



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
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**MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

**Date: March 10, 2010 Time: 10:30 a.m.
Place: 201 S. Roop, Library (1st floor)
Carson City**

1. Oversight Committee Roll Call:

Members participating: Acting Chairman Bill Deist; Geof Stark; Ben Sharit; Steve Englert; Ann Murdoch; Lisa Granahan; and Bob Davidson. Not present: Curtis Calder, Pat Whitten, Jose Delfin and Ben Zunino. PRI staff: Jeanne Greene, Donna Greenhut.

2. Action Item: Approval of Minutes of Meeting December 9, 2009

Ben Sharit made a motion to approve the minutes of December 9, 2009, as presented. Bob Davidson seconded the motion. Motion was carried.

3. Item: Report on Current Activities

Jeanne Greene began discussion on the activities identified in the following order:

- **09/10 Strategic Plan** (July 1, 2009, through June 30, 2010)

Develop two new instructor led courses annually - Workers Compensation Interaction with FMLA (the *Perfect Storm*) will be a workshop based training course offered May 20 in Carson City on a Regional Basis. *Lessons Learned, the Good the Bad and the Ugly* will also be a workshop based training course. Reference guides will be provided to participants and dialogue will take place to introduce cases and have participants identify what they think should have happened. This course will be offered by the end of FY 09/10.

Update and revise instructor led courses - Quite a few courses identified were updated due to federal and state legislation. Courses are also being reviewed for accuracy and changes due to statistical information. Geof Stark asked if the two classes being removed were due to low demand. Jeanne clarified that was the reason for removal. We will be looking at them to determine if we want to develop new courses that encompass the same type of materials. Performance Management cycle was not used, we have three different classes we can continue to give individually.

Regional training - as indicated at the last Oversight Committee meeting, we initially planned to offer two regional trainings this year. We are offering 14 due to high demand for EMS classes.



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Lisa Granahan joined meeting.

EMS program ongoing, complete in Elko and Storey County, Douglas County will complete the program next week. Bill is teaching session two in Mesquite tomorrow, and Carson City session one will begin today.

Internal Investigations course will be offered by POOL attorneys; Becky Bruch and Ann Alexander. This training is available for all members free of charge, and will be held regionally in Carson City, Elko, and Pahrump. An additional course will be offered specifically for Lyon County School District. Jeanne explained we are doing this as a proactive step to address claims as claims have gone up considerably this year. Ben Sharit asked if the classes were full. Donna responded that the Carson City class was already full, and we have set up a waiting list. Jeanne stated that Becky and Ann were very agreeable to conducting an additional session if necessary. Geof Stark asked how the sign ups were for Elko and Pahrump. Donna responded that so far Elko had 10 signed up and Pahrump had 8 signed up. Jeanne stated that the trainings are not until April and May, and she will get the word out again as the dates get closer if participation numbers are still low. Jeanne added that the training is about 3 hours. Jeanne sat in at the class in Lyon County Schools, there is a lot of information and the class is very interactive. The evaluations were very high.

E-learning – A new class titled *Achieving a Harassment Free Workplace* is complete and we are waiting for the vendor to put the training on-line. *Due Process 101*; for supervisors and managers covers due process for public sector employees. Majority of the work is complete. Support staff is proof reading, the documents will be sent to the vendor to be put on-line, by the end of the fiscal year.

Personnel Management Perspective Newsletter - on target for April newsletter which will be distributed mid-April. Bill Deist asked how the feedback was on the electronic version of the newsletter. Jeanne responded that the feedback has been positive, and in fact the Nevada Association of School Boards contacted us for permission to publish one of our articles in their newsletter. Jeanne added that we are reaching a wider audience with the electronic version of the newsletter.

Briefings – *Employee Furlough* briefing is complete. Classification of employees on FLSA exempt/non-exempt independent contractor status – in process, should be complete by next month. *Working From Home* briefing has not been started yet.

Briefing on EEOC/NERC process delayed due to state funding issues. Governor proposed eliminating NERC, however, it was put back in budget, but cut by 10%. Since they are a small agency, NERC is trying to determine what amount of resources they can provide. We had a regional training scheduled with NERC on March 3, that we had to postpone due to the budget concerns. Jeanne noted that POOL/PACT HR projected updating 10 Briefings this year. With the amount of legislative changes, we are currently up to 16 Briefings that will be updated.



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Alerts - Since status report was sent to OSC we have published; 2010 Special Session, and COBRA extension.

Bi-weekly bulletins – Post bulletins every two weeks on Tuesday to reflect current HR issues.

