



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
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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 8, 2013 Time: 10:30 a.m.
Place: Humboldt County Courthouse
50 W. 5th St.
Winnemucca, NV 89445**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Danelle Shamrell; Robert Quick; Bill Deist; Ann Murdoch; Pat Whitten; Tracy Walters. Not Present: Ben Zunino; Jose Delfin; Geof Stark; Ben Sharit. PRI Staff: Jeanne Greene.

2. Item: Public Comment

No public comment was made.

3. For Possible Action: Approval of Minutes of Meeting September 21, 2012

Tracy Walters made a motion to approve the minutes of September 21, 2012. Robert Quick seconded the motion. Motion was carried.

4. For Possible Action: Approval of Minutes of Meeting December 7, 2012

Bill Deist made a motion to approve the minutes of December 7, 2012. Tracy Walters seconded the motion. Motion was carried.

5. For Possible Action: Report on Current Activities

Jeanne reported the following:

- **12/13 Strategic Plan** (July 1, 2012, through June 30, 2013)

New Instructor-Led Courses – Three were developed during the current year; Performance Management, Documentation, and So You Think You Want to be a Supervisor.

Revised/Updated Trainings – Many classes have received updates this year. The Customer Service class is currently being updated and should be ready to present this year.

Regional Trainings – EMS has been given twice. The Carson City class is currently being taught. Two more are scheduled for Pahrump and Eureka.



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Curtis asked Jeanne if the EMS class had good attendance. Jeanne responded that the EMS course is always well attended and there were 26 participants in session one that was presented on March 5th.

Advanced EMS has been presented twice already this year; once in Carson City and once in Douglas County. Two more are scheduled in May; one in Carson City and one in Elko. HR Representative Certificate Program is scheduled to begin in April. A Perfect Storm was presented in Carson City at the end of February. So You Think You Want to be a Supervisor will be taught twice in April and Workplace Violence was taught once in Carson with another scheduled in Eureka in the spring.

FRISK Documentation Program – POOL/PACT HR continues to teach the school version of the program. The local government edition is not yet released.

Regional Workshops – Charity Felts with Erickson, Thorpe, and Swainston provided seven sessions of Social Media throughout the state. Labor attorney, Charlie Cockerill presented Negotiations 101 trainings five times. Ann Alexander and Becky Bruch with Erickson, Thorpe, and Swainston provided Internal Investigations training to Nye County School District at the end of February.

HR Seminar – This seminar is scheduled May 2 and 3 at the Atlantis in Reno. Jeanne asked the committee if anyone besides Danelle and Robert was planning to attend. Tracy stated she would like to attend. Curtis said that he may have conflicts so he could not commit at this time. Jeanne asked the committee members if they would be agreeable to introducing speakers at the event. Danelle, Robert, and Tracy all agreed. Curtis said Doug Gailey could stand in on his behalf. Jeanne stated she would ask Brenda Wiley to stand in for Bill Deist.

New HR Briefings – Three new briefings were scheduled to be completed this year. Overtime Requirements Under State Law and Social Media are now complete. The Return to Work briefing is 60 percent complete and should be ready for release in April.

Revised HR Briefings – A number of briefings were identified for revision and Jeanne stated all would be reviewed and finalized before the end of the fiscal year.

Webinars – Four webinars were scheduled to be presented in conjunction with Horizon Health; three have been completed. Strengthening Work Relationships and Teambuilding was presented on March 7th; 50 people registered which is the maximum.

Danelle asked Jeanne if the webinar will be recorded. Jeanne advised that the webinar was being recorded. After the presentation, the webinar is re-recorded because Horizon Health will not record the actual session due to concerns about confidentiality. Once the recording is complete, it will be uploaded to the website and an email will be sent notifying members of its availability.



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Sample Policies – The revisions were completed and distributed to members in July. Jeanne advised that she was going to start the annual update; however, it will not be finalized until after completion of the legislative session in order to capture any changes in law.

Collective Bargaining Concessions Database – The law enforcement portion is complete and on the website. Access to this information is restricted to specific individuals. The school district portion will be complete by April 1st. The general employees section will be finalized by June 1st.

Alerts – The most recent alert issued informed members of new FMLA regulations.

Statistics – Trainings – Jeanne advised that 1,900 participants have received training this year. **ELearning** – Close to 10,000 employees are enrolled with about 1,600 completed.

HR Compliance Assessment Program – Two organizations from FY09/10 are still not complete but continue working forward. They are Yerington and Churchill School District. Jeanne is hopeful they will be complete by the end of the year. Members from FY10/11 and 11/12 continue working on the recommendation; mostly job description completion. Some changes in management have caused delays in some of the assessments. For FY12/13, Douglas Schools, White Pine County, and Mesquite have scheduled their initial assessment visit. White Pine School District still has not been scheduled.

