



**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 24, 2008                      Time: 10:35 a.m.  
Place: 201 S. Roop, Conference Room 201 A-B (2<sup>nd</sup> floor)  
Carson City**

**1. Oversight Committee Roll Call:**

Members participating: Curtis Calder, Chairman; Dee Zambetti; Bill Deist; Ann Murdoch; Marilou Walling; Jose Delfin; and Bob Davidson. Not present: Geof Stark; Lisa Granahan; Guy LeFever; and Ben Zunino. Consultant staff and guests: Ben Sherit (for Guy LeFever); Mitch Brust; Jeanne Greene; Donna Greenhut; Stacy Norbeck; and Shani Dues.

**2. Action Item:            Approval of Minutes of Meeting June 11, 2008**

Bill Deist made the motion to approve the minutes of June 11, 2008. Marilou Walling seconded the motion. Motion was carried.

**3. Action Item:            HR Services Survey presented by Gus Hill**

Mitch reminded Oversight Committee Members that this survey will be utilized to determine the members' assessment of the services provided by POOL/PACT HR. Gus Hill, UNR professor, has been contracted to develop and conduct the survey. The Oversight Committee Members will have an opportunity to comment and make final changes/corrections before the survey is implemented.

Gus began with a general overview of the POOL/PACT Human Resources' Services Survey by discussing the technology method and software (Survey Monkey) involved with creating the survey to contacting the identified HR representatives for each organization.

He presented each section of the survey and how they identify specific topics or services that are provided by the staff of POOL/PACT HR. Gus explained the rating system and all six raters which are indicated from "strongly disagree" (SD) to "strongly agree" (SA) with an option to opt out – "not applicable" (NA).

The process will involve sending out an introductory email on October 1, 2008, that will explain the purpose of the survey, the process involved, the actual time involved completing the survey, and the deadline. The survey will be emailed to participants on October 7, 2008. One week later, on October 14, 2008, Gus will track and monitor participants' responses. Follow-up reminders, if necessary, prior to the projected deadline of October 21, 2008, will be sent to those that have not replied.



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The following suggestions and/or comments were presented by members of the Oversight Committee to be applied to the survey:

- Section III only has five rating categories and is missing the “strongly agree” column.
- The rating legends between “Neither Agree or Disagree” are not consistent. Also, the “Agree or Strongly Agree” is inconsistent in each section.

After the survey is complete, Gus will coordinate with Mitch and compile data to be presented to participants, the Oversight Committee, and POOL/PACT HR.

Bill asked how many individuals from each organization would participate in completing the survey. Mitch stated that the individual that POOL/PACT HR staff works most closely with will receive the survey. Mitch mentioned that if more than one person from an organization wanted to provide input, then the survey should be discussed and answered accordingly in that fashion from that organization.

Mitch stated that any other changes or comments can be sent directly to Gus Hill at [gushill@sbcglobal.net](mailto:gushill@sbcglobal.net) by close of business Friday, September 26, 2008.

Mitch requested the survey summary be presented to the Oversight Committee so they can provide input for the planning of FY09-10.

Bob Davidson motioned to approve and move forward with survey as long as all corrections are applied. Motion was seconded by Marilou. Motioned moved by all approving and none disapproving.

**4. Item: Staff Update**

Mitch reported on the following updates to the POOL/PACT HR staff:

- Dania Reid, whom was with POOL/PACT HR for over three years, accepted a position with the DA’s office in Washoe County.
- Donna Greenhut, a new addition as an Administrative Assistant.
- Jeanne Greene has joined us as a new consultant.

Curtis Calder reported that Dee Zambetti will be retiring and this will be her last meeting with the Oversight Committee.

**5. Item: Report on Current Activities**

- 5a. HR Services Report**
  - Regional Trainings/Workshops**
  - Video Conference**
  - Teleconferences Update**
- 5b. HR E-learning Update**
- 5c. SafeSchools’ Update**
- 5d. Personnel Policies Update**
- 5e. Job Opportunity Website Update**

Mitch began the report on current activities with a correction to handout Item 5a “POOL/PACT HR Services”; the second block should read ‘FY08-09’ not ‘FY 07-08’.



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Mitch stated that the handout (5a) identified the services to be provided. Mitch discussed the “Alerts” and the three issues that have been brought to POOL/PACT HR’s attention in the last five days. They were the ADA Amendments’ Act, IRS retirement age issue, and the Federal Trade Commission (FTC) requirements relative to Identify Theft as related to utilities and their customers.

Dee commented that this item had been extensively researched by Dania Reid and discussed several months ago. It was determined that it did not apply to any of the members, but was more of a scheme for certain companies to sell “identify theft protection” insurance to employees.

