



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

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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 23, 2012 Time: 10:30 a.m.  
Place: POOL/PACT Offices  
201 S. Roop Street, 2<sup>nd</sup> floor conference room  
Carson City, NV 89701**

**1. Oversight Committee Roll Call:**

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

**2. Item: Public Comment**

No public comment was made.

**3. For Possible Action: Approval of Minutes of Meeting December 16, 2011**

Robert Quick pointed out a correction to be made on page five. Geof Stark made a motion to approve the minutes of December 16, 2011, with the correction noted. Darcy Worms seconded the motion. Motion was carried.

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

Jeanne reported the following:

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

**New Instructor-Led Courses** – Jeanne advised the committee that all new courses have been completed this year. The new courses included the two part Achieving a Drug- and Alcohol-Free Workplace and the two day Advanced Essential Management Skills Certificate Program.

**Revised/Updated Trainings** – 17 courses have been identified for revision this fiscal year. The majority are complete with the balance expected to be complete by the end of the year.

**New E-Learning Courses** – Three new courses are scheduled this year. Addressing Sexual Misconduct in Schools is complete and is available online. The two Drug and Alcohol courses are about 50% complete. There will be two different courses; one for employees and the other for supervisors. They will be online by the end of the fiscal year.

**Regional Trainings** – 23 have been offered this year. The majority are complete. Two Advanced EMS courses are still to be offered. One course will be presented for Churchill



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and Lyon Counties in April and one in Carson City, May 1<sup>st</sup> and 2<sup>nd</sup>. HR Representative Certificate Program will begin in April in Carson City. It will be five sessions.

**New HR Briefings** – Three are being developed this year; Handling Employee Complaints is complete; Reasonable Suspicion and Social Media are in progress.

**Revised HR Briefings** – 27 have been identified to be updated. About 75% are complete. The balance will be completed by the end of the year.

**Revised E-Learning Courses** – Four have been updated and are now available online.

**Level 3 Surveys** ó Sent to participants six weeks after completion of certificate programs to identify if they have applied the knowledge learned. Several have been completed with the balance due later in the year.

**Alerts** – The most recent alert sent out was regarding ðbath saltsö as an illegal substance.

**Webinars** – These are scheduled through Horizon Health EAP. Three have been presented this year and two more will be offered by the end of the year.

**Member Service Programs** ó 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 utilized the Recruitment and Hiring Coaching services for a Public Works Director. Jeanne helped Yerington revise their job description, develop a recruitment plan, and identify where they were going to advertise but the recruitment is now on hold due to fiscal considerations.

**Statistics – Trainings** ó 207 trainings scheduled; 92 completed; over 2,000 participants. Other statistics were presented on the report including trainings cancelled by the member, moved to next year, or postponed; Average rating 4.6 out of 5.0. **E-Learnings** – 9,000 employees have enrolled in various classes. This number can include one employee registered for multiple courses. To date, over 3,700 have completed with the majority of participants being school districts. **HR Briefings** ó Ten have been scheduled and nine complete. **Policy Development** – 40 organizations have indicated that they want to update or adopt new policies. Seven have completed. The others are still working to complete.

**Sample Policies** – Revised in July due to legislation. They will be reviewed again before the end of the year.

**HR Compliance Assessment Program** ó Jeanne anticipates West Wendover completing their recommendations by April 4<sup>th</sup>. Tahoe Douglas Fire continues to work and make progress. Sun Valley GID is very close and may be done next month. For the current fiscal year, 13 organizations were scheduled for assessments. White Pine County, City of Ely, and Moapa Valley Water have not started the assessment process and may be moved to next year.



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Geof Stark asked a question regarding the EAP webinars. He wanted to know if participation in the most recent webinar was better than the previous webinar offered in December. Jeanne responded that the recent webinar had about 30 participants; higher than the one before. Jeanne felt the reason for the low participation in December was due to the webinar being offered right before Christmas. Jeanne also advised the committee that the next webinar, Managing Violence in the Workplace, was requested by Steve Englert due to his employees not being able to attend the regional Workplace Violence training held in Douglas County in March. Robert Quick asked if the webinars were available after the presentation. Jeanne stated that the recordings are posted on the POOL/PACT website. Robert stated that many times he and others are unable to participate in the webinars on the day of the presentation but the recordings are accessed after the fact. Jeanne said that statistic is not being captured in the training numbers. Robert asked if there is a way to track the participation. Christine Vido will look into how to obtain that information. Christine also let the committee know that the recordings are available for a short amount of time after they are put on the website, usually 3-6 months.

- **Employment Opportunity Listing Website**

There are no significant changes in the website statistics.

