



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: March 1, 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; Scott Baker; Dawn Huckaby.
Members participating by phone: Abel Del Real-Nava; Cindy Hixenbaugh; Robert Quick; Danelle Shamrell; Geof Stark. Members not participating: Dee Carey; Jose Delfin; Pat Whitten. PRI Staff: Stacy Norbeck; Sandy Schooler.

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 December 7, 2018

On motion and second to approve the Minutes of December 7, 2018, 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 will be updated this year: a performance evaluation course (being designed) and a rewrite of *So, You Want to be a Supervisor? (SYWTBAS)*. We are in the SME review phase currently of *SYWTBAS*. *Workplace Violence* e-Learning course is still in process and Mike Van Houten said it should be ready in a couple of weeks.

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

Regional Trainings — Eight of 11 regional trainings are complete.

Workshops Utilizing Outside Resources — Erickson, Thorpe and Swainston conducted three sessions of *ADA: Interactive Process/Service Emotional Support Animals*. 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. POOL/PACT 101 was recorded by Stacy Norbeck and Marshall Smith and posted to the website.

EAP Webinars — Two of four EAP webinars have been conducted.

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

Updated Briefings — Five of 19 briefings have been updated this year, four are in process, and the remainder 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.

Sample Personnel Policy Annual Update — The sample drug policy was updated on August 21, 2018, to reflect Nevada Occupational Safety and Health Administration post-accident testing requirement that stated employers were required to have a reasonable suspicion to conduct a post-accident test. The Occupational Safety and Health Administration recalled that change on October 8, 2018, and reversed their guidance. The update was recalled and replaced with the earlier policy.

Stacy reported the policies will be updated and released by June 30, 2019. The entire manual has been reformatted, and many of the revisions to the first third of the policy manual, Sections 1 and 2: General Provisions and Employee Relations, are complete. Changes will be matched to both the small organization and school versions. The 2019 legislative changes will be included in the updates as well.

Alerts — Six alerts have been issued to date.

Trainings — As of February 25, 2019, 111 trainings have been conducted with 2,672 participants, with 4.52 course content average; 4.8 instructor evaluation average. 22 members are interested in FRISK; 11 classes have been conducted with 108 participants. 10 HR briefings have been conducted with 167 participants.

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

Phase II HR Compliance Assessment Program — There are four interested members this FY; one canceled and one completed. There were seven rollovers left to complete from previous years; two are nearly complete.

b. Report on Employment-Related Claims

As of February 15, 2019, we had 15 claims, 12 of which are open. 11 are EEO: two race, one disability, one sex, four Title VII discrimination, one hostile work environment, and one age; the 12th one is alleging due process violation in connection with wrongful termination.

c. Member Usage Report

Stacy stated this report was originally requested by Pat Whitten to be provided on an annual basis to the Oversight Committee. The report shows organizations who have updated policies, their assessment status, whether they adopted FRISK, the last date they held harassment and drug and alcohol training including number of participants, number of EMS and HRR graduates since inception, and number of claims in the past three years and their associated costs. As of February 28, 2019, 93 (74%) have policies, 58% of which are using POOL/PACT HR sample policies; and 33 (27%) do not have policies. 43% have completed or are in the process of Phase I; 20% completed Phase II; 28% adopted FRISK; 3,244 completed harassment/misconduct training; 1,706 completed drug/alcohol training; 1,297 completed EMS; and 212 completed HRR. Stacy noted the number of claims since 2016 include: cities: 5, towns: 0, counties: 28, school districts: 15, hospitals: 7, fire districts: 1, general improvement districts: 2, water and sewer: 0, and all others: 2.

