



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

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

**Date: December 13, 2013 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: Chairman Curtis Calder; Ben Sharit. Members participating by phone: Bill Deist; Pat Whitten; Robert Quick; Cindy Hixenbaugh; Ben Zunino. Not participating: Tracy Walters; Geof Stark; José Delfin; Danelle Shamrell. PRI Staff: Jeanne Greene; Christine Vido.

2. Item: Public Comment

No public comment was made.

3. For Possible Action: Approval of Minutes of Meeting September 20, 2013

Ben Sharit made a motion to approve the minutes of September 20, 2013. Ben Zunino seconded the motion. Motion was carried.

4. For Possible Action: Report on Current Activities

- **13/14 Strategic Plan** (July 1, 2013 through June 30, 2014)

Jeanne advised that the agenda packet was sent out earlier than normal and due to this, the report was dated 11/20/13. Jeanne will indicate any changes as the report is reviewed.

New Trainings - *Employee from Hell* is scheduled to be piloted in Carson City on February 5. ***Advanced HR Representative Certificate Program*** is scheduled to be presented on May 14 and 15.

Updated Trainings – 16 trainings have been updated to date. The majority of changes are due to recent legislation.

Regional Trainings – Three have been cancelled so far which includes, *The Good, Bad, and the Ugly, Workplace Violence, and Advanced EMS*. These cancellations are due to low registrations numbers.



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

Jeanne stated she is unsure why there is a lack of interest in the classes. Possible reasons include, timing of the trainings, participants being inundated with too many choices, or lack of interest. Jeanne indicated a survey would be going out to members to find out more information which she will cover in more detail later in the meeting.

Essential Management Skills (EMS) was held in Carson City during the fall. Two more EMS trainings are schedule this year; one in Carson City and another in Incline Village. Jeanne advised that the remainder of the regional courses listed on the Strategic Plan had already been reviewed in prior meetings.

Regional Workshops –Charlie Cockerill presented *Negotiations 101 and Advanced Negotiations* training in five locations; this was a full-day training, including beginning and advanced classes. The advanced class also had practical exercises at the end of the day to go over traditional and interest-based bargaining.

Ben Sharit said that the classes were excellent. Pat Whitten also agreed. Pat offered that future classes may want to have more focus on the interest-based bargaining portion. Jeanne stated that during her conversations with Charlie Cockerill, she asked if there were any additional topics or information that could be provided to the group and Charlie did not indicate there was anything else to add. Jeanne did say one possibility would be to create a one-day interest-based bargaining training. Pat Whitten replied that would not be necessary.

Steve Mulvenon presented *Media Relations* to Nye County Schools in October due to issues with Administrators dealing with the media. Ann Alexander will present *Investigation Techniques* to Nye Schools and *Student Interactions* will be presented to Douglas County Schools this year.

Research New Methods of Delivering HR Trainings/Briefings – Jeanne stated that the research will focus specifically on Webinar programs. She also advised that the project had not been started at the time of the meeting.

Post Members Pay Plan/Scale on Website, and Review and Update Sample Forms – All member Counties have been contacted to start collecting information. If the salary schedules are not available online, the members are being asked to provide that information so it can be uploaded to the POOL/PACT webpage.

Update Sample Forms – All of the sample forms will be reviewed this fiscal year.

Sample Personnel Policy Updates – New sample policies were released on July 1, 2013, and included all changes from the 2013 Legislative Session.

CBA Database – All information has been posted to website and will be updated throughout the year as new contracts are received from member organizations.

Alerts – The newest Alert released advised a change in the IRS mileage rate.



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

Trainings – 1,100 employees have participated in trainings this year. 1,800 employees have completed E-Learning courses.

Bill Deist and Pat Whitten both shared frustration with the e-learning sign-in process and the inability to get employees into the system. Jeanne advised that HR did not oversee the training platform itself. Jeanne stated she would follow up with Ann Wiswell to assist both Bill and Pat.

Jeanne advised the committee that the instructor and course evaluation scores are now broken out. This information was combined previously. Jeanne thought that this would give a more accurate reflection of the trainings presented.

Jeanne also advised the committee that participant information is now being collected for HR Briefing presentations. She explained in the past, the HR Briefings were intended for small groups of participants; now they are being presented to larger groups.

New Briefings – Three Briefings have been completed; a fourth is being developed presently.

Updated Briefings – 19 have been updated out of 30 scheduled. They are reviewed every other year to make sure they are current.

Webinars – Stress Management at Work was completed earlier this week. There were roughly 40 participants

HR Compliance Phase I – Gardnerville Ranchos GID and Gerlach GID have completed their recommendations and the applications will be reviewed for approval later in the meeting.

HR Assessment Phase II – Jeanne reviewed the organizations participating in the program for the current fiscal year. Mt. Grant General Hospital and the City of Fernley assessments were conducted since the report was sent to the committee members.

Jeanne asked the committee if there were any comments regarding the strategic plan. Pat Whitten suggested separating FRISK training from the balance of the training numbers and listing it separately. Curtis asked Jeanne if there were any other items that changed since the report was sent out. Jeanne advised that all items that had changed since the report was sent were identified during her review.

- **Nevada Rural Jobs website** – The numbers remain consistent from month-to-month. The Cowboy Territory continues to be visited most often.

