



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**
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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 9, 2009 Time: 10:30 a.m.
Place: 201 S. Roop, Conference Room 201 A-B (2nd floor)
Carson City**

1. Oversight Committee Roll Call:

Members participating: Chairman; Curtis Calder; Bill Deist; Geof Stark; Ben Sharit; Steve Englert; Ann Murdoch; Lisa Granahan; Pat Whitten; and Ben Zunino. Not present: Jose Delfin and Bob Davidson. Consultant staff and guests: Jeanne Greene, Donna Greenhut.

2. Action Item: Approval of Minutes of Meeting June 10, 2009

Ben Zunino made the motion to approve the minutes of June 10, 2009, as presented. Ben Sharit seconded the motion. Motion was carried. Jeanne Greene offered a point of clarification from June 10, minutes; Page 3 on Domestic Partner Act. There have been conflicting legal opinions regarding FMLA leave applied to Domestic Partners. Attorney General's Office is examining it and will issue a formal legal opinion. Until the legal opinion is issued, POOL/PACT HR is advising members they are not required to grant FMLA to Domestic Partners, however, they may choose to do so.

3. Item: Report on Current Activities

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

- **Fiscal Year End Report** – from July 1, 2008, through June 30, 2009, Service Plans with 89 clients.

439 trainings scheduled for the year; 357 have been completed; 18 cancelled by entity, 64 postponed until current year; HR Representative Certificate Program was not complete and the Bermuda Triangle course still under revision.

22 Briefings scheduled; 19 completed

31 Policies and procedures scheduled; 6 completed

1 Teleconference

18 Alerts were issued

27 Bulletins were posted on a bi-weekly basis

6 Quarterly newsletters were published

4 Workshops presented

3 New training courses developed and 6 revised



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- **FY 09/10 HR Services Report** - data from July 1, 2009, through September 1, 2009. Service plans with 80 entities.

475 Services scheduled, still have some clients to finalize service plans

386 Trainings scheduled, 23 completed, 9 cancelled by members

53 Briefings, 4 completed

36 Entities to develop or revise policies and procedures

1 Teleconference was held; reporting 2009 legislative session

2 Alerts issued; additional alerts to go out on Domestic Partners and I-9

Bulletins continue to be posted on a bi-weekly basis

Newsletters published on a bi-monthly basis, the next one due out in October,

Legislative bills being tracked, since congress came back into session, policies will be revised as needed according to legislative changes

Jeanne Greene asked if the board would like more detail regarding the training classes, such as number of participants and evaluation scores. Curtis replied he would like number of participants, to track attendance. Lisa Granahan replied that she would be interested in receiving evaluation scores to measure success of programs.

- **Year End Personnel Policy Revisions** Policies are reviewed and posted on a quarterly basis for members review. Any policies changed due to legislative actions are updated immediately.
- **Employment Opportunity Listing Website** Jeanne Greene reported that this fluctuates slightly from month to month, but overall no significant changes. Lisa Granahan asked for a description of hits. Donna answered that hits describes how many times the site is visited within a one month period. Further, the unique hits tracks new visitors; visitors that return more than once would fall within the "hits" category.
- **09/10 FY Strategic Plan** Jeanne explained that this report is based upon the strategic plan approved by the Oversight Committee last spring. Jeanne suggested that Agenda Item 3b (Services Report) could be incorporated into the Strategic Plan.

Develop two new instructor led courses; we actually plan to develop four new courses due to the needs of the organizations. Due dates indicate they have not been completed.

Update and revise instructor led courses. Revising all sessions of the HR Rep Certificate program. The first four sessions are complete, the last two sessions are 75% complete. HR Rep conducted first two sessions last week with 32 participants in each class, held on Tuesday/Wednesday. Next classes to be held September 22 and 23.

EMS Certificate Program; some sessions are being revised, and include due dates to indicate when they will be completed. Progress will be reported at each committee meeting.



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Regional training courses – Oversight Committee previously suggested doing more regional trainings. Goal was for two each year, one in fall, one in spring, we have more than that scheduled.

FMLA/ADA training is scheduled for tomorrow 9/10/09, in Carson City, we have 24 signed up for the training.

FMLA/ADA in Elko cancelled due to low registration. The participants that were signed up are signed up for the EMS program in Elko, and the FMLA/ADA will be covered in that training.

EEOC/NERC – in Elko has been postponed until the spring.

HR Rep currently in process.

EMS in Elko beginning September 30, with 12 participants signed up, John Bates indicated that another 8 or 9 will be signing up.

Storey County EMS will begin October 28, 30 participants and is at maximum.

EMS in Mesquite in February, EMS Carson in spring, and Douglas County EMS January through March, dates to be identified. EMS very popular.

Bullying in Workplace in Carson and Southern Region in the spring.

Pat Whitten thanked Jeanne and Bill for bringing the EMS program so close to his region. With so many new managers on board they really needed it, and appreciate the response within a short three month period.

Mandatory elearning - for new employees up and running. This training was encouraged during service plans to have new employees sign up. Approximately 1 ½ hours to have new employees go through all four classes.

Pilot new training courses not completed.

Enhance and market new online training, not complete.

Developing two new elearning courses have not been started.

Newsletter publication, outlined for year. Completed August newsletter, and are in process of developing news articles for October.

Three briefings to be developed this year, not completed.

Two alerts issued to date, will increase as year progresses.

Bi-weekly bulletins are listed with topics and dates of future bulletins.

Ten briefings to be reviewed this year, the COBRA briefing the only one revised to-date.

Personnel policies will be reviewed and revised through end of June, and will be reflected as they are completed.



