



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

**Date: September 17, 2010 Time: 10:30 a.m.
Place: 201 S. Roop, Library (2nd floor)
Carson City**

1. Oversight Committee Roll Call:

Members participating: Chairman Curtis Calder; Bill Deist; Ben Sharit; Ann Murdoch; Geof Stark; Jose Delfin; Pat Whitten; and Ben Zunino, Not present: Bob Davidson; Darcy Worms; and Steve Englert.
PRI staff: Jeanne Greene and Christine Vido.

2. Action Item: Approval of Minutes of Meeting June 9, 2010.

Ben Zunino made a motion to approve the minutes of June 9, 2010, as presented. Geof Stark seconded the motion. Motion was carried.

3. Item: Final Report of FY09/10 Activities

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

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

Jeanne stated that it was a very successful year and a vast majority of the objectives had been completed.

Develop two new instructor led courses annually - Jeanne indicated that two new instructor led courses would be developed per the strategic plan; in actuality three were developed.

Regional Trainings - Two regional trainings were indicated on the strategic plan; Jeanne explained due to the demand of the Essential Skill Management Certificate Program (EMS), eleven regional trainings were offered. Jeanne explained that the regional trainings were extremely popular with the members. Jeanne also stated that Becky Bruch and Ann Alexander, two of the POOL contract attorneys conducted an Investigation training five times during the year with tremendous response. Ann and Becky agreed to conduct the training again this year.

Update and revise instructor led courses - Thirteen courses were revised and updated throughout the year.

Elearning - Jeanne stated that 2 new elearning courses would be developed and were in fact completed. The courses are Combating Unlawful Harassment and Due Process 101.



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Newsletters - Jeanne stated 6 newsletters were published during the year.

HR Briefings - Developed 3 new briefings – Employee Furloughs, FLSA Classification, and Telecommuting.

Alerts/Bulletins - Issued 11 alerts – sent out when there is a change in the law that members need to be made aware of immediately. 26 bulletins were posted on the website. Planned to update 10 briefings; 17 were actually updated due to changes in legislation.

Webinars - Five webinars were conducted in conjunction with Horizon Health (EAP provider) at no cost to either POOL/PACT or to members for these webinars.

Jeanne reviewed the totals for the **trainings** for FY09/10: 724 trainings scheduled, 623 completed, 2805 employees attended; average rating 4.4 out of 5; 71 cancelled – some on POOL/PACT side and some on the member side; regional training with NERC, was cancelled because of funding being abolished by the state; some other trainings were scheduled and had a lack of response so they were cancelled. **HR briefings** 71 were scheduled, 39 completed, 24 cancelled; all cancellations on member side. **Policy development** 36 members scheduled; 11 members completed them. Jeanne stated that policy development is a huge undertaking for the members so 11 completed is very successful.

Personnel Policies - Are reviewed on a systematic basis every 1, 2, or 3 years depending on type of policy.

HR Assessment Program – 10 members participated; Lyon County is the only member to complete and receive the grant that was approved during the last meeting. Jeanne states that she expects four members to be completed and present grant requests by the next meeting: City of Yerington, Mt. Grant Hospital, Nevada Rural Housing Authority, and Storey County. Bill Deist indicated that Humboldt County is close. Jeanne asked Bill if they were waiting for the job descriptions from the sheriff's office and Bill said primarily.

Jeanne stated that overall she thought the 09/10 goals were accomplished and in some cases exceeded. Curtis Calder thought that PRI did a good job and got all indicated items done and thought it was a really productive year. Bill Diest second Curtis' comments. Ben Sharit stated great job, very helpful. Geof Stark appreciated the new trainings and seconded the comments about the regional trainings; they are good things to do.

Jeanne mentioned that there were two new courses that used the new format of using case studies: The Perfect Storm and The Good, The Bad and The Ugly.

4. Item: Report on Current Activities

Jeanne stated that this information was from July 1, 2010 to September 7, 2010 when the reports were printed.



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- **10/11 Strategic Plan**

Develop two new instructor led courses – Adding a new course, Preventing Sexual Misconduct in Schools to make three total.

Updating/Revising Trainings - Jeanne anticipates that this list will grow based on federal and state legislation.

Developing Two New Elearning Courses – Preventing Sexual Misconduct for Schools and Drugs and Alcohol.