5. **For Possible Action: Report on Other Activities**

- **HR Problem-Solving Reports** – These are unique issues that were addressed in the last quarter.



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

-
- **Report on Employment-Related Claims** – Jeanne stated that 22 claims have been submitted since the beginning of the year. It appears this will be a high-claim year.

6. For Possible Action: 14/15 Draft Strategic Plan

Jeanne advised the committee that next year's strategic plan was being presented early; however, the committee usually reviews the plan after the Executive Committee has approved in the spring. Jeanne wanted the committee to approve before presenting to the Executive Committee. Jeanne also advised that the joint POOL/PACT Meeting is scheduled April 24 & 25, 2014.

Pat commented that FRISK should be listed as a separate item. Jeanne also mentioned that she was going to add the HR Seminar to the plan.

Jeanne reviewed the plan with the committee.

New Trainings – The first new class will be an Anti-Harassment training. The intent is to have a generic class so that the training can be presented every year with a choice of three or four videos to keep the trainings different. *Advanced Leadership* and *Dealing withirate Customers* will also be developed.

Update Trainings – Two classes are identified to be updated.

Regional Trainings – Several courses have been identified to present. No dates have been scheduled at the time of the meeting.

Regional Workshops – Ann Alexander and Becky Bruch will provide *Internal Investigations* training.

Curtis Calder stated that this course should be offered with more frequency. Robert Quick commented that there should be additional info added to the course related to law enforcement investigations (NRS 289) or offer a separate class with a focus on law enforcement. Ben Zunino added that information related to school staff intimidating or bullying students should be added in the Anti-bullying class.

Jeanne asked if there were other suggestions for regional trainings. Curtis asked if the *Workplace Violence* training could be updated to include OSHA investigations.

New Briefings- Two have been identified, Strategic Planning and Employee Engagement. A third briefing will be selected at a later date.

Updated Briefing – 15 HR Briefings are identified to be reviewed and updated.

Statewide Webinars – Four webinars have been selected through Horizon Health.



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

Survey of Services – Jeanne advised that a survey has not been conducted in a couple years. The purpose of the survey is to find out what services members value and receive the most benefit from and if there are services that can be added, removed, or modified.

HR Compliance Phase I – Members are identified on the Strategic Plan that will be contacted to determine if they will participate in the assessment program. Jeanne advised the committee that due to the number of assessments already completed, there are not many organizations that remain to participate.

HR Compliance Phase II – Five members are identified on the Strategic Plan. They are identified because they have completed the Phase I assessment, which is a requirement to participate in Phase II.

Jeanne advised that no new services identified for the next fiscal year. Jeanne reconfirmed to the committee that FRISK and the HR Seminar would be added to the strategic plan. Curtis asked the committee if there were any additional changes that need to be made to the plan. No additional changes were noted.

Ben Zunino made a motion to approve the FY 14/15 Strategic Plan with the additional items noted by Jeanne. Ben Sharit seconded the motion. Motion was carried.

7. For Possible Action: HR Scholarship Application Approval

Curtis Calder started by asking Jeanne if there was enough funding available for the scholarship applications presented. Jeanne responded that \$20,000 was set aside for this program and the total cost for the five applications presented would be about \$9,000.

Jeanne suggested to the committee that the checks issued to the applicants would be broken up into different payments; the first payment would be for the application and membership fees; the second payment would be issued after the application is accepted for course materials and virtual seminar training. Once training is complete, a third check will be issued for payment of the testing fee. Once the applicant completes the test, they may submit a request for repayment of travel costs. Jeanne advised that the tests are only administered in Reno and Las Vegas, so travel will be required.

Pat Whitten asked if there should be a “pre-approval” from a high level executive (e.g., CEO, City/County Manager, Superintendent, etc.) prior to issuing payment to the applicants to assure the employees are in good standing. Jeanne replied that she could get confirmation by sending a letter or email. Curtis said the applications could be conditionally approved pending response from the organization’s high level executives. Jeanne also suggested that the application can be revised to include the signature of the high level executives.

Ben Sharit made a motion to approve the HR Scholarship Applications as presented with the condition that Jeanne contacts the high level executives for their approval. Robert Quick seconded the motion. Motion was carried.

Jeanne added that once the applications are approved, a mentor from POOL/PACT HR will be assigned to each applicant who will work directly with that individual.



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
201 S. Roop Street, Suite 102
Carson City, NV 89701-4779
Toll Free Phone (877) 883-7665
Telephone (775) 885-7475
Facsimile (775) 883-7398

Curtis asked Jeanne once the applicants complete the virtual seminar, are they ready to take the test. Jeanne responded that in most cases they are ready, but stressed that it isn't a good idea to wait too long. Cindy Hixenbaugh stated that she had to wait four weeks after her seminar before she could test and utilized that time to study more.

8. For Possible Action: HR Assessment Grant Application Approval

Curtis asked for review of the grant application for Gardnerville Ranchos GID and Gerlach GID. Ben Sharit made a motion to approve. Ben Zunino seconded the motion. Motion was carried.

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

The next meeting will be held March 28, 2014, 10:30 a.m., in Carson City.

10. Item: Public Comment:

No public comment was made.

11. For Possible Action: Adjournment

Curtis Calder called the meeting adjourned at 11:20 a.m.