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HR Compliance Assessment Program detailed in the project tracking.

- Curtis asked if we are on track, Jeanne said yes, and we use project tracking to monitor status of goals. Curtis asked when we will start working on FY 10/11 Strategic Plan. Jeanne responded that POOL/PACT HR will be meeting on December 11, 2009 to work on next fiscal year's strategic plan and it will be presented to the OSC in early spring for approval. Lisa Granahan noted that she was impressed with tracking process, and asked if it was a large job to track the data. Jeanne responded that it was originally several Excel Spreadsheets, but we use the Visio program as a tracking system, to consolidate all the data.
- Compliance Assessment Program, first assessment will be Lyon County on September 25th. We have 11 members that have agreed to be part of the pilot process. Yerington in October and then one or two clients per month through end of fiscal year. We will report process from Lyon County at next Oversight Committee meeting. Entities that have volunteered so far; four counties, two cities, two schools, one hospital, one fire dist, one special district. Geof Stark asked if the assessment program will be similar to the POOL/PACT risk management program – Jeanne responded we will be using a checklist and looking at updated policies on FMLA/ADA, Bullying, recruitment files, personnel files, ensuring that I-9 forms are filed separately, that posters are prominently displayed. Follow up with assessment reports with areas of correction, and final check up. Entities will be eligible for grants of up to \$500 for use in purchasing filing cabinets, travel cost to attend training sessions, etc. Applications for grants will be submitted to Oversight Committee for approval. Curtis responded to Geof's question that the program will be run similar to the Loss Control Excellence Program, and since it is a pilot program, we are hoping for some good results. Not all agencies have systems in place. Steve Englert asked if all entities have checklists that will be used. Jeanne responded that all agencies in pilot program will receive a letter with the checklist so they know what the program will be looking at, and the checklist was in the Oversight Committee packet at the last meeting. Ben Zunino thought all agencies should have the checklist so there are no surprises for any entities, even entities that are not involved in the pilot. Curtis recommended placing the checklist on the website. Jeanne agreed to place on website.
- Jeanne mentioned that she would like direction to consolidate the 3b report with the Strategic Plan Report, and gave details how the reports overlap. Curtis asked if the number of participants would also be integrated, Jeanne replied yes. All OSC members agreed that the reports should be integrated.

4. **Item: Report on Other Activities**

Problem Solving Report these are the incidents that are dealt with that are out of the ordinary for the last quarter. The final quarter of FY 08/09 had relatively slow activity.

Employment Related Claims Report Year End FY 08/09 total of all claims submitted is 7%, consistent with previous years. HR claims went down last year from 64% to 46%, (of errors and



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omissions claims) total number of HR claims last year was 28, which is less than the previous two years. 8 of those claims have been closed, total cost is approx \$50K. Many school district claims are due to lay-offs. Geof Stark asked if clients notify POOL/PACT HR prior to a claim being filed. Jeanne responded not all members will report problems prior to the claims, some of them are only reported after a claim has been filed.

5. Action Item: Newsletter Distribution “Personnel Management Perspectives”

Jeanne discussed the newsletter that is published every other month and asked how the committee feels about having the newsletter published electronically. Cost to publish the paper newsletter is approximately \$8,000 for printing and distribution annually. Risk management side publishes an eletter. Distribution would be easy, and questions could be submitted electronically. Members could forward to employee base, and they could be printed at the client site if desired. Curtis voiced support of electronic publication of the newsletter, Bill Deist also would like to try it, and Steve Englert from Lyon County supported the idea. Bill Deist motioned, Steve Englert seconded, motioned passed. Lisa Granahan asked if it would be sent to the HR department. Jeanne stated that it would be emailed to everyone on our current email list. Pat Whitten asked if it could go to the HR Department only and they could decide who gets it. Jeanne said that would be possible. The announcement will be made in the October newsletter, which will still be the paper edition.

6. Action Item: Next Meeting for POOL/PACT Human Resources Oversight Committee

Curtis asked if the second Wednesday of the month works for everyone. Bill Deist stated that he could only attend by phone due to a standing meeting. Following discussion, it was determined the next regular Oversight Committee meeting is scheduled for December 9, 2009, at 10:30 a.m. The location will be the POOL/PACT second floor conference room in Carson City.

7. Action Item: Public Comment

Jeanne wanted to inform members that any items that they would like to add to agenda to notify her via email. Curtis mentioned he anticipates a special legislative session due to the economy, and how the Oversight Committee or POOL/PACT HR will respond to it. Bill Deist commented that he thinks a special session will be coming. Curtis believes the outcome will impact revenue and in turn reductions in force. If there is a special session, that should be put on the next agenda. Jeanne mentioned that POOL/PACT HR has developed a briefing on reductions in force and we are prepared to deliver the briefing wherever necessary. Discussion followed regarding applying a 4/10 workweek. Jeanne offered to put together a memo to all the HR representatives and ask if they are anticipating layoffs, and if they would like us to present the briefings on RIF's or 4/10's. Curtis mentioned it would be a good idea since the state is already doing some of these things. Jeanne mentioned the state had to pass a special law to make those adjustments and that the entities may need to open their CBA's to make schedule changes. Jeanne stated that she would place the item on the agenda for the December meeting.

Bill Deist of Humboldt County issued a thank you to John Bates for his assistance in getting grief counseling for an incident that occurred at the county. Curtis Calder and Pat Whitten recounted incidents that Horizon Health have assisted and been successful in facilitating situations.



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8. Action Item: Adjournment

The meeting was adjourned at 11:25 a.m.