Newsletter – Continue to publish every two months, one published in August and another scheduled for October.

Regional Trainings – Two based on three-year strategic plan. 11 are scheduled so far this year. Essential Management Skills offered 7 times this year in Eureka (30 participants), Lyon Schools (1st session 22 participants, 2nd session 23 participants), Elko (32 participants), Lovelock (24 participants), Carson City 2 sessions due to high demand (1st session 30 participants, 2nd session 33 participants). Pat Whitten asked if both Carson City sessions are full. Jeanne said they are but there are two other sessions in Carson City for Lyon County Schools that still have openings if anyone would like to send someone.

Power Courses – POOL/PACT HR started doing this with NACO and NV League of Cities. Jeanne stated that Larry Beller took this course with him when separation from POOL/PACT took place. Larry has moved out of state and POOL/PACT HR was asked to take this over. Stacy Norbeck did this course with NV League of Cities in August and will do with NACO in November. Curtis Calder asked if POOL/PACT was working with the original material or if new material was developed. Jeanne responded that new material was developed based on HR Briefings. Topics focus on FMLA, FLSA, and Unlawful Harassment – key areas that result in litigation. Pat Whitten asked if one was being done with the Nevada Association of School Boards in Las Vegas and Jeanne said that POOL/PACT HR has not been asked to do that.

Level 3 Surveys – Jeanne stated that this was started for EMS, HR Rep and Customer Service trainings only. Three months after training, the survey is sent out. Participants are being asked if they have been able to implement and utilize the information they received in the training sessions. The information will be used to update and modify the trainings in the future.

HR Briefings - Three new briefings scheduled for development this year. Due Process is completed. Substance Abuse Awareness and Handling Employee Complaints are scheduled.

Alerts – Two have been issued so far this year.

Webinar – Building Successful Teams is scheduled on September 30, 2010.

Bulletins – 26 are scheduled, six completed.



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HR Briefings – 10 are scheduled to be updated tied to policy review. More will be updated based on changes in legislation.

FAQ Section on Website – Plan for link on POOL/PACT website that will be updated on quarterly basis dependant on types of questions that come in.

Developing/Updating Client Tracking System – In-house project. Christine Vido is working to get this running. Old system developed by Larry Beller still being used in the office.

Statistics – Jeanne mentioned that POOL/PACT HR is changing the way that the trainings are counted. Before when regional trainings were counted, they were counted by member organization (i.e. 20 members = 20 trainings) now we count as one training. **Trainings** - 33 scheduled, 24 are completed, nine are in progress, 1,451 participants. Jeanne stated the large number of participants is due to the Sexual Misconduct Training with school district employees, with 100 to 150 participants per session. **HR Briefings** – 19 scheduled, 13 completed. **Policy Development** – 27 scheduled; 1 completed (Carson Water Subconservancy District).

Recruitment & Hiring Coaching – New program being offered by POOL/PACT HR. Working with members very closely with hiring needs. The Superintendent of Esmeralda Schools will be the first as he has given notice. POOL/PACT HR will work with school board on initiating recruitment, screening the applications and bringing them back to the board. Since the board will be involved, the open meeting law will apply during this process. Curtis Calder asked if POOL/PACT HR would be the broker in this process. Jeanne responded that POOL/PACT HR will not be the broker but assist the district in establishing a recruitment notice, advertisements and where to place, help with the interview process to make sure that the district is following all of the requirements of the law.

Pat Whitten inquired whether the Succession Planning program was meant for members with specific needs or does there have to be a certain number of members wanting the service in order for it to begin. Jeanne indicated that POOL/PACT HR would work with members on an “as needed basis.”

Policy Review - Develop policies for small organizations. This is a result of an HR Assessment with the City of Carlin and request by Elko Convention Authority; they want to develop policies but the existing sample policies are too extensive and designed for larger entities. The new small policies should be released by December 1st. Jeanne feels that there will be more success in getting smaller members to adopt the policies if they are geared more to their needs.

Another issue is the policy formatting. It is a hindrance for some entities. POOL/PACT HR addressing this. Curtis Calder suggested trying to format into WordPerfect.

