



Nevada Public Agency Insurance Pool
Public Agency Compensation Trust
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**APPROVED MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT COMMITTEE MEETING**

**Date: December 16, 2011 Time: 10:30 a.m.
Place: Humboldt County Courthouse
50 W. 5th Street
Winnemucca, NV 89445**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Geof Stark; Bill Deist; Darcy Worms; Steve Englert; Jose Delfin; Ben Zunino; Ben Sharit; and Ann Murdoch. Not Present: Pat Whitten; and Robert Quick. PRI Staff: Jeanne Greene.

2. Action Item: Approval of Minutes of Meeting September 16, 2011

Ben Zunino made a motion to approve the minutes of September 16, 2011, as presented. Geof Stark seconded the motion. Motion was carried.

3. Item: Report on Current Activities

Jeanne reported the following:

- **11/12 Strategic Plan** (July 1, 2011, through June 30, 2012)

New Instructor-Led Courses – POOL/PACT HR indicated that two new courses would be completed this year. There are in fact four in development. Two that have been completed are the Achieving a Drug- and Alcohol-Free Workplace courses. There are two courses: one for employees and one for supervisors. The other course is Advanced EMS. This is being developed as a two-day course. The first day training materials are complete except for clerical proofing. The second day materials are about 50% complete. There will be a pilot training in Carson City on March 6th and 7th.

Revised/Updated Trainings – 21 courses have been identified for revision this fiscal year. Ten have been completed. The Human Resources Representative Certificate Program is next on the list of updates. The program is being rewritten to condense the program from six courses to five and update all of the federal and state laws that have changed in the past year.

New E-Learning Courses – Three new courses are being developed this year. Addressing Sexual Misconduct in Schools is complete and has been online for several months. The Drug and Alcohol course is about 50% complete. There will be two different courses; one for employees and the other for supervisors. They should be complete and online in March.



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Regional Trainings – 21 have been scheduled this fiscal year. Several more will be added due to the new Advanced EMS course. 14 of the scheduled trainings have been completed this year and one was cancelled. The cancelled course was the POWER training for the Nevada League of Cities. **EMS** – Two groups have completed this course. One was held in Lyon County in September and another in Carson City in October. Two more are scheduled; one in Carson City in January and another will be presented in Douglas County in February. **Advanced EMS** - Scheduled on March 6th and 7th in Carson City. Another one will be held in Carson City on May 1st and 2nd. There will be additional courses scheduled. **HR Rep Program** - Will be held in Carson City beginning in March. There are 12 participants registered at this time. It will be held on back-to-back dates. **Internal Investigations for Schools** - A result of many changes in law during the last legislative session. Ann Alexander of Ericson, Thorpe, and Swainston presented this in nine locations throughout the state.

Jeanne Greene asked Ben Zunino if he had attended any of the investigation trainings. Ben responded that he attended one of Ann Alexander's presentations and it was very well done.

Internal Investigations – Presented by Ann Alexander in Boulder City on September 21st. **Workplace Violence** – One was presented in Lovelock in July; another one will be presented in Douglas County after the first of the year. **POWER** – Training for NACO was presented in Fallon. The League of Cities presentation in Mesquite was cancelled. An additional training is scheduled in March for the School Board Members.

New HR Briefings – Four have been identified this fiscal year. Handling Employee Complaints has been completed.

Revised HR Briefings – 28 have been identified to be updated due to changes in law. They are prioritized on an “as-needed” basis.

Revised E-Learning Courses – Four have been identified to be updated due to changes in law. The changes have been identified and sent to the contract production company.

FRISK Training – This was given to the Lyon County School District Administrators. There were a total of 60 participants. They are a pilot organization. Mineral and Esmeralda Schools are next to receive the training. Humboldt County will be the first “non-education” organization to get the training. The developer of the program is rewriting the course for local government. It should be completed mid to late January. Once completed and published, the training will be taken out to other local governments.