Mitch commented that with the recent language received from the FTC this might apply to member utilities and their customers. Mitch stated he will continue to research; to consult with legal counsel, and will forward updated information.

The next item of concern was the recent notice from the IRS with an implementation date of July 1, 2009, which indicates the age of retirement for public employees. The age of retirement varies with the occupation, i.e., firefighters or law enforcement, of public employees. The concern is the potential of mass exodus of eligible employees, similar to the recent PEBS action and the impact on future retirees. Jeanne Greene commented that under this provision there would no longer be a service-based eligibility requirement.

Dee stated that on the PERS website there is a daily update on this issue. She stated that PERS is actually asking for a stay on this provision and this is being challenged on a national level. PERS is requesting that the IRS change their regulations and it appears that PERS will prevail. Dee commented her organization sent out a notice to their employees on this topic. She will forward a copy of this letter to Mitch.

The last alert item is the ADA Amendment Act and once the President signs the Act, POOL/PACT HR will send out an Alert.

POOL/PACT HR staff continues to research these issues and will provide updates when appropriate.

Mitch explained the following workshops were being offered:

- Admin Inquiry – October 9<sup>th</sup> in Winnemucca;
- Employer Branding – October 21<sup>st</sup>, in Carson City; and
- EMS – four different locations which include Douglas County, Boulder City, Mesquite, and Lyon County Schools.

The video conference for schools that was scheduled for October has been rescheduled as a full-day workshop in March 2009. This will be presented in concert with United Educators (UE), to include a live-interactive panel with attorneys, and educators. The workshop is being considered to be delivered in as many as three different locations.

Mitch referred to ‘5b, HR E-learning’ handout that reflected user statistics through the end of August 2008. Mitch emphasized the total number of participants over the last two fiscal years came to an excess of 1,000 employees. There are over 33 organizations, out of 111, that have taken advantage of the on-line courses.



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Curtis asked if out of the 111 organizations, is there some type of limiting capabilities hindering their participation.

Mitch confirmed that it had come to his attention during the Loss Control Fall Retreat, of several challenges some of the organizations face. One is the lack of computer equipment for utilization by employees and the second is the familiarity of navigation through an on-line course by the user. To address the latter reason, POOL/PACT HR staff will be conducting a “pilot demo” in Churchill County. If successful, this service could expand to other organizations.

Dee asked if there were written procedures or a demonstration that could be presented to a training committee that would explain the process, the length of each training, and step-by-step instructions for the on-line courses. Dee also asked if it would be possible for Bill to present during or after one of the Essential Management courses since the audience and equipment is already in place.

Mitch responded a step-by-step process will be forward to her. He also stated that POOL/PACT HR will make available either Bill or another consultant to provide a demonstration to Boulder City managers.

The next item of discussion was “5c – SafeSchools” handout which identified the statistics from January 1, 2007, through September 5, 2008. Mitch added that all 15 school districts have been active at some level. He reported that there are approximately 6,500 school employees and around 4,000 employees completed one or more of the 14,000 courses assigned this year.

The “5d – Personnel Policy Update” identified the current policies revised. Mitch reminded the Oversight Committee members that when the ADA revisions become effective we will be updating those policies as well.

Handout “5e – Nevada Rural Job Website” identified the increasing stats on this website. Mitch commented the information was sent to us from JM Studio, the company that assists with this website. Mitch stated there are currently 45 clients that have links to the site; which includes all 15 school districts. He reported that the level of interest demonstrates two things, the state of the economy and the interest of finding employment in rural Nevada.

**6. Item: Report on Other Activities**  
**6a. HR Problem Solving Reports (4th Quarter)**  
**6b. HR Claims Report**

Mitch advised Oversight Committee members the handout “Item 6a – HR Problem Solving Reports” is the updated incidents for the 4th quarter of FY07-08, which reveals the problem-solving issues POOL/PACT HR staff has been involved with resolving.

Mitch reviewed the “Item 6b – Claims Report” handouts (handout ‘a’ and handout ‘b’) with the first handout showing that during FY07-08 there were 45 E&O claims with 28 being HR related. The handout shows the actual cost of awards and legal fees. Mitch stated that he is getting more detail to help POOL/PACT HR better identify and manage these issues.

The second handout identifies the entities with claims and the different types of claims.



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7. **Action Item:**      **Next Meeting for POOL/PACT HR Oversight Committee Meeting**  
The next Oversight Committee meeting is scheduled for December 3, 2008, at 10:30 a.m. The location will be announced. Jose will check to see if the Carson City School District Board Room is available.
8. **Action Item:**      **Public Comment**  
None.
9. **Action Item:**      **Adjournment**  
The meeting was adjourned at 11:35 a.m.