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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 7, 2019                      Time: 10:00 a.m.  
Place: 201 S. Roop Street  
Library Room – POOL/PACT Offices  
Carson City, NV 89701**

**1. Oversight Committee Roll Call**

Members participating in person: Chairman Curtis Calder; Pat Whitten. Members participating by phone: Cindy Hixenbaugh; Dave Mendiola (sitting in for Able del Real Nava); Danelle Shamrell; Geof Stark. Members not participating: Scott Baker; Dee Carey; Jose Delfin; Dawn Huckaby; Robert Quick. PRI Staff: Ashley Creel; Neal Freitas; Stacy Norbeck; Sandy Schooler. PARMS Staff: Mike Rebaleati; Marshall Smith. Public attending: Austin Osborne.

**2. Item: Public comment**

Chairman Calder opened public comment and hearing none, closed the public comment period.

**3. For Possible Action: Approval of Minutes of Meeting March 1, 2019**

On motion and second to approve the Minutes of March 1, 2019, the motion carried.

**4. For Possible Action: Report on Current Activities**

**a. 18/19 Strategic Plan-to-date**

Stacy Norbeck reviewed the 18/19 Strategic Plan as follows:

**New Trainings** — Two new classes to be updated this year are complete: a performance management course and *So, You Want to be a Supervisor?* which was conducted on June 6, 2019 (21 registered). *Workplace Violence* e-Learning course is scheduled to be released June 7, 2019.

**Revisions** — The *Advanced Essential Management Skills* revision, *Customer Service*, and *Bullying in the Workplace* are complete.

**Regional Trainings** — Ten of 11 regional trainings are complete.

**Workshops Utilizing Outside Resources** —Erickson, Thorpe and Swainston conducted three of four sessions of *ADA: Interactive Process/Service Emotional Support Animals*. Boulder City was canceled due to low enrollment, and a webinar was held on December 6, 2018, to reach more members. Temple Fletcher conducted one *Peer Support Team (PST) Awareness* webinar. The *Emotional Wellness* workshops scheduled in partnership with the Loss Control Committee were canceled due to lack of enrollment.

**HR Webinars** — All four scheduled HR webinars have been conducted.

**EAP Webinars** —All four scheduled Employee Assistance Program (EAP) webinars have been conducted.

**New Briefings** — All three new briefings have been completed this year.

**Updated Briefings** — Thirteen of 19 briefings have been updated this year, six are in process and will be complete before the end of FY.

**Post Member Pay Plan/Scale on Website** — Member pay scales are being added to the website as they are received. Stacy noted she would give a more detailed report in her General Manager's update.

**Sample Personnel Policy Annual Update** —Stacy reported most of the changes have been made with the exception of legislative changes which are minimal. There will be comment boxes added to blanks to assist members in knowing the correct employee to insert thus enabling them to more easily adopt the policies. A may/will option for discipline issues will be added. Employers need to determine in each instance of corrective/disciplinary action whether it wants to "mandate" (will) corrective action to be implemented or allow management "discretion" (may). If the employer chooses to mandate (will) and chooses to take appropriate action, it could be evidence that management did not comply with their own internal policies. If they allow discretion (may), then employers may face an employee showing s/he did not know s/he "would" face corrective/disciplinary action. Stacy stated there is also a plan to provide video instruction on how to use Word to efficiently update the policies. She said the updated policies will be released by June 30, 2019.

Curtis asked if Becky Bruch had weighed in on how the policies regarding the chapter on disciplinary process needed to be reworded to deal with the post deprivation issue.

Stacy stated she is in ongoing conversations with Becky Bruch on how to best handle that issue and will have it in place by the end of June 2019.

Pat Whitten informed the group of his retirement effective June 30, 2019, and introduced Austin Osborne as his replacement. Austin said he had been in contact with Becky Bruch and suggested the creation of a whole separate policy on investigation out of discipline. Stacy said she would discuss with Becky.

Curtis suggested as the new policy is rolled out, county and city attorneys be kept informed, so they are aware it is a new policy and not in direct contradiction with the code or city charter.

Stacy said a disclaimer encouraging a legal review could be added to the existing red section at the top of the samples document.

**Alerts** — Eight alerts have been issued to date.

**Trainings** — As of June 3, 2019, 147 trainings have been conducted with 3,664 participants, with 4.51 course content average; 4.8 instructor evaluation average. 22 members are interested in FRISK; 12 classes have been conducted with 124 participants. 12 HR briefings have been conducted with 266 participants.

**Member Survey** — A bi-annual member survey was conducted in December 2018.

**Phase I HR Compliance Assessment Program** — There are 12 interested members this FY; two in process and two completed. There were 21 rollovers left to complete from previous years; seven have been completed this FY.

**Phase II HR Compliance Assessment Program** — There are four interested members this FY; one canceled, one completed, and two delayed because they need to finish Phase I. There were seven rollovers left to complete from previous years; two are nearly complete.

