten; Tina Hubbard; Danelle Shamrell; Jose Delfin; Scott Baker. PRI Staff: Jeanne Greene; Erica Amatore.

2. Item: Public comment:

No public present; no public comment.

3. For Possible Action: Approval of Minutes of Meeting June 17, 2016

Geof Stark made a motion to approve the Minutes of June 17, 2016 as presented. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

a. 15/16 Final Strategic Plan

Jeanne reviewed the 15/16 Strategic Plan.

New Trainings — Jeanne stated the rewrite of the *HR Representative* course was complete, as well as, the new *Drug and Alcohol* class.

Revisions — Three courses were updated and are complete.

Regional Trainings — *EMS* was presented nine times last year. *Advanced HR Rep* was presented in August. *AEMS* was presented three times. *HR Rep* was also taught. *Advanced EMS* was cancelled two different times in Eureka due to lack of participant registration.

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 have

provided medical marijuana and legal court cases about pregnancy discrimination in four different locations.

New Briefings — Four new briefings were completed.

Updated Briefings — 27 briefings were updated. There was one briefing, *Personnel Records Management*, moved to the next fiscal year.

Statewide Webinars — Four webinars were conducted in conjunction with the EAP provider.

Sample Personnel Policy Annual Update — All sample personnel policies, including the CDL policy, were updated.

Alerts — Six alerts were issued.

Trainings — 194 trainings were completed with approximately 3,400 participants. There were 14 *FRISK* courses with 112 participants and 8 briefings with 49 participants.

Phase I HR Compliance Assessment Program — Some older assessments are still not complete and have been removed due to lack of progress by the member. These include:

Humboldt County School District

City of Wells

Eureka County

Lander County

Nevada Tahoe Conservation District

Phase II HR Compliant Assessment Program — Mount Grant Hospital and Tahoe Douglas Fire were inadvertently noted as Phase I and should have been noted as Phase II. The statuses of these assessments include:

City of Carlin — removed; no progress has been made

Mount Grant — 100% complete

Tahoe Douglas Fire — 100% complete

Robert Quick asked about Lander County and their assessment progress. He asked if the County is not cooperating due to change in staff. Jeanne states they can't seem to get their policies adopted, which is critical. Robert understood and agrees. Jeanne states once their staffing is more stable, a follow up assessment meeting may be scheduled.

b. 16/17 Strategic Plan to date

Jeanne reviewed the current 16/17 Strategic Plan.

New Trainings — Two new classes are scheduled to be developed. *Dear HR, The Toughest Supervisor Challenges* is almost complete and will pilot in December in Carson City. *Communication Styles* will be started after *Dear HR* is complete.

Revisions — Many trainings have been identified to be revised. The list will be updated throughout the fiscal year.

Regional Trainings — *EMS* has started in Boulder City and will conclude on October 12, Southern Nevada Health District will conclude *EMS* on September 23, and *EMS* will start in Carson City on October 5. *EMS* is scheduled in Elko starting on March 8. Jeanne states this list will be updated throughout the year.

Workshops Utilizing Outside Resources — Jeanne states the Member Survey is still open and results will be reviewed in order to discuss and select topics for workshops.

New Briefings — Four briefings will be developed this year. One is *Stay Interviews* and the goal is to have it completed by November.

Updated Briefings — Jeanne states the goal is to update half of the briefings every other year.

Statewide Webinars — *Mental Health Awareness* will be presented on October 5.

Sample Personnel Policy Annual Update — Jeanne states all the policies will be updated at the end of the fiscal year to incorporate the legislative changes from the upcoming session.

Alerts — Three alerts have been issued this year.

Trainings — 17 trainings have been completed with 320 participants. Six *FRISK* trainings and five briefings have been completed.

Member Survey — The survey went out to members on September 7.

Phase I HR Compliance Assessment Program — Ten organizations have been identified to participate in the Phase I Assessment Program, three have already been scheduled.

Phase II HR Compliant Assessment Program — Four organizations have been identified to participate in the Phase II Assessment Program.

NRHA — completed the Phase II Assessment about three years ago and they received a grant. They are requesting POOL/PACT HR perform the assessment again due to new management on staff. They understand there will be no grant issued at the end of the assessment.

Robert Quick asked if POOL/PACT is gearing up for a legal briefing on recreational marijuana which is on the ballot. Jeanne states POOL/PACT attorneys have told us that the Feds still do not recognize it as a legal drug even if Nevada passed it, if the organization is receiving federal money the employees cannot

be under the influence of marijuana nor have any in their system while they are at work. Jeanne states we will follow up on this.

5. For Possible Action: Report on Other Activities

a. Report on Employment Related Claims

Jeanne stated there were 30 claims last year; five of which closed with no costs. So far this year there are five claims.

b. Eureka County Service Status Report

Jeanne states the last couple of months have been really busy in Eureka. There have been a number of recruitments to assist with, as well as, assisting with employee issues. They are eliminating vacant positions for salary savings and POOL/PACT HR has helped with revising job descriptions.

Curtis asked Jeanne if assisting Eureka is impacting any other work commitments. Jeanne states there is no impact at this time and tasks are being completed.

6. For Possible Action: General Manager Report — Jeanne reminded everyone about the HR Seminar coming up on September 29 and 30, at the Atlantis in Reno. There are approximately 85 participants registered so far.

The Member Survey went out to 201 members and so far we have 52 responses. The deadline is October 21.

Robert asked Jeanne what the average response is to the survey. Jeanne stated it is about one third to one half.

Jeanne mentioned new members. Regional Transportation Committee (RTC) and Tahoe Transportation District became members of PACT on July 1. Southern Nevada Health District joined PACT in July of 2015 and joined POOL in July of 2016. They have approximately 500 employees.

7. For Possible Action: HR Assessment Grant Application Approval —Curtis states this is for the Town of Tonopah for completing the Phase II assessment recommendations. They are requesting a laptop computer for \$536.42.

Robert Quick made a motion to approve the grant application. Tim Logan seconded the motion. Motion carries.

8. For Possible Action: HR Scholarship Application Approval — There are no scholarship applications at this time.

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

Next meeting is scheduled for December 9, 2016, at 10:30 a.m., in Carson City.

10. Item: Public comment

No Public Comment.

11. For Possible Action: Adjournment

Curtis called the meeting adjourned at 10:13 a.m.