Alerts – Six have been sent out to the members this year. This is information that is sent out when all organizations need to be notified of this issue immediately.

Webinars – Four will be scheduled through Horizon Health EAP. The Balancing Act was completed. There was very low participation. It is unclear if it was due to the time of year or if the members are “burnt out” on these presentations. Another webinar will be scheduled in March and depending on the participation, a decision will be made whether to continue



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having these presentations. There is no cost for these presentations; it is built into the EAP contract.

Geof Stark asked if there is access to the presentations after the webinar. Jeanne responded that they are available and a link is provided back to Horizon's webpage on the POOL/PACT website. Jose Delfin said that due to timing and professional development, his organization was unable to participate in the last webinar. Jeanne said that timing is a large factor in participation of these webinars and the dates can be changed to other times of the month to encourage better participation.

Client Service Programs – Succession Planning and Recruitment and Hiring Coaching are still available to the members. No organizations have come forward requesting succession planning services. The City of Yerington has two vacancies, a Public Works Director and City Clerk. They may be utilizing the Recruitment and Hiring Coaching services to fill those positions.

Statistics – Trainings – 71 trainings scheduled; 39 completed; 1,400 participants.
E-Learnings – 8,300 employees have registered for different courses. This number can include one employee registered for multiple courses. To date, 719 have completed.
HR Briefings – Three have been scheduled and two complete. **Policy Development** – 40 organizations have indicated that they want to update their policies. Two have completed - Mt Grant General Hospital and Douglas County.

Policies – Many changes were completed at the beginning of the fiscal year due to the legislative session. They will also be reviewed again in May and June this fiscal year.

HR Compliance Assessment Program – Five organizations from 09/10 are working on the completion of their recommendations. Yerington is close; they have job descriptions remaining and Jeanne is hopeful they will be complete by the March meeting. West Wendover's final item to complete is their policies and they should be reviewed and approved by their council shortly. Tahoe Douglas Fire continues to work on the recommendations. It is unclear when Churchill County Schools will complete. Town of Tonopah has adopted policies and has a few job descriptions to complete. There are several organizations from the 10/11 assessment group that need to complete their recommendations. Esmeralda Schools will be taking their new policies to their board in January. Lyon County Schools need to complete their job descriptions and Sun Valley GID hopes to complete their recommendations by March. For 11/12, Douglas County has completed their assessment. Gardnerville Ranchos GID has completed their initial assessment visit and has started to work on their recommendations. Churchill County has received their list of recommendations. The rest are tentatively scheduled at this time.



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- **Employment Opportunity Listing Website**

The numbers still appear very consistent.

4. Item: Report on Other Activities

- **HR Problem-Solving Reports** – These are samples of different issues that are not day to day issues.

Curtis Calder commented that he likes to read these because it gives him insight into the different types of issues that other organizations are dealing with.

- **Report on Employment Related Claims** – Jeanne said that she is very encouraged by the numbers. There are only eight claims to date and if this rate continues, there may only be about 20 claims for the whole year. Jeanne is hopeful that it is due to the trainings that employees and supervisors are receiving.

