



**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

**MINUTES OF THE
NEVADA PUBLIC AGENCY INSURANCE POOL AND
PUBLIC AGENCY COMPENSATION TRUST
HUMAN RESOURCES
OVERSIGHT “SPECIAL” COMMITTEE MEETING**

Date: January 21, 2009 Time: 10:35 a.m.
Place: 90 West Fourth Street, City Council Meeting Room
Winnemucca, NV

1. Oversight Committee Roll Call:

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

2. Action Item: Approval of Minutes of Meeting December 3, 2008

Mitch Brust identified three corrections to the minutes. Marilou Walling made the motion to approve the minutes of December 3, 2008, with corrections as noted. Geof Stark seconded the motion. Motion was carried.

3. Action Item: Discussion and Approval on Strategic Plan for FY2009-2012

Mitch began discussion on the proposed Strategic Plan for fiscal years 2009-2012, by explaining the POOL/PACT HR objectives and action plans were developed from information received from the HR Services Survey, the two-day planning session with HR staff, comments received by clients throughout the year, and from the Oversight sub-committee workgroup.

(NOTE: Two handouts were delivered to all committee members via email; 1) HR Strategic Plan – Working Draft; and 2) HR Internal Strategic Plan FY09-12 – expanded. The first handout, “HR Strategic Plan” is a one-page condensed version of the expanded details and will be the official document submitted to Wayne for presentation at the Board meeting in April.)

Major objectives identified from the HR Internal Strategic Plan with opportunity to discuss were presented in the following order.

- **Develop and Revise Training Courses:** Mitch stated the plan is to develop two new instructor-led training courses annually; update and revise facilitator-led courses; offer two regional trainings; offer four mandatory on-line courses; pilot new courses; and remove out-dated courses as identified.
- **Enhance and Market Online Training:** Mitch reviewed this objective which will be promoted by encouraging school districts to utilize online training; develop two new online courses



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- annually; provide one-on-one demonstrations with Churchill County to pilot this program; develop webcast capabilities; and continue to market online training through newsletter articles and testimonials from clients.
- **Continue to Improve/Enhance Communications and Access to Information:** The actions within this objective are to continue with development and distribution of the newsletter and bi-weekly HR Bulletins; develop three new HR Briefings annually; update ten current HR Briefings annually; issue Alerts as needed; conduct statewide webinars on timely issues; conduct the HR Services Survey biennially; offer semi-annual regional information meetings which would include “lessons learned” subjects; explore video conferencing; and consider offering informational sessions along with ASC, Risk Management, and POOL/PACT HR on the type of POOL/PACT services available.

Jose Delfin asked if a participant had a question from one of the on-line courses, are they encouraged to contact POOL/PACT HR consultant or to turn to their HR representative. Mitch answered that it depends on the issue and the implications involved. He stated that if a participant came to the POOL/PACT HR consultant and it was determined that the client’s HR representative needed to get involved, then we would contact that person. It is best regarding problems that surface go to the HR representative so they are kept involved on potential issues.

- **Continue to Improve Use of Technology:** Mitch stated that there has already been much involvement and action to enhance the HR web pages. Also identified as action goals is the ability to enhance the internal client-tracking system; adding a calendar to the HR webpage which would list regional trainings, meetings, and workshops; and web registration for facilitator-led courses.
- **Conduct HR Practices Assessment:** Mitch informed the Oversight Committee members that this objective and subsequent action plans are new. The first year would involve developing and piloting the HR Compliance Assessment Program. The second year would involve implementing this program, which includes an assessment and written plan of action to address significant HR practices or policies, for 25% of the POOL/PACT clients.

Mitch commented that the last three objectives listed on the hand-out are current services that POOL/PACT HR has identified and maintained over the last three years.

- **Develop & Deliver Client Specific Service Plans:** He reminded the Oversight Committee members that developing client service plans has been performed by POOL/PACT HR consultants at the end of each fiscal year. Also discussed were new client specific service programs being developed to include: Succession Planning, Writing Job Descriptions, Recruitment and Hiring Coaching, and HR Disaster Planning. Also identified for client specific services were a pilot joint recruitment bank; offering smaller members direct services to include webinars, e-learning, etc.; and a “Meet Your Needs” card that will be utilized as consultants stop by to visit their clients.
- **Maintain Sample HR Policies:** Mitch reviewed the action plan that includes systematically reviewing, updating, and creating “Sample Policies” for both general use and school use as a service currently being provided and will continue to be provided in the future. The two new



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action plans under this objective are 1) indexing related forms to correlate with policies and 2) developing a new policy on “Return to Work” for injured workers.

- **Coaching and Problem Solving:** The action plan to assist clients with HR related issues by providing advice and consultation is an ongoing goal for POOL/PACT HR consultants.

Following the review of the objectives for fiscal years 2009-2012, Curtis Calder asked what was the timeline for the document to be submitted to Wayne. Mitch replied that Wayne requested the one-page summation of the HR Strategic Plan be submitted by end of January.

Bill Deist motioned to approve the Strategic Plan as presented; Marilou seconded. The motion was carried.

4. Action Item: Next Meeting for POOL/PACT HR Oversight Committee Meeting

The next regular Oversight Committee meeting is scheduled for March 4, 2009, at 10:30 a.m. The location will be the POOL/PACT second floor conference room in Carson City.

5. Action Item: Public Comment

Mitch announced his plan to leave. Mitch indicated he would have more information at the next Oversight Committee meeting. Jeanne Greene was identified as the planned successor as the General Manager for POOL/PACT HR.

6. Action Item: Adjournment

The meeting was adjourned at 11:30 a.m.