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

- **HR Problem-Solving Reports** ó These are samples of different issues, that are not day-to-day issues, that are of interest. Jeanne pointed out synopsis three regarding an employee with USERRA rights. The employee and the union threatened to go to the media and are now in negotiations with the organization. Jeanne also pointed out the last two presented were legal opinions. Synopsis five dealt with holiday pay for law enforcement and synopsis six addressed concealed firearms in the workplace. Jeanne said that copies of the legal opinions will be sent to all of the committee members. Curtis Calder commented on synopsis six regarding concealed firearms and said that the legal opinion could change policy. Curtis said that many public agencies have signs in their buildings referencing an NRS that states weapons cannot be brought onto the premises. Jeanne responded that NRS allows for the sign and it is for the public; the employee can still carry their weapon, if they have a permit.
- **Report on Employment Related Claims** ó Curtis stated that the claims appear quite low this fiscal year, and may be one of the lowest years. Curtis was hopeful that the reduction of claims is a result of the work done by POOL/PACT HR. Jeanne pointed out that there are very few open claims remaining in the previous claim years indicating that the POOL/PACT attorneys are working hard to close them. Curtis said this information should be pointed out at the joint POOL/PACT meeting.

**6. For Possible Action: Results of POOL/PACT Member Survey**

Jeanne advised committee that the survey was sent to 176 people in which 70 responded; a 40% response rate. 53 different organizations were represented in the responses; about 50% of the



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members. The members were asked if they were interested in the feasibility of additional services. The responses included five ratings from "absolutely not" to "absolutely." The respondents were asked to identify the type of organization that they were with, the size of the organization, and if they were the HR contact or CEO (or highest level manager). Overall, the highest ranking service was the HR Assessment Phase II which received 4.0 out of 5.0.

Jeanne presented the survey results to the Executive Committee on Friday, March 16, 2012 and requested input. The Executive Committee indicated that the focus should be limited to services that would reduce liability. Pat Whitten commented that the Executive Committee was concerned about the added costs related to some of the services offered. Jeanne had indicated to the committee that some of the services could be added without additional resources.

The first item for consideration is HR Assessment Phase II, which would be offered to members who completed the initial HR assessment. Phase II would be focused on compensation and compliance with FLSA and state law. The next highest ranking service is a compensation and benefits survey. Jeanne advised that the compensation and benefits survey could not be completed without hiring additional staff or utilizing additional resources. Jeanne discussed the previous compensation and benefits survey with Jeff Fontaine at NACO. Jeff told Jeanne that NACO paid \$20,000 for the compensation and benefits survey in the past. Jeff believed that amount would probably be double that amount at this time. Robert Quick and Darcy Worms both agreed that the old compensation and benefit reports were inconsistent and difficult to use. Jeanne stated that the Executive Committee did not want to move forward with this item.

The next item is a database of collective bargaining concessions. Jeanne indicated that this project could be completed internally with existing resources. The Executive Committee asked that pay tables and health benefits be added to the database. Robert said that scanned copies of the CBAs would also be useful. Jeanne thought that this database would be available on the website. Curtis Calder said another consideration would be some sort of trigger that would alert POOL/PACT HR to revise or update information as agreements are updated. Jeanne would like to put together a subcommittee of HR contacts that would discuss what bargaining items would be tracked in the database. Curtis said another consideration regarding the database is that many organizations do not settle their contracts until after the fact and are retroactive. Many of the contracts are for one year terms. Darcy said as long as the dates are listed, individuals using the database know what they are accessing. Robert Quick agreed and said that having some information is better than none at all. Ben Sharit suggested that the database have contact information for each organization. If there is outdated information or questions regarding a contract, there is someone for the members to talk to. Jeanne told the committee that if this is something to move forward with, a subcommittee can be formed to put together a presentation for the committee for review and approval.

Jeanne said another item on the survey was a classification and compensation study. Jeanne stated that it would be expensive for POOL/PACT HR to contract out and it is very difficult to defend. Jeanne feared it would bring additional liability to the POOL. Another issue in addition to the cost of the study is the cost to implement the results of the study. Jeanne indicated that the Executive Committee did not want to move forward with this item.



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Mediation service is another topic brought up in the survey. Jeanne said that the Executive Committee recommended putting together a list of mediators throughout the state and try to obtain a negotiated rate for all of the members if they needed to utilize them. Members would contract directly for these services.

An additional topic from the survey was negotiation services. Jeanne said that Curtis had contacted Proctor Hug and he was willing to provide training to the member organizations. Jeanne said that this is a service that can be provided with existing resources. Jeanne would like to see six trainings delivered throughout the state and rough calculation indicates the cost would be around \$5,000 in total. Pat Whitten added that Storey County has been working with Charlie Cockerill and are pleased with his services and that might be another option for training. Robert Quick said that Lander County uses Charlie as well and warned that many organizations use his services and depending on the time of year, he might be difficult to contact. Curtis suggested that perhaps Proctor could do presentations for the school districts and Charlie can present to local government. Curtis said the training should be Collective Bargaining 101 and include the basics of NRS 288 and modify for school districts and law enforcement.

The next item is writing job descriptions. Jeanne said this would also need to be contracted out and the Executive Committee did not feel it was worth pursuing.

The next two items are related. The first is hours to consult with a labor expert. Jeanne said that a certain amount of hours would be contracted for each organization to consult with a labor expert and POOL/PACT HR would pay for this service. The second is to negotiate a reduced rate for the members to contact a labor expert directly. The Executive Committee thought that negotiating a reduced rate for the members was the better option.