HR Assessment Phase II – This is the compensation-related assessment. Jeanne did the assessment for Carlin and found some recommendations. West Wendover and Nevada Rural Housing are now scheduled in May. Douglas County, Lyon County, and Storey County all experienced turnover in their HR positions so Jeanne is not sure if any of those assessments will be conducted this year.

Pat Whitten asked Jeanne to go ahead and move Storey County to the next fiscal year. Tracy Walters told Jeanne that she would be open to having the phase II assessment conducted this year.

- **Employment Opportunity Listing Website** - Jeanne pointed out that the numbers presented to the committee was incorrect. For November, there were 262 unique visitors and for December, it was 317. Jeanne did point out that Robert Quick's request for more detailed information regarding the number of visits to specific organization websites could not be completed, however; a breakdown was provided to show which territories were getting viewed the most.

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

- **HR Problem-Solving Reports** – Jeanne advised that these were unique situations that occurred during the last quarter.



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- **Report on Employment Related Claims** – Jeanne said the report was as of January 31. There were 22 claims at that time. Four of the claims have been closed and three of those claims were closed with no cost.

7. **For Possible Action: Subsequent Injury Fund**

Jeanne stated this is a follow-up to the last oversight meeting. The questionnaire presented at the last meeting was presented to Becky Bruch to review as she is an ADA expert. As a result, the questionnaire was scaled back to one page. Bob Balkenbush said that there would be enough information on the form to make a case to access the Subsequent Injury Fund.

Jeanne said once the form was approved, an alert was issued to all members asking that all new employees complete the form at the time of hire and to have current employees fill out at the time of open enrollment for health benefits. If an existing employee chooses not to fill out the form, there is to be no disciplinary action. Members are being asked to retain all medical documentation on employees including doctor's notes, time sheets indicating time off for medical reasons and keeping this information in a medical file.

Jeanne asked if anyone has used this form so far. No one indicated that they had. Jeanne if there were any issues regarding this form to contact the POOL/PACT HR office.

8. **For Possible Action: Legislative Tracking**

Jeanne advised the committee that legislation affecting employment is being tracked by HR, but will not include workers' compensation. Wayne Carlson has hired lobbyist, Randy Waterman, who is tracking all of the workers' compensation-related bills. Jeanne advised the committee that a spreadsheet outlining the bills being tracked will be on the website for review and will be updated on a weekly basis.

Jeanne highlighted some bills of interest:

AB104 – Requires public employers to use the e-verify system.

AB112 – Changes to CBAs; the evergreen language. Contract expires unless there is language in the contract that states it continues.

SB70 – Adds status as a family caregiver to employee-protected categories. The bill does not give a definition of what family caregiver leave is so Jeanne stated she will have to listen to the hearing.

SB87 – Jeanne explained that there is currently a provision that states an employer cannot discriminate against an employee doing something lawful (i.e., smoking). This bill would abolish that provision. Again, Jeanne stated that she will have to listen to the hearing to understand the intent of the bill.

SB95 – Creates a task force on employee misclassification.



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SB124 – Requires fact finders, hearing officers, and arbitrators under collective bargaining agreements to be licensed attorneys.

SB127 – Prohibits employers from using consumer credit report in making an employment decision.

SB144 – Regarding NRS289 for police officers. Currently, if a police officer is disciplined, they are entitled to review the entire investigation file. The bill would allow the file to be reviewed before discipline is implemented.

SB188 – Makes English the sole language of political subdivisions with limited exceptions.

SB192 – Prohibits a governmental entity from substantially burdening the exercise of the religion of a person.

Curtis asked Jeanne if POOL/PACT HR was going to track PERS-related legislation and Jeanne indicated that it was going to be tracked.

Jeanne asked the committee if there were any questions or suggestions regarding how the bills are being tracked and there were none. Jeanne did state that there has not been an alert issued to advise the HR contacts that the spreadsheet is available on the website. It was agreed that something should be sent. Danelle commented that she had been on the website and the form was easy to find.

9. For Possible Action: Approval of 13/14 Strategic Plan (July 1, 2013 through June 30, 2014)

Jeanne started by explaining that the Executive Board was presented the Strategic Plan with the knowledge that it had not review or approved by the Oversight Committee.

New Instructor-Led Courses – Two are identified; Advanced HR Rep and Employee From Hell. Jeanne explained that a video was purchased that the Employee From Hell course will be written around.

Revised/Updated Trainings – Jeanne stated that many courses will most likely be updated this year due to legislation.

Regional Trainings – Many of the regional trainings for the next fiscal year have already been scheduled. Essential Management Skills is scheduled in the Fall and will be taught again in the Spring. The Good, The Bad, The Ugly, Advanced EMS, and HR Rep will also be taught.

Jeanne advised the committee that the reason for getting the trainings scheduled so early was due to sharing the upstairs conference room with two other state agencies.