5. For Possible Action: General Manager Report

a. Merge Update

Stacy updated the Committee regarding the proposed Pooling Resources, Inc. (PRI)/Public Agency Risk Management (PARMS) merge. On February 19, 2019, the Joint Executive Committee approved the creation of Nevada Risk Pool (NRP) as a new non-profit to assume management services of POOL and PACT as of July 1, 2019. Wayne Carlson will be the sole employee of PARMS, which will be contracted to perform executive director services for the new non-profit.

b. Job Descriptions

Stacy stated that as discussed at the last meeting, staff would be maintaining a job description template, and creating a historical reference library for the sample job descriptions. She reported that all samples have been updated to match the current recommended format and are available on the POOL/PACT website. The template has been updated and "Tips for Using POOL/PACT HR's Sample Job Description" document has been created and posted. As a result of that conversation, Stacy asked Mike Van Houten to run a report of website hits on the job descriptions to ensure they are in fact not being utilized. As per his report, there were only eight hits in July; 20 in August; 30 in September; 17 in October; 30 in November; and 63 in December. The higher number in December was probably due to POOL/PACT staff making updates. Stacy said since the current system does not allow for identifying individual users, nor unique users, it is not known whether different entities accessed the samples, or one entity. She asked the OSC for guidance on whether they want to continue the practice of updating the samples based on the usage report. A discussion followed on whether to keep samples for historical reference with a review every few years, or to have directions and tips available on how to customize the templates.

On motion and second to approve to have directions and tips available, the motion carried.

c. Salary Schedule

Stacy noted that as discussed at the last meeting a decision needed to be made on whether to continue the salary schedule database on the POOL/PACT website. She referred to the Salary Schedule handout created by Mike Van Houten which illustrated the number of website hits by month from July 2018 through December 2018. As per this report, there were three hits in July; eight in August; 14 in September; one in October; zero in November; and two in December. Stacy noted it is updated as received. Dawn Huckaby shared that all the salary schedules are already on the Employee-Management Relations Board (EMRB) website and possibly a duplication of efforts. Curtis Calder said he thought we should give it another chance and make sure it is communicated to member organizations. Geof Stark reported he was on the website and did not see listings under Salary Schedules and Job Descriptions. Stacy said she would follow up on it.

d. Service Plans

Stacy reported service plans will start in May, and the Training Value worksheets with the total estimated savings for member organizations has been updated. Stacy noted NRP and PRI would become POOL/PACT members in July 2019.

e. HR Conference

Stacy reported that the name for the conference has been changed to *Navigating Today's Challenges in Public-Sector Employment: POOL/PACT HR Leadership Conference 2019*. The Save the Date went out on January 3, 2019, and registration will open in early April. It will be held October 17-18, 2019, at the Atlantis in Reno.

f. Staff Turnover

Stacy reported Shari Brantley who started in June 2018 had self-terminated to work for a corporation in Reno. She stated after placing ads, she had 75 applicants total, she was interested in six, and had narrowed it down to three. To date, she scheduled three interviews but one did not show. Stacy said of the two interviewed, she likes both applicants and may bring them back for a second interview so they can meet and interact with staff. Curtis asked if more direction was required from the committee; Stacy replied not at this time.

6. Legislation

Stacy reviewed the Assembly and Senate bills of interest as of February 22, 2019. A summary spreadsheet was included in the packet for reference. She reported there were approximately 500 bills reviewed and subsequently narrowed down to about 65.

Stacy noted the list is updated by Monday morning each week and posted on the POOL/PACT website. She said staff will prepare an updated, detailed report of all legislation signed by June 30, 2019. Curtis asked if there was a bill on collective bargaining for police and state employees. Robert Quick noted the bill is SB135. Stacy said she would make sure it is on the summary spreadsheet.

7. Assessment Grants and HR Scholarships

Stacy reported this as a follow-up item from the last OSC meeting at which there had been discussion of increasing the grants from \$500 to \$750, and \$750 to \$1000 for Phases I and II, respectively. There was also previous discussion about changing the grant to an individual reward like POWER. Stacy said she investigated that option further and found there were no legal implications in structuring the grant in that way. She asked the committee if they would like to leave the grants as is and increase them \$250 each, do a portion for the organization and a portion for the individual, or change it entirely.

A discussion followed regarding individual incentives, number of employees splitting the award, and the 1099 tax implications. Danelle Shamrell expressed concern about tax implications and how 1099's would be handled for a team of people. Stacy said she was not sure how POWER handled it in their program. Curtis said he believed they split the check since it would probably be below the threshold needed to trigger a 1099 being issued. After further discussion, Geof Stark suggested increasing the grants to \$1,000 and \$1,250 for Phase I and II, respectively, in addition to \$500 for the individual for each Phase.