5. Item: Discussion of POOL/PACT Retreat

Curtis Calder mentioned that he, Jeanne Greene, and Geof Stark attended the POOL/PACT retreat in Eureka. Curtis said that the retreat was very well attended. It had been three years since the last retreat. He said that there was positive feedback about POOL/PACT HR and requests for additional services. There were lists made of priorities that the insurance pool should focus on. The lists were divided up into member needs, shared services, social media, and technology. Under Member Needs, there was human resources and education and high-level human resources services. Under Shared Services there was technology and information technology services, social media and guidelines for use, and policy standards or best practices. Under Technology there was information technology support and information technology services cloud. Curtis said that he consistently heard the need for the HR support. Everyone likes what POOL/PACT HR is doing but is there a way to provide more services. Jeanne said items she noted during the retreat were succession planning, internal investigations, shared recruitments (i.e. have a deputy sheriff recruitment for three counties), negotiations, consolidated payroll facilitation, comp and benefits study, and write job descriptions for organizations. Curtis said that one topic that POOL/PACT would probably move forward on is the information technology and investing in an information systems cloud that the members can participate or buy into. Curtis told the committee that they might want to look at these items and work on a proposal regarding these services to discuss at the next meeting. The proposal would be taken before the Executive Committee for approval. Jeanne asked if the Oversight Members could go back to their organizations and find out what services POOL/PACT HR could provide. Jeanne said with that information, a survey could be sent out to the other members and those services could be ranked. The information collected could then be presented to the full board. Jose Delfin thought that expanding the POOL/PACT HR services is a good idea. The school district has two types of negotiations; traditional and interest based bargaining. Jose said he was interested to know if either form of bargaining was discussed at the retreat and how POOL/PACT HR could assist. Curtis said interest based bargaining was not discussed at his table and the smaller organizations feel that they do not have the resources available to effectively bargain for a decent contract. Darcy Worms said that she agrees with Curtis' comments and that is why they hired an outside labor attorney. She said it



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would be nice to have someone to call just to find out if the organizations are going in the right direction. Ben Sharit also agreed. Ben Zunino said that it is important that individuals on the bargaining teams have training and resources available to conduct the negotiations. Geof Stark said that was an important item discussed during the retreat; one person at POOL/PACT HR who would have the knowledge of what different organizations are agreeing to. Ben Zunino added that the organizations would need to be responsible to provide POOL/PACT HR with updated information so they are aware of what is being bargained or not bargained for. Curtis said that POOL/PACT HR needs to conduct surveys to gather the information and have available so organizations would not have to go out individually and gather this information; it would be available to them in one location. With payroll reductions, loss of staff, and smaller resources, Curtis said it could be a very useful tool for many organizations. Curtis said another service that could be provided is access to labor council, i.e. POOL/PACT HR could budget a certain amount of money to allow members access to a labor attorney. Curtis said the committee needs to ask what type of services should be provided and how that will affect the budget, will more staff need to be added, can services be contracted out, and what resources will be required. Ben Sharit asked if the proposed survey would help with answering those questions and Curtis responded that it would. Jeanne said if the survey was sent out, the organization would be able to identify their size so the results can be narrowed down to see if the need is only in the small organizations or if there is a desire for these services in the majority of the organizations. Jeanne said that there was a large organization at her table at the retreat who said that they would never use the POOL/PACT HR services in negotiations because they already contract with a labor attorney so the need may be in the small organizations. Jeanne told the committee that a possibility to consider was providing annual training to the members by a labor attorney. The trainings could be separated for school districts, local governments, and even smaller organizations. Jeanne also said POOL/PACT HR could coordinate a spreadsheet that would outline the items that each organization negotiated. The spreadsheet could be provided to organization prior to the start of negotiations. Ben Zunino commented this would be helpful especially to those organizations or individuals with little or no experience. Jeanne offered to put the suggestions made at the meeting as well as items discussed at the retreat into a summary that would be sent out via email to the committee for review. Any additional suggestions regarding the survey could be sent back to Jeanne mid January to include in the survey. The survey could then go out by the beginning of February.

6. Action Item: HR Assessment Grant Application Approval

Jeanne presented the committee with one application for approval. It was for Douglas County. Jeanne mentioned that Darcy Worms completed the recommendations very quickly. The majority of them were policy related. Darcy presented the commission with the policy revisions and they were approved. Douglas County is asking \$500 for the Rosetta Stone program so the HR staff can learn to speak Spanish to communicate with Spanish-speaking applicants and employees. Bill Deist made a motion to approve the application as presented. Ben Zunino seconded the motion. Motion was carried.



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

Curtis Calder said that the next meeting will be in March. The next Oversight Meeting is scheduled on Friday, March 23, 2012, in Carson City.

8. Item: Public Comment

No public comment was made.

9. Action Item: Adjournment

Curtis Calder called the meeting adjourned at 11:21 a.m.