Regional Workshops – Charlie Cockerill has agreed to do a full-day negotiation training course. The first two hours will consist of Negotiations 101 which would be the same training presented last year; the remainder of the day will be Advanced Negotiations containing two hours of additional instruction and two hours of practical exercises. It is scheduled in Carson City, Pahrump, Elko, and Ely.



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Jeanne advised that there are several other topics that could be presented by an outside speaker this year and offered the ideas to the committee for consideration. Some ideas include a Health Care Reform presentation or Media Relations by Bill Brown or Steve Mulvenon. If there are changes to records retention and requirements during the legislative session, Jeanne stated Jerry Lindsay from State Archives could be contacted for a presentation as well. Jeanne asked the committee if any of the ideas were worth considering or if the committee had other ideas.

Curtis thought Health Care Reform would be beneficial to members. Curtis stated that he has had issues arise with union benefits programs and was unable to find someone to help answer his questions. Jeanne offered if POOL/PACT HR moved forward with a presentation on this topic, perhaps a questionnaire could be sent out to gather questions that could be researched prior to the presentation. Tracy and Danelle also agreed this would be a beneficial presentation.

Curtis mentioned another issue that he has heard about regarding individuals who retire in PERS then try to collect Social Security. Curtis said many are shocked to find out that Social Security is offset and they do not collect as much money as they thought they would. Danelle stated she notices the same thing and asked if a Briefing could be put together to address that issue. Jeanne stated she would look into this topic further.

FRISK Documentation Program – The balance of member school districts are listed on the service plan. All are tentative at this time.

HR Seminar – This is the event scheduled in May of this year. If successful, it will be an annual event.

Research New Methods of Delivering HR Training – This was an item listed on the three year strategic plan. Possible ideas include using webinar software or Skype to deliver trainings.

New HR Briefings – Jeanne advised that a new Mentoring briefing will be completed this year however credit will be taken in the next fiscal year. There are two other briefings listed on the strategic plan; Strategic Planning and Bring Your Own Device. Jeanne explained Bring Your Own Device will focus on smartphones that have access to email. The issue is non-exempt employees who are checking email on smartphones during off hours and its overtime implications. Windfall elimination provision (PERS offset) can also be added as a topic.

Revised HR Briefings – Half of the briefings are reviewed and updated every year.

Webinars – Four webinars will be presented in conjunction with Horizon Health. No dates have been confirmed at this time.



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HR Compliance Assessment Phase I Program – Jeanne indicated members have not confirmed their participation for the 13/14 phase I assessment program due to not having service plan meetings at this time. Jeanne advised that most of the large organizations have participated in the program so the focus is now on the smaller organizations.

HR Compliance Assessment Phase II Program – Storey County and Lyon County are listed but if either organization completes the initial assessment visit, they will be moved over to the current service plan.

Pay Schedules/Tables – This was a request from the Executive Committee. Jeanne said she does not have a problem doing this however, a disclaimer would need to be on the form to confirm information with the organization to assure it is current and getting a current job description so individuals are comparing “apples to apples.”

Robert Quick asked if organizations could send in copies of their job descriptions and upload them to the website to save time researching. Jeanne agreed this could be done. Danelle also suggested having links to the organizations website. Jeanne said she would present a plan at the next meeting.

Jeanne asked if the Strategic Plan should be amended to include the pay table request. Curtis agreed it should be added. Bill Deist made a motion to approve the Strategic Plan with amendment. Robert Quick seconded the motion. Motion was carried.

10. For Possible Action: HR Assessment Grant Application

The application presented was from the City of Fernley. Jeanne advised the committee that the recommendations they completed included updating policies, job descriptions, employee files, and I-9s. Robert Quick made the motion to approve the application as presented. Tracy Walters seconded the motion. Motion was carried.

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

The next meeting will be held June 7th in Winnemucca at 10:30 a.m.

11. Item: Public Comment:

Jeanne mentioned that the Executive Committee did approve the budget for the next fiscal year. Some of the funds were moved to increase the member education and services category by \$10,000 with the intent of offering more training around the state. Tracy asked how much money was in the budget for grants. Jeanne responded that there was not a separate category built into the budget for that. It comes out of the same member education and services category. Jeanne further explained that for Phase I, the grant amount is \$500 and for Phase II, the grant amount is \$750. Jeanne did explained the risk management grant will help pick up travel costs for individuals wanting to attend trainings in Carson City or other areas but are unable to do so because of financial constraints. Jeanne advised that Ann Wiswell handles those applications. Danelle mentioned Jeanne coming to Nye



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County and presenting HR Briefings during management staff meetings which have been really well received and doesn't take away from any of their workdays. It is good training and appreciated. Bill Deist indicated John Bates does the same for Humboldt County.

12. For Possible Action: Adjournment

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