On motion and second to approve an update to the grant awards for Phase I Assessments to \$500 for individuals doing the work and \$1,000 for the entity, and for Phase II Assessments to \$500 for individuals doing the work and \$1,250 for the entity, the motion carried.

The HR Scholarship program was then discussed. Stacy stated the scholarship currently pays for the test fee, application fee, the class of choice, as well as any study materials. She noted the OSC has granted 32 scholarships since October 2013 for a total of \$43,543 with an average scholarship of \$1,360. There have been a total of 19 successes; she noted there have also been less than positive outcomes. Three individuals have received scholarships then left the organization; two failed the test; and two never took the exam. The cost incurred was \$8,937. Currently, six are in process and pursuing the test. She requested input on whether to have individual grant awards when certification is received rather than paying in advance for the test and/or class. She said the success of this would also depend on whether organizations would support people in pursuing certifications.

Curtis and Geof both expressed concern there may be fewer success stories if the scholarship incentive is taken away. Geof asked if there would be any sort of vehicle to get back the test fees from people. Stacy said it has not been pursued in the past. Curtis suggested having applicants sign an acknowledgment stating if they fail to take the test, they would have to reimburse for the test fee, and if they retest, they would do so on their own dollar. He said it did not need a motion, but asked Stacy to make sure an acknowledgment of reimbursement is clarified on the application form. Stacy confirmed she would do so.

8. Mission Statement

At the last OSC meeting, Stacy introduced the idea of reworking the mission statement for POOL/PACT HR and was given the go ahead to pursue it with staff. She reported that after a staff workshop on February 22, 2019, the results were two updated versions for OSC review. A discussion regarding the two versions followed. Dawn suggested replacing the word “current” with “relevant.” Curtis suggested adding “to reduce employment liability to our members and overall liability to the insurance pool,” because they overlap. Stacy asked if he was suggesting the word “employment” be removed since the old mission statement did not include employment liability. Scott thought it might be more on the insurance side and for the purposes of this mission statement the committee was asked to look at the HR side specifically; he said it is good the way it is – very specific, pointed, and goal-oriented. Curtis said he was pointing out the difference between what POOL/PACT HR does versus the insurance pool because people are oftentimes unaware of those differences, but he was good with the new version of the statement. It was also decided to retain values, but not as part of the mission statement.

On motion and second to approve the second version of the new mission statement for POOL/PACT HR with the change of “providing *relevant*, timely, accurate, and consistent guidance,” the motion carried.

New POOL/PACT HR Mission Statement

POOL/PACT Human Resources partners with member entities to reduce employment liability by providing the resources and education for members to build strong foundations for effective Human Resources practices within their organizations.

We are committed to:

- *Providing relevant, timely, accurate, and consistent guidance.*
- *Delivering high-value, high-quality services and training tailored to members’ needs.*

9. Scope of Services

Stacy reported on the changes to be made as discussed at the last meeting. Under Develop and Revise Training Courses, e-Learning will be changed to topics rather than course names; briefings will be developed as needed; a sample job description template will replace the library of 200 sample job descriptions; and HR Topics will be added under Webinars.

On motion and second to accept the new Scope of Services as briefed, the motion carried.

10. For Possible Action: HR Assessment Grant Application Approval

Lincoln County School District: Completed Phase I Assessment. Requesting \$500 for travel expenses to attend EMS training.

Walker Basin Conservancy: Completed Phase I Assessment. Requesting \$500 for two or more sets of lockers for field staff to secure personal belongings.

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

11. For Possible Action: HR Scholarship Application Approval

Nye County: Elona M. Goldner. Requesting \$1,795 to obtain her SHRM-CP.

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

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

Next meeting is scheduled for June 7, 2019, at 10:00 a.m., in Carson City.

13. Item: Public Comment

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

14. For Possible Action: Adjournment

Chairman Calder called the meeting adjourned at 11:34 a.m.