Revising Vehicle Operators Drug and Alcohol Policy for CDL holders; there have been significant changes in federal law. They are requiring testing for ecstasy effective October 1, 2010 and some definitions have changed. The revised policy should be online this afternoon or Monday morning.



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HR Assessments - Nine are carried over from last year. The onsite assessment has been completed; now are waiting for organizations to complete the recommendations. There is a list of 10 organizations that have indicated an agreement to participate in the assessment process this year. Two organizations, City of Carlin and Elko County School District have their recommendations, have had discussions, and are moving forward. Most of the other organizations have their dates for their onsite visits.

- **10/11 Scheduled Regional Trainings** – Jeanne mentioned the individual locations and participant counts during the Strategic Plan overview.
- **Employment Opportunity Listing Website** – Report shows numbers of those accessing the website. Jeanne stated the statistics were consistent and the August numbers were up but not significantly.

5. Item: Report on Other Activities

- **HR Problem Solving Reports** – This is for the 4th quarter of FY09/10. These are cases that have been reported that are out of the norm, complicated, or high profile. There were no questions on the report.
- **FY 09/10 Report on Employment Related Claims** – Jeanne reported that the claims for 09/10 were higher than 08/09. There were 30 claims in 08/09 and 51 claims in 09/10. Jeanne believes that the reason for this is because when there is indication that there may be litigation POOL/PACT HR is notifying ASC who establishes a claim file. Jeanne pointed out that the dollar amount paid out in expenses in 08/09 averages \$11,258 per closed case vs. 09/10 \$5,361 per case. Curtis Calder commented that if you look at 08/09 compared to 09/10 at the breakdown of claims – it is interesting where the claims are coming from; triple the amount in cities, double in the school district and the counties are up by about a third. He said it is interesting that more claims are being established. Bill Deist asked if these claims are coming up earlier because of the training the members are getting. Jeanne responded that the HR contacts out in the member organizations are coming to POOL/PACT HR as soon as they realize there is a problem instead of trying to handle it on their own. If it is thought that an attorney is going to be involved then Donna Squires is contacted. Jose Delfin commented that there is probably a correlation with downsizing. Jeanne agreed and when there is downsizing there is suddenly a rise in FMLA, ADA and workers' compensation. Curtis Calder stated that there will probably be more claims and the trend is starting, not peaking at this point.

6. Item: HR Compliance Assessment Program – Curtis Calder stated that this had already been discussed during the Strategic Plan overview. Jeanne agreed. The handout shows the types of recommendations made and where in the process each member is at.

7. Item: Discussion of NRS 288 Fiscal Impact Assessments – Curtis Calder stated that this was brought up at the last meeting. Many members received a Hobbs & Ong study and wanted to take a look at to see if all members got a copy of it. Jeanne Greene advised that she contacted Andy



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Anderson who is the commissioner of the EMRB – the enforcement organization for NRS 288 and he was not aware of the analysis that came out of the Hobbs group. Andy feels that the report goes beyond the intent of the legislation. He said that there was no actual legislative hearing on this and not heard in committee. It was a floor amendment added on the last date. Jeanne sent Andy some language provided by Lyon County and asked if that was sufficient to provide and Andy felt that it was sufficient. Curtis asked if there was a copy of language and Jeanne pointed out it was in the handout. Curtis said that the language is consistent with language that most jurisdictions use. Jeanne asked the board if they wanted to provide POOL/PACT HR with direction regarding this issue. Curtis suggested posting a bulletin to all of the members and advised that a summary analysis should be sufficient. Geof Stark suggested that it should be emailed. Jeanne said an alert would be better since those are sent out via email. Curtis clarified that the information would be sent out in an alert. Jeanne said that an alert would go out by Monday.

8. **Action Item: Schedule Next Regular Meeting for POOL/PACT Oversight Committee**
Curtis stated that there was interest in having the meeting in other locations in the state. Curtis asked Bill Deist if he would be interested in hosting the next meeting in Winnemucca. Bill Deist agreed. Curtis would need to have a Friday meeting date. It was agreed that the next meeting date would be December 3, 2010 at 10:30am.
9. **Item: Public Comment** – Ben Zunino said that there was a training held in Eureka for bus drivers and the gentleman who came out for the training did a great job.
10. **Action Item: Adjournment**
Curtis Calder called the meeting adjourned at 11:22 a.m.