Another item was web-based succession planning. This item was not highly rated. Jeanne advised that she researched programs online and she estimates that it would cost about \$10,000 to host this service. The Executive Committee did not want to pursue this.

Jeanne said that other items on the survey included shared payroll and shared recruitment and neither was rated very highly.

Jeanne said she was asked by the Executive Committee to develop a return to work briefing and return to work sample programs. This can be completed with existing resources and will be added to the 12/13 strategic plan.

Jeanne also advised the Executive Committee recommended approval of a three-year contract with the option to extend an additional two years. The grant for POOL/PACT HR will be reduced by \$58,500 each year. Jeanne said that this will not be an issue because Jonathan Sherwood's position has not been filled since he resigned last year. Curtis asked Jeanne what would happen if the need to fill Jonathan's position were to occur. Jeanne stated that she was told by Mike Rebaleati that she could ask the Executive Committee and they would approve the funding for that position. Pat



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Whitten added that issue was specifically addressed during the Executive Committee meeting. Jeanne also added that POOL/PACT HR has contracted with Neal Freitas to assist with trainings and he works on a contract basis. Curtis reiterated that if the need arises for additional funding, not to hesitate to ask.

Jeanne asked if there are any additional services the committee would like to see added to the strategic plan for the next fiscal year and if they wanted to go with what was recommended at the Executive Committee. Curtis said that the HR Assessment Phase II has a lot of support. Darcy added it helps the member liability so it should be a priority. Curtis thought that the database for collective bargaining agreements would also be another priority. Jeanne said for that project, a temp may have to be brought in to free up time for Christine to dedicate to development of the database. Jeanne let the committee know that Sharon Gesick was on contract and could be contacted to help out with this. Jeanne asked the committee about having a list of mediators available. Curtis said he is not sure how important that would be for other entities, he has only used them twice for the City. Robert Quick shared the same experience. Curtis said it is low enough on the survey that it would not be worth moving forward. Pat Whitten said that negotiating a discounted rate for labor negotiations should not be overlooked. He said that the POOL has the ability to get the lower rates because of their buying power. Jeanne also asked the committee about the negotiation training. Curtis said that if it currently fits into the budget and the attorneys are willing, to go ahead and move forward in scheduling those trainings next fall. Darcy said she would have other people in her office participate in the training too because it would be good for others to have the knowledge beside herself. Jeanne asked for direction and Curtis said to move forward with the identified services approved by the Executive Committee with the exception of contracting for mediators. Jeanne pointed out that the scope of services document was included with their handouts and the new services would be added before presenting to the full board next month.

**7. For Possible Action: Joint POOL/PACT Board Meeting**

Jeanne told the committee that the meeting will be held April 26<sup>th</sup> and 27<sup>th</sup>. The draft agenda shows United Educators will have a presentation the afternoon of the 26<sup>th</sup>. Another presentation will be County Reinsurance Enterprise Risk Management, Responding to Crisis. Jeanne asked if Pat Whitten had any more specifics on the joint meeting. Pat did not. Pat thought that both days will leverage pretty heavily on the 25<sup>th</sup> anniversary of the POOL. Jeanne said from the HR side, the normal presentation will be given. Jeanne also said that plaques will be handed out to the organizations who completed HR assessments during the past year. The recipients of the plaques will be: Mt. Grant Hospital, Douglas County, and West Wendover. Sun Valley GID and Yerington may be completed in time and could also receive plaques.

**8. For Possible Action: HR Assessment Grant Application Approval**

Jeanne advised the committee that no applications were received for the meeting.

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



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Curtis Calder said that the next meeting will be in June. The next Oversight Meeting is scheduled on Friday, June 15, 2012 at 10:30 a.m. Curtis wanted to see if Bill Deist would host in Winnemucca again. Christine will email Bill and the committee will be advised of the location at a later time.

**10. Item: Public Comment:**

Jeanne let the committee know about the Risk Management Grant available to all members. Several situations have occurred recently in which members attended trainings in Carson City by paying their own way and members have cancelled coming to trainings because they were unable to afford the travel. The grant can assist with these costs and allow members to participate when they otherwise would not have.

Jeanne also mentioned an EMRB meeting that Darcy and Ben also attended. Jeanne said the only thing that she found of interest was regarding SB98 concerning supervisory employees who cannot be part of a union. There is a hearing, possibly scheduled in May, for the EMRB to hear the issue brought forth by the City of Reno. There may be clarification due to this hearing. Ben asked that if Jeanne hears anything regarding this issue to notify the committee members.

Darcy commented that the Advanced EMS that she attended was excellent. The scenarios really helped the non-HR people understand all of the steps involved. She felt it will be very beneficial to managers and supervisors. Robert Quick stated that he was able to utilize the material shortly after the course. Jeanne said that a survey was conducted after the course asking for input. The majority of individuals want the course to be a full two days and POOL/PACT HR will add additional information to expand the course for next year.

Pat Whitten complimented Christine for the organization of the agenda and handouts.

**11. For Possible Action: Adjournment**

Curtis Calder called the meeting adjourned at 11:47 a.m.