Statewide webinars - Jeanne reported the first webinar was held on December 15, in partnership with Horizon Health on “How to use the EAP Program.” This is a program that members can log on and watch from their computer. Storey County set theirs up in a training room and had over 20 individuals participate. We had an issue last webinar – when callers did not download program prior to the start of the webinar, and experienced a delay of about 10-15 minutes and missed the first part of the webinar. The webinar was recorded and is available on POOL/PACT’s website. Jeanne added that this is a very cost effective method of providing training and reduces the amount of travel expenses to members. Ben Sharit stated that they liked the training method. Geof Stark stated that Churchill County had 10 or more people attend, the material was a good reminder, and they thought it was a good method to get information out. Jeanne stated Horizon Health will conduct their next webinar on April 20, on Conflict Resolution. Information and instructions on April webinar will be sent out in the next week or so.

Web registration - planned for this fiscal year. Jeanne stated that this may not be complete due to the change in platform of e-learning classes. Programmers working on reporting capabilities and this process may be delayed until next fiscal year. Jeanne will update.

Jeanne reviewed the number of **trainings** that were scheduled for 09/10: 630 trainings are scheduled; 382 have been completed (61%), 1,572 participants attended with an average evaluation score of 4.5. out of a possible 5. Briefings a little behind, 53 scheduled, 20 complete. Policy development, we are behind, due to the fact that policies are a time consuming task. Steve Englert stated that Jeanne and staff were a huge help on personnel policy revisions. Lyon County updated their policies based on POOL/PACT policies available. Shani and Sharon did a lot of work on formatting and reviewing policies and making recommendations. Policies now being reviewed by county management and will go to the county board for approval in April, then distribution in June. Steve plans to distribute policies and have employees sign acknowledgement during mandatory open enrollment insurance meeting that they hold annually. **New program Succession Planning** as discussed last meeting, will be delayed until next year unless requested by a member. **Review of policies** are conducted so that critical policies are reviewed annually, others are reviewed every three years.

HR Compliance Assessment Program. FY 09/10 target was 10 member organizations. On-site assessments have been completed for seven members, with three to complete by end of fiscal year. West Wendover is scheduled for April 15, Storey County, May 19, Elko School District date pending. Jeanne stated that she anticipates we may have a grant application for approval at next meeting.



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- **Employment Opportunity Listing Website** Jeanne explained how the website links work. Jeanne continued that January was consistent with last year – and it is typically the month with the highest activity.

4. **Item: Report on Other Activities**

HR Problem Solving Report these are the incidents that are dealt with that are out of the ordinary for the previous quarter. There were no questions on the report.

FY 09/10 Report on Employment Related Claims Jeanne reported that claims have gone up significantly for this year. Donna Squires compiled some data – Jeanne will follow up with an email copy of the report to committee members, as Donna was out of town and she could not get the information prior to the meeting. Jeanne reported data as: 9 claims were with school districts, 7 counties, 7 cities, 6 law enforcement, 3 from special districts. 14 weren't actually official EEOC claims or filed with courts – merely threats, but we needed attorney involved to head off. 7 filed with NERC or EEOC, 6 actual lawsuits, 3 grievances, 1 ethics complaint, 1 OSHA complaint. No questions regarding the claims. Jeanne stated that we are trying to proactively address claims through the HR Assessment program in identifying policies that need to be revised or practices that may place members in litigious mode, and also through investigation training provided by Ann Alexander and Becky Bruch.

5. **Action Item: Memo from Wayne regarding providing HR Assessment to members who do not participate in POOL only in PACT.** Wayne's response was that all services should be provided to all members regardless of whether they belong to one organization or both. Wayne also addressed Curtis Calder's question on whether or not a retreat would be held this year. There most likely will not be a retreat this year; if a retreat is scheduled for next year we will revisit a HR component. Bill Deist agreed and indicated we would discuss further when the time is appropriate.

6. **Action Item: 2010/2013 Strategic Plan**

Jeanne stated that the strategic plan presented covers years 2010 – 2013 even though our contract only extends through 2011-2012. We have not identified any new programs that would be offered in 2012-13. Based on feedback from the OSC and our members, we should continue doing what we are currently doing, not spread ourselves too thin. Jeanne stated that we anticipate offering a few new courses, but that is subject to change as things evolve. Bill Deist offered that to be consistent with past years, not to spread services too thin, and appreciates Jeanne's understanding of that direction. Motion to approve strategic plan made by Geof Stark, seconded by Ben Sharit. Motion carried.

7. **Action Item: Schedule Next Regular Meeting for POOL/PACT Oversight Committee**

The next Oversight Committee meeting is scheduled for Wednesday, June 9th, 2010 at 10:30.



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8. Public Comment There were no public comments.

9. Action Item: Adjournment

Lisa Granahan motioned for adjournment, Ann Murdoch seconded, motion carried.

The meeting was adjourned at 10:57 a.m.