#### **b. Report on Employment-Related Claims**

As of May 20, 2019, we had 22 claims, 17 of which are open. 15 are EEO: four race, one disability, one sex, three Title VII discrimination, two hostile work environment, and three age; one wrongful termination, one FLSA, two administrative investigations, one policy violation, two employment matters, and one alleging due process violation in connection with wrongful termination. Of the 22, 11 are from counties, two are from cities, three are from schools, and six are from special districts.

### **5. For Possible Action: General Manager Report**

#### **a. Salary Schedule**

Stacy reported efforts were increased to communicate the existence of the database as well as ask for contributions. As noted on the handout, substantial progress has been made. There are now 13 cities/towns, 12 counties, 1 hospital, 13 school districts, and 3 special districts represented in the salary schedule database on the POOL/PACT website.

#### **b. HR Conference**

Stacy reported that as of June 3, 2019, 27 individuals were registered to attend the *Navigating Today's Challenges in Public-Sector Employment: POOL/PACT HR Leadership Conference 2019* scheduled to be held October 17-18, 2019, at the Atlantis in Reno.

### **c. Scholarships**

Stacy asked the committee if there should be a limit, per organization, for the number of scholarships received per year or whether we should take them as received. She said the subject came up due to a request from an organization that would like to send a number of their employees through certification. Curtis stated it would be good to stay consistent with the other program (PARMS) which has a limit of five education grants. He asked if this would be coming out of the POOL/PACT HR budget. Stacy responded that was her understanding. There was discussion between Curtis, Stacy, and Geof on whether to consider a dollar amount limit or a limit to the number of scholarships. Stacy stated these same employers do have access to up to five \$2,000 education grants per year, which can be used for certification. She said they could be referred to these grants if there is a scholarship limit. Curtis recommended a combination of the two. After further discussion, it was decided to vote on a \$3,000 annual limit per organization.

On motion and second to approve a \$3,000 annual limit per organization, the motion carried.

### **d. Pat Whitten – Retirement**

Stacy announced Pat Whitten would be retiring effective June 30, 2019. She thanked him for his support over the years and presented him with a plaque and a card signed by the POOL/PACT HR staff. Pat thanked Stacy and said it had been one of the true blessings and joys of his life working with the committee. Curtis thanked Pat for the insight he provided over the years and wished him the best.

## **6. Legislation**

Stacy reported that she and her staff have continued to track bills of interest from both the Senate and Assembly. She noted the governor has a deadline of Friday, June 14, 2019, to sign approved bills. She has set a June 21, 2019, goal to complete and make available to the members a summary of legislation report.

## **7. Scope of Services**

Stacy requested an additional change to the Scope of Services 2015/16 – 2020/21. She reported Jeff Coulam has created three video HR briefings using Articulate (eLearning software) and Powtoon (online presentation software). The briefings he has completed so far are: Communication Style, Leadership Style, and Buddy to Boss. The videos are approximately four to five minutes in length and available on the website. Stacy said Mike Van Houten has been developing eLearning, but he is also the webmaster in addition to other responsibilities and has limited time to focus on developing eLearning. Stacy requested approval to modify the language to include “or online services” under Develop and Revise Training Courses. Curtis said he spoke with Stacy about this subject a few weeks earlier and it seems to make a lot of sense given the fact that membership is spread out all over the state. He stated it was worthy of consideration. Pat Whitten, Geof Stark, and Cindy Hixenbaugh agreed. Curtis said he would entertain a motion to change the Scope of Services to reflect that change.

On motion and second to approve a change to the Scope of Services to reflect the online training as indicated on the documents provided, the motion carried.

## **8. EAP Report**

Stacy noted the inclusion in the meeting packet of the Resources for Living Utilization Report for 2018 and the first quarter of 2019. In addition, she included the emails from Kim Johnson addressing some of her questions regarding the reports. She said the 2018 report indicated the utilization rate overall dropped from 3.4% in 2017 to 2.7% in 2018 which in turn lowers our rate back down to \$1.06 per employee per month versus \$1.10. She noted the fiscal report is in a different format than last year's making it difficult to compare the two, however, she did make an attempt. She offered to share bullet points she prepared earlier and directed everyone to the emails from Kim Johnson. Stacy asked if the committee had any questions. Curtis asked for comments and none being heard, moved on to the next agenda item.

## **9. For Possible Action: HR Assessment Grant Application Approval**

Town of Round Mountain: Pearl Olmedo. Completed Phase I Assessment. Requesting \$500 for purchase of Sentry® Safe Fire-Safe® Commercial Safe to store documents and keys.

## **10. For Possible Action: HR Assessment Grant Application Approval**

Sun Valley General Improvement District: Chris Melton. Requesting \$1,399 to obtain his IPMA certificate. This amount includes the fees, application, and testing.

On motion and second to approve both applications as presented, the motion carried.

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

Next meeting is scheduled for September 20, 2019, at 10:00 a.m., in Carson City.

## **12. Item: Public Comment**

Chairman Calder opened public comment and hearing none, closed the public comment period.

## **13. For Possible Action: Adjournment**

Chairman Calder called the meeting adjourned at 11:32 a.m.